

POLICY: PARKING TOKEN GUIDELINES

Audience	The information in this policy is intended for UTMB SON students.
Goal	To provide low cost parking to <u>all</u> students in addition to free shuttle parking.
Free Parking for All Students	No cost (free) parking option for all students : Free shuttle parking information is available in the Office of Student Affairs and in the Bookstore.
Full-time Students	Low cost parking options for full-time students : <ul style="list-style-type: none"> • Hang tag parking: \$30/year. These permits are valid in designated student spaces on a first come, first served basis. • Garage roof parking (usually a waiting list): \$120/year <p>These options are not available to part-time students.</p> <p>You must bring your ID badge and Parking will verify you are a full time student. If you have any questions, please contact parking at (409) 772-4786.</p> <p>http://www.utmb.edu/auxiliaryenterprises/ParkingFacilities/index.htm</p>
Part-time/On-Line Students	Low cost parking option for part-time and on-line students : <ul style="list-style-type: none"> • Discounted parking garage tokens: \$1.80 each <p>This option is not available to full-time students.</p>
Definition of On-Line Status	SON on-line students (full-time by credit hours) who are enrolled <u>only</u> in on-line courses & who have official business on campus either occasionally during a semester (semester average of one day per week) or for several continuous days during a semester. <ul style="list-style-type: none"> • Distance Education students (RN-BSN and MSN)
Part-time by Credit Hours but Frequent Parkers	Many students are part-time by credit hours but are on campus several days a week throughout the semester.
	Students may use the free shuttle parking. Remember that after hours, much of parking around campus is open for any user.
	Student Government Association has formed a Parking Task Force to identify other options.
Semester Limit	Because the part-time parking option is intended for the student who is

	<p>infrequently on campus (semester average of one day per week), a limit of 15 tokens per semester has been set.</p> <p>Tokens ordered late in the semester will be prorated based on the weeks remaining in the semester.</p> <p>Tokens may <u>not</u> be ordered for future semesters since eligibility is determined each semester after registration is completed.</p>
Use of Tokens	<p>Discounted tokens are a privilege and may not be resold to other students. The tokens are to be used only for class attendance and library work. Tokens may not be purchased for use during employment time. Any abuse of the privilege may result in withdrawal of access to tokens.</p>
Process for Ordering Tokens Part-Time Students Only	<p>A request must be submitted electronically to the UTMB Bookstore jumitche@utmb.edu & Allow at least 24 hours for the approval process. The OSA will validate the number of tokens to be obtained per request. A maximum of 15 tokens may be purchased per semester. Special approval is required for additional tokens.</p>
Pickup of Ordered Tokens	<p>Tokens will be available in the Bookstore Monday-Friday from 8-5.</p>

Part-Time Request Only: (Please copy, fill out, & email to jumitche@utmb.edu)

Please include the following information when requesting tokens:

Name:

School

Program:

Dates and type of on-campus business:

Student will pick tokens up on:

Number of tokens: