

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) under “Parking Management Division” and click on “Parking and Traffic Regulations Brochure.”

Security Officers

Director: *John Cake*

Lieutenant: *John Meier*

Sergeant: *Rodney Tyson*

Office Manager: *Melissa Smith*

Officers: *George Baker*

Harry Childs

Tim Prue

Robert Browning

Derrick Thornwell

Sara Andrews

Office Hours

Mon, Tue, Thu: 9am-5:30pm
Wed: 9am-11am, 1:30-5:30pm
Fri: 9am-Noon

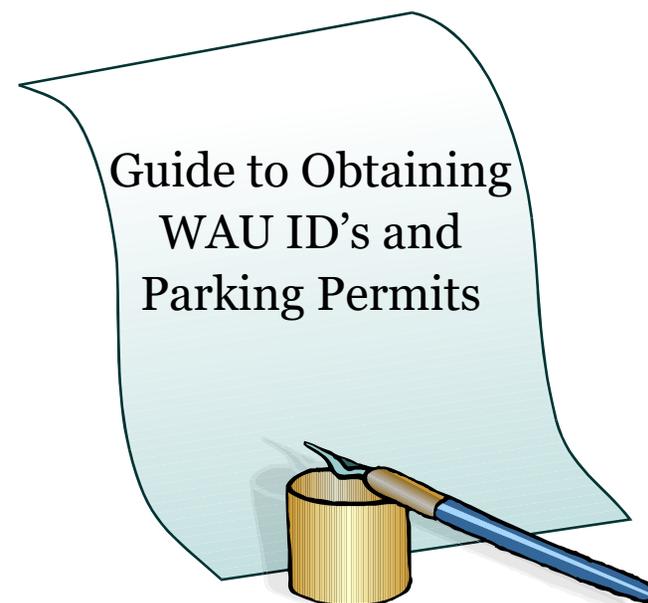
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Washington
Adventist
University

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

Student IDs

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

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. You must get a new ID *every* school year.

Faculty/Staff IDs

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

A replacement ID is \$50. This can be paid by cash/credit card at accounting (bring receipt to security), or it can be billed to your student account.

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.
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, but 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. Parking permits are \$50 for the school year, and can be paid by cash/credit card at accounting (bring receipt to security), or it can be billed to you student account.
6. After you receive your sticker, put the sticker on the car right away to avoid receiving a ticket.

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). To pay with a credit card you can pay at the accounting office and bring the receipt to the Security Office, or you can also request to have the ticket billed to your student account. 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 (as stated on the ticket).

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. For additional assistance, contact the Security Office.

Note: Ticket Appeals can be denied.