

## Helpful Tips

- Make sure you have all of the information you need and that the information is correct and valid.
- Even if you registered your car the previous year, you still must bring in the registration and insurance.
- If you are needing both an ID and parking permit, try to have the information for both so you can get them both out of the way at the same time.
- Have all of your information in one place (in your bag/purse) so it can be accessed easily.
- If you have any questions about the school or admission processes, feel free to ask and we will answer as best we can.
- The Lost and Found is located at the Security Department.

For more information on parking and traffic regulations on campus, please visit our security website ([www.wau.edu/security](http://www.wau.edu/security)) under “Parking Management Division” and click on “Parking and Traffic Regulations Brochure.”

## Safety and Security Officers

*Director: Edwin Monge*

*Lieutenant: John Meier*

*Sergeant: Rodney Tyson*

*Support Operations Specialist: Melissa Smith*

*Officers: George Baker*

*Harry Childs*

*Tim Prue*

*Robert Browning*

## Office Hours

Mon, Tue, Thu: 9am-5:30pm

Wed: 9am-11am, 1:30-5:30pm

Fri: 9am-Noon

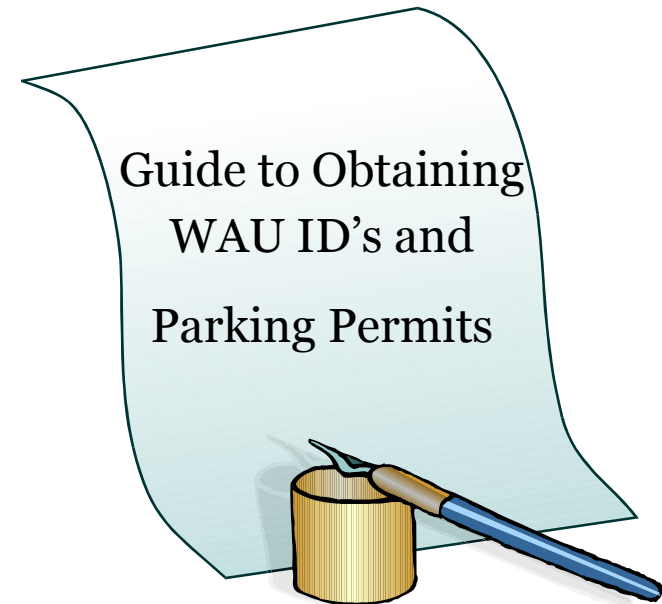
**Updated: January 3, 2018**

Washington  
Adventist  
University

Department  
of Public  
Safety



Guide to Obtaining  
WAU ID's and  
Parking Permits



7600 Flower Avenue  
Takoma Park, MD 20912  
Building #6

**Tel: 301-891-4019**

**E-mail: [security@wau.edu](mailto:security@wau.edu)**

## Student IDs

To get your student ID, you must bring your clearance papers.

Clearance papers have the green stamp as well as the initials of the financial aid person who gave them to you. If you do not have these with you, you will not be able to get your Student ID.

**NO EXCEPTIONS.**

If you are a returning student, please have your Student ID from the previous year with you.

## Faculty/Staff IDs

Please bring your Faculty/Staff ID from the previous year.

A replacement ID is \$50. This must be paid in cash at the Security Office.

## Parking Permits

All students wanting to get a parking permit must have their **financial clearance papers** with them.

All students, faculty, and staff must do and bring the following with them when they pick up their parking permit:

1. Must have registered their car online. (If you have already registered the car in previous years, and it is the same car with the same information, you do NOT have to register it online again.)
2. Must bring **updated** registration for the car and **updated** proof of insurance for the car. If you have it on your phone, that is fine, it still needs to show it is up to date.
3. Must bring a valid Driver's License.
4. If the car is registered in someone else's name (someone with a different last name than you), you must have a letter from that person stating they are letting you use their car. They must provide their phone number and sign the letter.
5. After you receive your sticker, put the sticker on the car right away.

## Parking Tickets

If you get a parking ticket, you must come to the Security Office to pay the ticket (**in cash, no checks or credit cards**), or you can pay at accounting and take the receipt to the Security Office. If you do not pay within 10 days, the ticket will be sent to accounting where upon the fine will be placed onto your account and the fine will be doubled.

Only **students** are able to appeal a ticket. Faculty, Staff, and visitors cannot appeal tickets.

Students who want to appeal the ticket must do so within 10 days of getting the ticket. Students can appeal the ticket by logging in to the myWau website, then click on myRegistration, then Parking Ticket Appeals.

**Note:** Ticket Appeals can be denied.

You are welcome to come in and talk to one of the Officers about your ticket during business hours.