

UNCW Parking Permits/Passes and One Cards (Campus IDs) for New Employees

PARKING

Please review the information below and if you have any questions, please visit uncw.edu/parking, contact the Parking & Transportation Services Office (Phone: 910.962.3178 or Email: parking@uncw.edu) or visit their office in the [Warwick Center](#) during office hours Monday through Friday 8:30 a.m. to 4:30 p.m. (except on Fridays in the summer when most campus offices observe “summer hours” and close at 11:30am.)

All faculty, staff, and students are required to pay to park on campus at UNCW. **Employees SHOULD NEVER park in parking spaces reserved for visitors or park in the Visitor Parking Lot M. Employees who park in parking spaces reserved for visitors will be ticketed.**

If you are working on campus daily, you are required to [purchase an annual parking permit](#) and [register every vehicle](#) you may drive to campus. Benefits to having an annual parking permit:

- You can pay for an annual parking permit through **monthly** payroll deductions.
- It is cheaper to purchase an annual parking permit, instead of parking by the hour or day.
- An annual parking permit allows staff to park in staff parking lots and in gated lots which are often conveniently located near campus buildings. Staff parking spaces are designated by yellow stripes. Without an annual parking permit and One Card, employees do not have access gated parking lots.
- Having an annual parking permit keeps you from getting a parking ticket as parking on campus is enforced 24/7.

PARKING ON CAMPUS FOR REMOTE EMPLOYEES

Employees who are working off campus (remote employee) do not have to purchase an annual parking permit. However, if you are teleworking working “some”, but still come on campus occasionally, you should consider how many days you need to be on campus per month in relation to the monthly cost of an annual parking permit. It may be cheaper to purchase an annual parking permit, instead of parking by the hour or day. If you park on campus without a parking permit or pass, you will receive a parking ticket.

If you are a remote employee and need to be on campus, but have not registered your vehicles and purchased an annual parking permit, you must do one of the following options when parking on campus:

- **Pay to park by the hour:** Download the [ParkMobile](#) app, available on the AppStore, Google Play, or Windows Store. Locations listed on the Parking website! Rate is \$2.00 per hour.
- **Pay to park by the Day/Week:** Purchase [a day \(\\$5.00\) or a weekly parking pass \(\\$20.00\)](#) through the [online parking portal](#). Temporary permits do not allow access to gated parking lots.

Important Notice: Unpaid debts (which includes, but is not limited to, parking tickets) owed to UNCW will be addressed according to [UNCW Policy 05.111](#) as required by State Employees Debt Collection procedure.

ONE CARD

Please review the information below and visit uncw.edu/onecard, drop by the One Card office located in the Warwick Center during office hours, or contact their outstanding staff directly (Phone: 910.962.3560 or Email: onecard@uncw.edu) if you have any questions.

The UNCW One Card is the official form of identification on campus. Your One Card allows the use of campus facilities and provides safe, easy access to university services and events. With your valid UNCW One Card, you can check out materials at Randall Library, access meal plans or food dollars at campus dining locations, ride the Seahawk Shuttle and WAVE transit busses for FREE, and much more!

A Staff One Card (campus ID) gives you access your building and to gated parking lots if you have registered your vehicle with the parking office and purchased an annual parking permit. New employees received their first One Card at no cost to you.

- **You can obtain a One Card on or after your first day of employment (*not before your first day*) through Auxiliary Services located in the [Warwick Center](#).**
- Walk-in hours are Monday through Friday 8:30 a.m. to 4:30 p.m. except on Fridays during the summer when most campus offices observe “summer hours” and leave campus at 11:30am.

If you are working remotely, you may not need a One Card right now and may get it later, but remember you cannot access your building if it is locked without a One Card.

AUXILIARY SERVICES BUSINESS OPERATIONS

The Parking, Transportation, and One Card offices are part of [UNCW Auxiliary Services](#) which is a member of the [UNCW Business Services](#) team. Their mission is to support university students, faculty, staff, alumni, parents, and visitors by providing service excellence and operational efficiency to a sustainable campus that is attractive, functional and, above all, safe.

Auxiliary Services Business Operations include:

- [Campus Dining](#)
- [UNCW Bookstore](#)
- [One Card](#)
- [Parking](#)
- [Transportation](#)
- [Licensing & Trademarks](#)
- [Campus ATMs](#)
- [Faculty/Staff Textbook Scholarship Program](#)

Auxiliary Services, One Card, and Parking/Transportation Offices are in the [UNCW Warwick Center](#).

Information in this handout is provided by the Onboarding Center and is subject to change.