



WILLIAM & MARY

Parking & Transportation

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WILLIAM & MARY

CHARTERED 1693

Parking Services

**Restricted Permit Quick
Guide 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. Below are definitions of exceptions.

1. **Medical** – Fill out forms A and B, found at Parking's Forms & Docs page. Submit these to the Dean of Students office, Student Accessibility Services. [Link to guidelines from SAS](#). Parking Services cannot accept information regarding a student's health.
2. **Volunteerism** – Must volunteer off campus at least ten (10) hours per week. Complete the form found at Parking's Forms & Docs page. The form submits 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 email to parked@wm.edu.
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 emailed to parked@wm.edu.

Approval Process

Right before the Fall & Spring semesters start 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 ten to fourteen (10-14) days before following up on the request to any office.

Approvals are communicated to the requestor directly via email to the student's 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.

Parking permits will be mailed directly to student campus mailboxes, your CSU box, at the post office located in Sadler Center.

[Restricted Use Decals Page Link](#)

What Do You Do Once Approved?

Congratulations!

If the nature of your request was...

1. **Medical or Volunteerism**
 - a. Parking Services will email you with instructions on how to purchase your permit online.
 - b. 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. Parking Services will email you if you are approved to make a purchase.
 - b. Then, you will be emailed instructions on how to purchase your permit.
 - 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.

Pell Grant recipients with an award of at least \$3172.50 per year receive a 50% deduction in permit cost. Email Mr. Radcliffe or Ms. Mahar at vkradcliffe@wm.edu or blmahar@wm.edu for instructions on how to submit award information.

