

## Graduate Permit Instructions

We are pleased to announce some changes to the Graduate Student Permit Process at Lehigh. We hope that these enhancements will make the permit process faster and easier for all graduate students, including Research Assistants, Graduate Assistants, and Teaching Assistants (RGT).

The most difficult bottleneck in previous years was the delay and inaccuracies caused by relying on Banner for clearance of student eligibility for RGT permits. We have replaced our reliance on that system with information received directly from the Deans Offices.

Information concerning students who are eligible for RGT permits is generally updated by the Deans Offices on a weekly basis and is entered into our system within a week of receipt.

The revised procedure to receive a permit is as follows:

If you presently have a Commuter Permit and are in need of a new one:

- The new Commuter Permits are available now at a cost of \$ 45. They are valid through May 31st, 2010.

If you are an RA/GA/TA in the Physics Department (PHY) or in the College of Business and Economics (CBE) and have a Commuter Permit with access to the Zoellner Arts Center (ZAC) garage:

- If you are on the list submitted to us, you may purchase a NEW ZAC Access Permit, which functions as a Commuter permit and gives you access to the ZAC garage, for a cost of \$ 65. These permits will expire June 30th 2010.

If you qualify now as an RA/GA/TA for either the Fall 2009 semester or both the Fall 2009 and Spring 2010 semesters:

- You may purchase a new RGT permit, for the appropriate period, for a cost of \$ 65.00. Please see the section on obtaining RGT permits below.

If you qualify only as an RA/GA/TA for the Spring 2010 semester:

- You may purchase a new Commuter permit now at a cost of \$ 45.00. If an RGT permit is available for the Spring 2010 semester, you can obtain one on or after January 1st 2010 for the difference in cost between the two permits (\$10 for the Spring only semester).

If your RA/GA/TA status is not currently settled:

- If you wish, you may purchase a new Commuter Permit, valid until May 31st 2010 at a cost of \$ 45. In the event your status changes, you will be able to purchase a RGT permit for the difference in cost between the two permits (\$ 20 for both semesters or \$ 10 for the Spring only).

Qualifications to obtain a RGT permit:

- You should be on the list submitted by the Dean's Office.
- You should have a work assignment of at least 20 hours per week as verified by the Dean's Office.
- Your primary work location/department location should be on the ASA Packer campus.
- Those with dual work locations will be issued Commuter permits and should use the Mountaintop Bus Service to commute between facilities before 4:00 PM. After 4:00 PM, Commuter permits are valid for any non-reserved faculty/staff parking space.
- Your local residence (residence while you are attending Lehigh) should not be in the GREEN ZONE. This includes South Bethlehem bounded by Wyandotte Street to the west and Hayes Street to the east. Proof of address, as indicated below, is required.
- Saucon Village residents are not issued RGT permits as they are already allowed to park in the ZAC garage and the Brodhead/Packer lot.

To obtain your RGT permit if you qualify:

- Permits are available in the Parking Services Office, located in the basement of Johnson Hall.
- Hours are 8:15 am to 4:00 pm, Monday- Friday.

Please bring:

- Lehigh ID Card
- State-issued motor vehicle registration
- Payment – We accept cash, checks, Visa, MasterCard and Discover
- To obtain a RGT permit you will also need to bring proof of residence
  - Your driver's license and
  - Your current lease or
  - Current utility bill

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