

VEHICLE REGISTRATION & V-PERMIT REQUEST

All students, faculty/staff, contractors/vendors, and visitors (full time or part-time, retired, volunteer) who operate a motor vehicle on the MSU campus must register all vehicles that will be driven on campus. This includes all personnel that work or maintain an office on campus and regional campus employees who access the main campus. Annual renewal of Virtual Permit (V-Permit) and vehicle registration is required for each individual driving and/or operating a vehicle on campus and should be completed via myGate before your arrival to campus.

Murray State University uses virtual permits, (V-permit) for all vehicle registration activity. All faculty, staff, students, vendors, contractors, and non-MSU agencies operating and/or parking a vehicle on MSU main campus must have a valid V-permit. Multiple drivers are not valid on a parking account unless multiple V-permits have been purchased. All accounts may register multiple vehicles; however, V-permits are not transferable from person to person. Each driver on campus must possess their own V-permit for any vehicle they operate on campus. Failure to comply and purchase a V-permit for each individual driver may result in parking citations with multiple offenses leading to further penalties as outlined in the Murray State Parking Regulations. Drivers operating/parking rental vehicles on MSU's campus must have a valid V-permit in their name.

Motorcycles require an additional V-permit with a fee of \$75 for the academic year.

Students, Faculty, or Staff visiting/accessing MSU's main campus as much as one day per week must purchase vehicle registration for valid parking on campus.

Registration of vehicles are valid for the current academic term (fall, spring, and summer sessions). Information required to register vehicle is as follows:

- **NAME**
- **MSU ID AND DRIVER'S LICENSE NUMBER**
- **LOCAL ADDRESS**
- **VEHICLE YEAR, MAKE, MODEL, AND COLOR**
- **LICENSE PLATE NUMBER**
- **STATE AND COUNTY VEHICLE IS REGISTERED IN**
- **VALID CURRENT EMAIL ADDRESS, IF YOU DO NOT HOLD A MURRAY STATE EMAIL ACCOUNT**

Registration is enforced 24-hours daily.

Regional campus and on-line students who attend class on the main campus and/or access the main campus as often as one day per week must complete a vehicle registration for the main campus and will be required to pay the annual registration fee. Regional campus and on-line students **not** attending classes on the main campus or who do not access the main campus as often as one day per week **must request a V-permit each time online for free when visiting the main campus.** This includes everyone registered as a MSU student. V-permit access will be issued only for the allotted time student will be on campus for that week.

Temporary V-permits may be requested by emailing Parking Services at msu.parkingoffice@murraystate.edu

ACQUIRING A V-PERMIT

A V-permit must be purchased prior to the beginning of the semester, **this includes all faculty, staff, students, contractors, vendors, volunteers, and non-MSU agencies parking on MSU main campus.** V-permits from August 1 to July 31 for each academic year. Parking is enforced 24/7 **including** the first day of scheduled classes each semester.

ACQUIRING FACULTY/STAFF V-PERMITS

(REGULAR FULL-TIME, REGULAR PART-TIME, AND ADJUNCT/TEMPORARY)

All Murray State regular full-time and part-time faculty/staff are required to use payroll deduction. Temporary and Adjunct faculty and staff are not eligible for payroll deductions and must pay on-line with a debit card, credit card or ACH payment.

OTHERS

Student teachers, student employees, and graduate assistants **do not** qualify for faculty/staff parking zone access. Students from extended campuses must register their vehicle for short-term parking when on the MAIN campus, unless the student accesses campus as much as one day per week. If student does access main campus at least one day per week or more, they must purchase a V-permit.