



5500 NORTH ST. LOUIS AVENUE  
CHICAGO, ILLINOIS 60625-4699

PARKING OFFICE

November 5, 2009

## REF: Spring 2010 Parking Permit Distribution Procedure

Dear Student,

Each semester, **you are automatically billed for a parking fee**. If you do not wish to park on the NEIU campus, you must waive the parking fee. If you need to park on campus, you must have a valid NEIU parking permit. Follow the steps below to get your permit in person or by mail:

- Step 1. **Confirm** your 2010 Spring classes.
- Step 2. Verify that the Parking fee is included on your student bill.
- Step 3. **Complete the online Permit/Vehicle registration process at [www.neiu.edu/parking](http://www.neiu.edu/parking)**

**Student parking privileges are valid on the day you complete all the above steps. Prior to this completion, you are required to pay for daily parking.**

### Spring 2010 Direct Permit Pickup Dates:

Week 1) January 11<sup>th</sup> thru January 17<sup>th</sup>: Direct pickup at our table located in or near Village Square.  
Week 2) January 18<sup>th</sup> thru January 24<sup>th</sup>: Direct pickup at the Parking Office.

### Spring 2010 Permit Mailing Dates:

January 25<sup>th</sup> – March 26<sup>th</sup>: Permits will be mailed starting January 25<sup>th</sup> 2010 for students that did not pick up their permit from the Parking Office and have completed the above 3 steps.

### Quick Tips:

Picked-up permits must be properly displayed immediately or if mailed, within 10 business days from the permit mail out date, in order not to be ticketed. If you have any outstanding parking obligations or problems registering your permit/vehicle(s) online, contact the NEIU Parking Office for assistance during normal business hours. Students can view and verify the status of their new semester permit online after 2 business days of submitting a valid online vehicle permit request. Please remember, **if you DO NOT need a parking permit, waive out of the parking fee. The last day to waive out of the mandatory parking fee is January 25, 2010.** If you do not receive your permit within 10 business days after registering for it, please call the Parking Office immediately.

#### Normal Parking Office Hours of Operation:

Monday thru Thursday	7:00am to 9:00pm
Friday	7:00am to 5:00pm
Saturday	7:00am to 3:00pm

#### Office Phone Numbers:

(773) 442-4114  
(773) 442-4117

*Hours between semester breaks are Monday thru Friday 9:00am to 5:00pm*

Sincerely,

Ann Weaver  
Parking Office Manager