

KUTZTOWN UNIVERSITY OF PENNSYLVANIA
PROCEDURE FOR OBTAINING A PARKING DECAL

Students who are on campus prior to 4:30 p.m., Monday through Friday, must have a parking permit/decals for their vehicle(s).

Students who are on campus after 4:30 p.m., Monday through Friday and on Saturday and Sunday, do not need to purchase a parking permit/decals.

Students do not need a parking permit/decals to park in designated student parking areas (i.e., white-lined spaces) during summer sessions.

Graduate assistants who only have classes in the evenings are eligible for a free parking decal with notification from their supervisors. Please forward all e-mails to parking@kutztown.edu.

Students wishing to purchase a parking permit/decals can **pre-register** their vehicles through myparking.kutztown.edu.

- The cost of registration is \$50 for the academic year or \$30 for one semester. Multiple vehicles may be registered at this cost.
- Decals may be picked up at the Transportation Department located in Room 107 of the Academic Forum. Office hours during the academic year (Fall and Spring semesters) are Monday through Friday, 8:00 a.m. to 4:30 p.m. Summer hours are 8:00 a.m. to 4:00 p.m.
- **You must bring your driver's license and vehicle registration with you when picking up your decal.**