

# READ THIS: EVERYTHING YOU NEED TO KNOW

when you attend classes and park at ASU West campus

## 1. You will receive a discount at the time of registration for parking!

Due to a **NEW** "pay-by-plate" parking system implemented at the ASU West campus, all visitors, including OLLI members, are **required to pay for parking upon arrival** in Lot 12 North Zone. To use the parking system:

- Park your car in any open space in Lot 12 North Zone and have your license plate number handy.
- Walk to a "pay-by-plate" parking kiosk.
- Press the keypad to activate the screen.
- Follow the prompts: enter your license plate number, select "purchase ticket," select that you do **not** have a parking code, select the number of hours you will be on campus, and use a MasterCard, Visa, or cash to pay for parking.

**\*\*When using a credit card at the parking kiosk, do not swipe your card quickly! The machine will prompt you to remove your card\*\***

**\*\*When using cash, the machine is unable to provide change and cannot accept bills larger than \$10\*\***

- Follow the OLLI at ASU signs (sandwich boards with black arrows printed on pink paper) to class.

**Please remember to pay for your parking when you arrive on the West campus and have your license plate number handy!**

## 2. Get a discount during registration!

Previously, members received a parking validator worth \$3 of parking per class session when they showed up to class. **Now, you will receive a \$3 discount for each class session at the time of registration!**

## 3. Class registration for West campus

### How to get your parking discount when you register:

When registration opens, you will need to type in one of the following words in our online registration system, for **each** class you wish to take at the ASU West campus **BEFORE** you can select the class (codes are case-sensitive):

- Scroll through the Registration Form for the classes you would like to take. You will see an empty "discount class" box under each ASU West class.
- If you would like to receive the discounted price of \$3 per class session, type the word: **yes**
- **OR** if you would like to help OLLI cut down on parking costs, and not take the discounted class price, OLLI thanks you for using the word: **no**
- Once you have entered "yes" or "no", check the box to the left of the class title. After selecting all of your classes, scroll to the end of the Registration Form and click "continue."
- If you do not see a "discount class" box under an ASU West class, please note that the location is off-campus and parking is free.

**You will see your parking discount reflected in your Payment Amount when you pay.**

If you register by phone, the OLLI staff will process your parking discount and you will receive an email receipt showing the discounted total.

New Parking Kiosk



**ASU West Campus**  
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Glendale, AZ 85306

**Sally Underwood, Coordinator**  
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(602) 543-6440

**ASU Parking Services is attached to the OneAZ Credit Union. If you experience any issues, please visit their office.**

**ASU** Osher Lifelong  
Learning Institute  
ARIZONA STATE UNIVERSITY