

FALL/SPRING/SUMMER—PARKING DECALS

FOR RETURNING STAFF

(If Staff is Out of the Office, Please go to the Business Office)

<i>Plant Facilities – Melrose & New Hampshire 2nd Floor</i>
<i>8:00 a.m.—11:30 a.m. Monday to Friday 1:00 p.m.—3:00 p.m. Monday to Friday</i>
<i>Business Office – New Student Service Building – 2nd Floor</i>
<i>8:00 a.m. to 6:30 p.m. Monday to Thursday 8:00 a.m. to 2:30 p.m. Friday</i>
<i>Saturdays – 9/8/2018 to 9/15/2018: 9:00 a.m. to 1:00 p.m.(Semester Rush!)</i>
<i>Welcome Center – Cub Card Office – New Student Service Building – 1st Floor</i>
<i>9:00 a.m. to 6:00 p.m. Monday to Thursday 9:30 a.m. to 2:00 p.m. Friday</i>
Please Bring your Cub Card & License Plate Information with you when picking up your Decal!

FOR NEW STAFF

1. Go to Plant Facilities (Melrose & New Hampshire 2nd Floor) or Business Office (2nd Floor Student Services Building) during hours stated above & to obtain the proper forms & instruction.
2. Bring your License Plate information with you.
3. Please bring a copy of your assignment from Dept. Chair, Supervisor, Personnel Office AD 213.
4. You will be asked to pay \$15.00 for parking decal & cub card to Business Office (2nd Floor SSB)
5. Your cub card can be obtained in the “Welcome Center” (1st Floor Student Services Building)

Please park in the Faculty & Staff Parking Structure (Lot #4) on Heliotrope Drive.

**For Visitors, Vendors and Temp. Staff during the Semester Rush — Please see your department to arrange with Sheriff’s department a one day pass or Temp. Permit.—AD 110*

Thank you