
PARKING PERMITS

Parking permits will not be issued until payment of the fee is received and processed. See below for important information regarding how online payments are processed, as well as changes in how Federal Title IV financial aid payments are applied to your account.

You may request a parking permit using the "Personal Information" tab at the *MyYSU Portal*.

- 1) Enter the secure area
- 2) Select the REGISTRATION tab
- 3) Choose the appropriate TERM (parking permits are only available for current term)
- 4) Submit
- 5) Go back to the PERSONAL INFORMATION tab
- 6) Select YSU PARKING SYSTEM
- 7) Select Purchase Parking Permit
- 8) From the drop down box, select the type of permit (term/year/cost will display)
- 9) Provide ALL of the required vehicle information (you must have this information to proceed)
- 10) Select the desired vehicle (you may register more than 1 vehicle) and then click "Purchase Permit"
- 11) A confirmation screen will appear. If the "credit card payment" link is active at the bottom of the page, you may click that link to make your payment. Please be advised that the permit fee must be paid before the permit will be issued. If you are requesting a permit at a time that is just before the term begins, you may wish to print the page and take it directly to Parking Services (Smith Hall) to have the permit issued in person (this should be done on the same day the request and payment were made) to avoid delay in receiving your permit.

If you requested a parking permit at, or shortly after, the time you registered - during the regular registration periods, not late registration - the permit fee should appear on your tuition statement. Payment of your tuition, including the parking permit fee, can be made at:

<https://my.ysu.edu/cp/home/displaylogin> Under "E-Services for Students"

click the link titled "Student Account"
and then select the information desired (*bill and payment information* to make online payments).

Please be advised that any online payments will be applied to the oldest balances first. This means that ALL prior term balances must be paid in full before a parking permit will be issued.

Please note: If you are a Title IV financial aid recipient and your Title IV award does not meet or exceed your account balance, your parking permit fee will NOT be paid with your financial aid award. You will need to make your parking permit fee payment ONLINE (using a credit/debit card or e-check), or in person at Smith Hall, before your permit will be issued.

Parking Permits must be displayed beginning the first day of the semester. **All parking permit processing will be handled by the Parking Services Office (Smith Hall - 318 Fifth Avenue).** This includes issuance of the permits, and credits for returned permits. No parking permit will be issued at the Student Accounts Office, nor will returned permits be accepted there.

If you have requested a parking permit and wish to CANCEL that request - prior to issuance of the permit - you must contact PARKING SERVICES. Additionally, if you purchased, and received, a parking permit and no longer wish to use it, please note that the permit **MUST** be returned to PARKING SERVICES no later than the 18th day of the term (end of the 100% refund period) in order to receive a refund of the fee. Any permits returned after that time will not be eligible for a refund.

If you have made your payment online, but have not received your parking permit prior to the first day of classes, please contact Parking Services at (330) 941-3546. Late registrants should make payment prior to the first day of classes in order to receive parking materials on time.

Normal business hours for Parking Services are Monday - Friday, 8:00 am to 5:00 pm. The office is located in Smith Hall, 318 Fifth Avenue; the phone number is: (330) 941-3546.

You may also make online payment for any traffic citations that you may have received by going to the YSU PARKING SYSTEM, under the PERSONAL INFORMATION tab at the *MyYSU* portal.