



AMERICAN UNIVERSITY

WASHINGTON, D.C.

MEMORANDUM

September 11, 2017

TO: American University Community

FROM: Daniel Nichols, Assistant Vice President, Risk, Safety & Transportation Programs

SUBJECT: Parking Services Update for Fall 2017 Semester

As we embark on the start of a new academic year, the Office of Parking & Traffic Services would like to notify the university community of a few changes to parking policy that you will encounter this fall.

The biggest change that you will notice is that faculty/staff and student parking permits are now tied directly to individual license plates. Eliminating physical decals and hangtags is both a technological and sustainable innovation.

As in previous semesters, students, as well as faculty and staff members enrolling in monthly parking deductions, will sign up for their respective parking permits by logging in to the [Parking Portal](#) using their AU credentials. Once signed up, permits will be active on the registered vehicle instantly. Commuters no longer will have to wait to receive a decal in the mail or print a temporary permit. However, faculty and staff members still need to contact the parking office when adding additional vehicles to their account to ensure they are linked properly to a permit.

Note: If you are enrolled currently in Faculty/Staff payroll deductions and your vehicle information has not changed, no action is required at this time.

Additionally, in the spirit of sustainability and convenience, we have eliminated the Occasional Parker Program (single-day, scratch-off permits) in favor of a discount code for AU community members. The code allows commuters to utilize the PayByPhone parking application (available in your smart phone's app store) or by dialing [1-888-450-7275](tel:1-888-450-7275) (for non-smart phone users), to take advantage of a \$0.75 per hour rate (plus the \$0.35 service fee) to park in general parking areas on campus. Users must follow the same vehicle registration steps as outlined above, but will select the PayByPhone "Virtual Self-Park Code" before proceeding to checkout. There will be no additional cost to obtain the discount code.

This discount code option not only offers a substantial discount from the current \$2 per hour rate, but users will have access to all the same parking facilities as they have had with the Occasional Parker Permits: Katzen Arts Center, School of International Service (SIS), Sports Center Garage (SPG), Centennial, and East Campus garages, as well as general parking spots in surface lots, including the East Campus surface lot (entrance on Nebraska Avenue). Previously purchased scratch-off permits will continue to be valid until the end of the 2017 calendar year, but will no longer be available for sale.

As the semester and academic year move along, we will continue to look for ways to improve our customer and parking services by making the most of available technology and continuing to reduce our carbon footprint as part of the AU's vision for a sustainable future.

Thank you for your patience and cooperation as these changes are implemented. As always, please contact the parking office with any questions or concerns by visiting American.edu/parking, calling [\(202\) 885-3111](tel:2028853111) (during business hours, press "0" to speak to a Customer Relations Representative), or emailing parking@american.edu.