



The Office of Housing and Residence Life  
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The University Police Department would like to announce the online registration process to register for a Fairmont State University vehicle permit. The online registration process must be completed prior to receiving your vehicle permit. To ensure a quick process, filling out the online registration in advance is encouraged.

- Visit the site: [Fairmont State University Citizen Portal \(tocite.net\)](http://Fairmont State University Citizen Portal (tocite.net))
- Students: Select View Permits>2021-2022> and complete all information.
- Review the “Terms and Conditions” section carefully before clicking “I have read and accept the Terms and Conditions.”
- Once your form is complete, click “confirm purchase” at the bottom of the page. (Please note, the first permit is included in tuition and fees for all students).
- You will receive a confirmation email to the address you provided on the form.
- If you do not receive an email within 24 hours to the address you provided, please contact University Police at 304-367-4157.

All students will pick up their parking decals at Pence Hall August 16-20, 2021 from 8 a.m. - 4 p.m. ***No decals will be given out without registration being fully completed.***

***For On-Campus (Housing) Students:***

Students living within a specific residence hall are assigned a designated area for on-campus University parking. You are required to park in your assigned area. Parking in an unassigned area will result in ticketing by the University Police Department. Each parking ticket is a \$10.00 violation. Please note the areas for the following residence halls:

<b>Bryant Place</b>	Floors 1-5 of the Parking Garage or the lot adjacent to Bryant Place
<b>Morrow Hall</b>	Floors 1-5 of the Parking Garage
<b>Pence Hall</b>	Parking lot between Pence Hall and the Feaster Center
<b>Prichard Hall</b>	Floors 1-5 of the Parking Garage
<b>University Terrace</b>	Paved designated Housing lots next to University Terrace West Building

Your parking permit, specifically designated for these areas, must be displayed in the lower right (passenger side) corner of your front windshield. **Parking enforcement will begin on August 23, 2021.** Please make sure the barcode and numbers are visible. You are not permitted to park in any other area on campus, even temporarily. Failure to follow the vehicle permit process and guidelines may result in ticketing/fines from University Police.

Please direct any questions to University Police at 304-367-4157 or to the Office of Housing and Residence Life at 304-367-4216.

Sincerely,

University Police