



WILLIAM & MARY

Parking & Transportation

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WILLIAM & MARY

CHARTERED 1693

Parking Services

**Guide for obtaining a
Restricted Permit for
Freshmen and on-campus
Sophomores**

Email: parked@wm.edu



Requesting an Exception to Policy

Freshmen and sophomores who live on campus are not allowed parking privileges. There are three (3) exceptions to this policy: Medical necessity, part-time employment, and volunteerism. Requests for exception not meeting one of those are considered general requests.

1. **Medical** – Fill out forms A and B, found at Parking's Forms & Docs page. Submit this to the Dean of Students office, Student Accessibility Services. Their office is located in the Campus Center, Rm. 109. Parking Services cannot accept information regarding a student's health.
2. **Volunteerism** – Must volunteer off campus at least 10 hours per week. Complete the form found at Parking's Forms & Docs page. This is submitted automatically to the Office of Community Engagement.
3. **Employment** – Must work off campus at least 10 hours per week. Complete the form found at Parking's Forms & Docs page and submit to the parking services office.
4. **General** – These requests are given lowest priority and include reasons such as family home being far but drivable, rural, or family is moving out of the country. General requests should be made with careful thought and having already researched other means of transportation. The form is found at Parking's Forms & Docs page and is submitted to the parking services office.

Approval Process

Right before the Fall semester starts is the peak time for all approving offices that receive these requests for exception. Each office follows a vetting procedure for reviewing requests. Please allow at least four (4) weeks before following up on the request to any office.

Approvals are communicated to the requestor directly via email to the student university email. Other approving departments courtesy copy Parking Services on approval emails.

Denials for exception are final without presenting new information or circumstances. Denials are communicated to requestors by the office where requests were submitted to; Parking Services cannot provide updates on requests submitted to other departments.

What Do You Do Once Approved?

Congratulations! In the emails you receive from approving departments, there are documents you must print out and actions to perform before you come to Parking Services to buy your permit.

If the nature of your request was...

1. **Medical or Volunteerism**
 - a. Print the approval letter from the email.
 - b. Complete a parking permit application found at Parking's Forms & Docs page.
 - c. Register your vehicle online at <https://wm.t2hosted.com>. You will be prompted to upload DMV registration and proof of insurance. A pdf document is recommended, as cell phone pictures are often too large.
2. **Employment or General**
 - a. Print the email from Parking Services approving your request.
 - b. Complete and print out a parking application found at Parking's Forms & Docs page.
 - c. Register your vehicle online at <https://wm.t2hosted.com>. You will be prompted to upload DMV registration and proof of insurance. A pdf document is recommended, as cell phone pictures are often too large.

Bring all completed and printed materials to Parking Services to pay and receive the permit. Pell Grant Recipients must also bring print out of award information.

