

## **University of Montevallo Parking Permit Information**

The University of Montevallo parking permit is good from May 2018 until May 2019.

### **General Information:**

1. Vehicle registration is a web-only procedure.
2. You should purchase one parking decal per vehicle registered.
3. Parking decals are \$35 each.
4. Please **DO NOT** come to the University Police Department to pick up your parking decal. Decals will be processed as follows:
  - A. Commuter Students- Decal will be sent to the mailing address you supply when you register for your decal.
  - B. Residential Students- Decal will be mailed to your UM mailbox located in Farmer Hall. You will not have access to this box until you move onto campus.
  - C. Disability Permits- You must register your vehicle for a University parking decal first, whether you are a commuter or resident. Once you receive your decal, take it to the Disability Support Services Office along with your state issued disability parking placard paperwork. DSS will swap the decals out and issue a disability permit.

### **Vehicle Registration Instructions:**

1. Don't register for your parking decal until August 6<sup>th</sup>, or a summer school bill will be generated for your decal, unless you are taking classes during the summer.
2. Use a computer that is connected to a working printer.
3. From [www.montevallo.edu](http://www.montevallo.edu), click on Current Students.
4. Click on Banner Self Service, log in using your M# and PIN.
5. Click on Student
6. Find and click the Bosscars Parking Decal link
7. Open the Register Permit/Vehicle Tab and follow the instructions on each page.
8. You may register more than one vehicle. However, you must register each vehicle separately (one-at-a-time). An additional \$35 charge will be assessed for each permit.
9. Print the confirmation page.
10. The confirmation page serves as your temporary parking permit.
11. Only display your temporary permit while parking on campus.
12. Place decal in the front lower passenger-side windshield of your vehicle (right side if sitting inside your vehicle).
13. If you haven't received your parking decal by the date listed on your temporary permit, contact UMPD. Note\* Residential students will need to wait until they move onto campus to receive their decal since it will be mailed to their UM mailbox in Farmer Hall.
14. The temporary permit is valid from the moment you register your vehicle until Sept. 1<sup>st</sup>. After September 1<sup>st</sup>, the temporary permit is only valid for 14 days from the date you register your vehicle.
15. Any vehicle that parks on university property must have a UM Parking Permit.

**For questions regarding the UM parking permits or parking registration,  
please call the UM Police Department at 205-665-6155.**