



## Policy Directory

Responsible Division: Finance and Administration  
Responsible Office: Parking Services  
Issue/Revision Date: 12/01/2017

## **Parking Permit Registration**

---

---

### Policy:

To register for a valid ASU Parking Permit, follow the instructions below.

- Enter the URL <https://connected.alcorn.edu/asucops/>.
- Click on Vehicle Registration Application
- After reading '*vehicle registration application*', click on "I Accept"
- Enter your ASU-ID Number and date of birth, then submit
- Your information will appear; follow instructions and then submit
- If you have registered a vehicle before, your vehicle information will appear and you need to check for accuracy and then submit. If this is your first time to register, or you are registering a different vehicle, you must enter your vehicle information. Remember your tag information; you will need it again.
- Select your designation, then submit
- Enter insurance information and/or disability permit number, if applicable, then submit
- Confirm information and click submit. If changes must be made click edit, make changes, then confirm and click submit
- An e-mail notice will appear, YOU ARE NOT FINISHED YET, go to bottom and click on link '*to print out confirmation of application*'
- Print Vehicle Registration Application page appears; enter ASU-ID number and vehicle tag number and click submit
- Once the Campus Police Decal Application Print-Out page appears, make sure the application date is the day you input your information, then PRINT THIS PAGE
- Take this page, your current ASU GOLD CARD, and proof of insurance to the ASU Cashier's Office to purchase your Parking Decal.
- The permit must be permanently affixed to the vehicle according to the directions on the back of the permit. Parking permits are non-transferrable.
- All vehicles must have a valid parking permit displayed properly.
- To prevent traffic congestion and parking violations, commuter students should park in the stadium parking lot and utilize the campus shuttle. Commuter students who park beyond the stadium will receive parking citations.
- Commuters may park in any zone after 5 p.m.

Any vehicle with a valid ASU permit may park in any legal space after 5 p.m., except in spaces designated Handicap, Exclusive Service, Service Parking, or Reserved. Vehicles must be in designated parking area at 7 a.m. the following day.