

Frequently Asked Questions

Why isn't parking free?

The State of Kansas will not allow state funds to be used for parking. KUSMW parking is self-supporting. All revenue generated from the sale of permits will support the parking lot needs at KU School of Medicine-Wichita.

What is the price for parking permits?

Parking is billed monthly. State of Kansas employees will be billed per pay period.

- \$150/annually – Faculty/Staff
- \$85/annually – Students/Residents

How do I apply for a parking permit?

Submit your [Parking Application](#) online.

- Create user sign-on, then proceed to provide requested information.
 - **State employees:** click on the [blue single sign-on button](#) in the application page.
- Vehicle license plate #, make, model, year, and color will be required.
- For further questions, please refer to the parking instruction section provided on the Facilities website.
- An individual can register up to 3 vehicles in their parking profile, but only 1 vehicle is allowed to be parked on campus at a given time.

Where do I pick up my parking permit, or where should the permit be placed on my vehicle?

- We no longer affix parking permits to vehicles,
- Registered vehicle license plate # is electronically connected to your parking permit.

Where can I park with a parking permit?

- Permit parking lots listed in the gray areas on the [campus parking map](#).

Where can visitors and patients park?

- Blue parking lot on the [campus parking map](#). (S.W. corner of 10th & Minneapolis.)
- The blue parking lot listed on the parking map is for patients and visitors only.
- Parking violations may be issued to faculty, staff, students, and residents who park in the patient/visitor parking lot.

Is there open/free parking for employees/students/residents?

- Yellow parking lot on the [campus parking map](#) is open/free parking for everyone; (N.E corner of 10th & Minneapolis.)

Can I purchase a part-time permit since I am not on campus full time?

- We do not offer part-time permits, and all permits will need to be purchased at the full price.
- Credit card must be provided for payment and will be billed monthly.
- State employees will be billed per pay period.

How do I update my vehicle information or register a temporary vehicle and car rentals on my parking permit profile?

- Vehicle information can be updated by logging into your [parking permit profile](#).
- Car rentals or temporary vehicles can be added or deleted by the permit holder.
- When adding a new vehicle be sure to click add, enter your information and save before you go back to delete the current or existing information.
- Include vehicle license tag #, make, model, year, and color.
- If you have any questions, contact Facilities at 316-293-2625.

Can I park anywhere after a certain time of day, or on weekends?

- Permits are required in the permit lots, Monday-Friday, from 8:00 a.m.- 4:30 p.m.
- Use your access card to open the gates, “after hours”, to park in the permit parking lots.

How do I cancel my parking permit?

- Permits are ongoing permits; once enrolled, the permit does not expire, and will continue automatically unless canceled. Permit holders do not need to renew each year.
- Permit holders can cancel their permit(s) by sending an email request to wicpark@kumc.edu. Please provide effective date of cancellation and reason.
- Fees will continue to be billed monthly unless cancellation request is received 10 days before the end of the month or you will be billed for the next cycle period.
- No refunds will be provided, or fees prorated.

How do I obtain a 30-day free parking permit?

We will no longer issue 30-day temporary parking permits. Open/free parking is available in the yellow parking lot on the campus parking map, (Gate 16; NE corner of 10th & Minneapolis.)

How does a department obtain a courtesy permit?

We will no longer issue courtesy parking permits. Anyone who has previously been issued a courtesy parking permit may now park in the open/free parking area on the NE corner of 10th & Minneapolis.

Why do I have to pay with credit/debit card?

Currently, this is the only payment method allowed to purchase a parking permit, except by payroll deduction if you are a state employee.

How do I update my credit card information for payment?

To update or add another credit card, log in to your parking account profile. In the upper right corner, hover over your profile, and click on the billing tab.

Please remember you must add a new card # on your parking profile before you can remove your old credit card #.

Why is my email address required inside the parking software?

Email is the best method to verify communication with the permit holder and Parking Administration. The parking system will automatically generate important emails, and information sent to the permit holder.

Can departments purchase parking permits?

- State funds cannot be used to purchase parking permits.
- Departments may have the option to purchase permits using private funds but should check with their designated financial advisors on these specific allowances.
- Departments using private funds to pay for parking permits for resident/students/guests will be invoiced monthly through Workday for each annual permit issued/purchased.
- Funding information will need to be provided to Facilities. For more details on this, contact Facilities at wicfac@kumc.edu.
- Departments will be responsible for maintaining the vehicle information for the permit.

How do I pay for parking violations?

- Pay the fine by credit/debit card by signing into your [parking system](#).
- Pay the fine by check addressed to KUSMW. Send payment by using the envelope provided with citation or mail to KUSMW Facilities, 1010 N. Kansas, Rm B050, Wichita, KS 67214.
- Pay the fine in the KUSMW Facilities Office, Room B050.
 - Credit/debit card or check only – no cash payments.

How do I file an appeal for a parking violation?

- Appeals can only be filed online within 14 days from the date of the violation.
- If you are a parking permit holder, login to the parking system and complete the [Appeal Form](#) provided online under the Citations tab.
- Guests/visitors or non-permit holders, can obtain paper appeal form from the Facilities Office.

If you have any questions, please email us at wicpark@kumc.edu or contact Facilities at 316-293-2625.