Apply for a 2023/2024 Faculty/Staff Parking Permit through the Parking Services Parking Portal

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Faculty</td>
<td>$200</td>
</tr>
<tr>
<td>Full Time Staff</td>
<td>$100</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>$55</td>
</tr>
<tr>
<td>Part-Time Staff</td>
<td>$55</td>
</tr>
<tr>
<td>EV Permit</td>
<td>$100</td>
</tr>
</tbody>
</table>

1. **Parking Permit Portal** – The link to the parking portal to purchase a parking permit can be found under Parking Services from your my.Scranton homepage. Follow the instructions on the permit portal. Please apply asap to ensure timely delivery.

2. **Payment Information:**
   a. **Payroll Deduction:** Choose yes to pre-tax (before taxes) or no pre-tax (after taxes). Payroll deductions begin for the 2023/2024 permits the first pay in October 2023.
   b. **Credit Card**

3. **Parking permits are mailed in August:**
   a. Faculty and Adjunct faculty and part-time staff permits are mailed to the home address and staff permits are mailed to the campus address as shown on the Parking Portal. Please email the Parking Services Office at parkingservices@scranton.edu with any changes to the mailing or campus address and notify HR of the changes.

4. **EV Permits** – There are six EV charging stations on campus. An EV permit is required to use these stations. EV permits are available at the Parking Office. A valid parking permit must be displayed in addition to the EV permit when using a charging station.

5. 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. Employee’s cannot have their family members permit fee deducted from their payroll. The family member must apply and pay for their own permit.

6. See the [Campus-Parking Map](#) for designated parking lots by permit type.

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Thank you,
Catherine Sanderson
Parking Services Coordinator
parkingservices@scranton.edu
570-941-7879

*All outstanding parking tickets must be paid before a new permit will be issued.*

*Permits are required the first day of classes, Monday, August 28, 2023.*