



EZ PARK NEWS

for the period

September 1, 2011 Thru August 31, 2012

www.morgan.edu/admin/parking



Reminder to Current Payroll Deduction Patrons

If you desire to continue without any changes, there is no action required by you. You will simply be re-enrolled for the same parking assignment at the current rates. If you do **NOT** wish to continue in the payroll deduction program or would like to request a change, you **MUST** complete a new Payroll Deduction Authorization Form during the period **Monday, July 25, 2011-Monday, August 15, 2011**. If we are not in receipt of the Form by the deadline, deductions will automatically be processed consistent with the current rates and your current parking assignment.

Payroll Deduction Enrollment

This option is only available to regular faculty & staff on the standard payroll and is not available to contractual employees. For more information, see the **Payroll Deduction Guidelines** on our web site. If you elect this option, simply complete, sign and return the **Payroll Deduction Authorization Form** to *Business & Auxiliary Services, Montebello Complex, D-201*. Please return the entire form no later than **Monday, August 15, 2011**. Once processed, an executed copy will be returned to you along with your permit.

Contractual Employees - Semester Permit Purchase

Only contractual employees are eligible for this payment option. You can purchase this permit per semester at \$150 (gated lot) or \$120 (ungated lot). Cash, check, money order or credit card is accepted at the Bursar's office. You could also send check or money order (no cash) directly to *Business & Auxiliary Services, Montebello Complex, D-201* beginning **Monday, July 25, 2011**. A permit will be issued or mailed once payment has been received and processed.

Mail In Renewals

If you are **NOT** interested in participating in the above programs and would prefer to pay the entire amount to renew your permit, please mail in your check or money order payable to **Morgan State University**, to *Business & Auxiliary Services, Montebello Complex, D-201*, along with the completed **Express Renewal form**, which can be found on our website beginning **Monday, July 25, 2011**.

New Employees/1st Time Permit Holders

Parking will be available for new employees and/or 1st time permit holders by purchasing permits for Lot Y (Murphy Fine Arts), Qn (Northwood Plaza) or the Parking Garage. Once you are in the parking system, you will have the opportunity to be placed on a "wait list" for other parking lot options. To purchase a permit, please bring copies of your driver's license and vehicle registration, along with a paid receipt from the Bursar's office to *Business & Auxiliary Services, Montebello Complex, D-201* beginning **Monday, July 25, 2011**.

Parking Lot Changes

Changes have been made to the following parking lots:

- **Lot H Truth Hall (reserved)** is currently under construction and re-organization.
- **Lot Qe Engineering** is closed due to Center for Built Environment & Infrastructure Studies construction.
- **Lot Qn Northwood Plaza** Commuter parking will be made available directly in the shopping plaza parking lot (closest to Hillen Rd. & Argonne Dr.).
- **Lot Y Lower Level of Murphy Fine Arts** will remain commuter faculty, staff and student lot. The lot will continue to be sold at \$240.00 for faculty-staff and no additional fee for students.

Please consider the environment before printing this page.