

## Employee Parking Permit Information

	Fall (Aug to Aug)	Intersession (Dec to Aug)	Spring (Jan to Aug)	Summer I (June-Aug)	Summer II (July-Aug)
<b>Full Time Faculty</b>	<b>\$200</b>	<b>\$120</b>	<b>\$100</b>	<b>\$45</b>	<b>\$30</b>
<b>Full Time Staff</b>	<b>\$100</b>	<b>\$70</b>	<b>\$55</b>	<b>\$30</b>	<b>\$15</b>
<b>Adjunct Faculty</b>	<b>\$55 (*\$30 fall only)</b>	<b>\$45</b>	<b>\$30</b>	<b>\$15</b>	<b>\$15</b>
<b>Part-Time Staff</b>	<b>\$55 (*\$30 fall only)</b>	<b>\$45</b>	<b>\$30</b>	<b>\$15</b>	<b>\$15</b>
<b>**EV Permit</b>	<b>\$100</b>	<b>\$70</b>	<b>\$55</b>	<b>\$30</b>	<b>\$15</b>

Parking Permits are available to purchase on the [Parking Services Parking Portal](#).

1. **Parking Portal**– Log into your my.Scranton portal. Click on the “Discover More” icon found on the home page on bottom of screen. Then scroll down to the Parking card or enter “Parking” in “find cards” at top of page. Click on Parking Portal. Once on the parking portal, click on “Permit” on the top of the page and follow the instructions as noted. You will need the make, color, and license plate number of your vehicle to add vehicle information where indicated.
2. **Payment Options available at checkout:**
  - a. **Payroll Deduction** (Equal installments until paid in full): Choose yes to pre-tax (fee deducted before taxes) or no pre-tax (fee deducted after taxes).
  - b. **Credit Card**
3. **When will I receive my Permit?**
  - a. Please see your confirmation email (received after applying for your permit) for more information on when your permit will be mailed or available for pick up at the parking office. (This is dependent on the time of year you apply for a permit).
4. **How many permits can I get?**
  - a. Employees can apply for up to three permits. The first permit is full price, no charge for second and third permit. See instructions on the parking portal. Employees who have a family member working or attending classes at the University are *not eligible* for additional permits until the family member purchases a permit.
5. **\*\*EV Permits** – There are six EV charging stations on campus. An EV permit is required to use these stations. EV permits are *only* available at the parking office. A valid parking permit must be displayed in addition to the EV permit when using a charging station.
6. See the [Campus-Parking Map](#) for designated parking lots by permit type. Vehicles must be parked in lots/spaces according to the permit type displayed on the vehicle. The link to the campus map is located on the Parking card (see #1).

Parking Services Office / 570-941-7879 / [parkingservices@scranton.edu](mailto:parkingservices@scranton.edu)  
 Level 2 of Parking Pavilion / Hours: Monday to Friday, 900am to 430pm

University Police Office (open 24/7) – Level 2 of Parking Pavilion

**\*To purchase a fall only permit please call or email Parking Services for more information.**

**All outstanding parking tickets must be paid before a parking permit will be issued.  
 Permits are required to parking on campus, even when classes are not in session.**