

## Parking on the Green Bay Campus – ECCP Students

- Students parking cars on the Green Bay campus are required to pay for parking, either with a semester-long permit or with the [per hour/per day app](#)
  - If you use the pay-per-hour app, you would **opt out** of the regular parking permit
- Everyone gets 5 free days in campus before University Police start issuing tickets
- If you have a class on the Green Bay campus, you are automatically billed for a parking permit unless you opt out.
  - **Not doing anything with parking ≠ opting out.**
  - If you are **carpooling, taking public transportation, or getting dropped off, you need to opt out of parking**

### Adding your license plate **or** opting out

Your permit is linked to your license plate so be sure to add any license plates you may be using (ex. If you share cars with a parent/guardian or a sibling). You will not get a window cling, mirror hanger, or any other physical permit.

### **How to add your license plate or opt out**

\*Google Chrome is typically the best web browser for this; students tend to run into issues when using Safari or Edge\*

- 1) Log into [SIS](#)
  - a. If this is the first time you have ever logged into SIS, you will confirm your personal information, contact information, and choose an emergency contact
- 2) Locate **Add/Update License Plates or Opt out / in** and follow the prompts

The screenshot displays the SIS interface with a red arrow pointing to the 'Add/Update License Plates' link in the 'Student Links' section. The 'Student Links' section is circled in red. The interface includes sections for 'Academics' (with a 'Spring 2025 Schedule' table), 'Finances' (with an 'Account Summary' showing a balance of 2,303.00), and 'Student Links' (with various utility links). The 'Spring 2025 Schedule' table is as follows:

Class	Schedule
ART 106-0001 LAS (1975)	MWTh 8:00AM - 10:30AM SA-411 - 20 Classroom Green Bay Campus
ART 107-0003 LAS (1985)	TuTh 8:00AM - 10:30AM SA-411 - 20 Classroom Green Bay Campus

## After you add your license plate: Pay for your permit

**You should only be paying \$105 for your parking permit.** Depending on when you pay for your permit, you might have a bill greater than \$105. If you do, do not pay any more than the \$105.

- A. **Paying online** (debit/credit card or electronic check; please note that there is a service charge if using a debit/credit card)
1. [Log into your Student Information System \(SIS\) account](#)
  2. Locate the “Finances” section (just below academics) and select “make a payment”
  3. Complete the transaction following the prompts
    - If this is your first time making a payment in SIS, you will create a NelNet account and pin
    - **Please be sure you are only paying \$105. The system will default to paying the entire amount but you are able to enter your own amount.**

The screenshot displays the SIS interface with the 'Finances' section expanded. A red arrow points to the 'Make a Payment/Manage Refunds' link in the account summary. The account summary shows a balance of 2,303.00. The 'Spring 2025 Schedule' table is also visible.

Class	Schedule
ART 105-0001 LAB (1975)	MoWe 8:00AM - 10:30AM SA-411 - 2D Classroom Green Bay Campus
ART 107-0003 LAB (1985)	TuTh 8:00AM - 10:30AM SA-411 - 2D Classroom Green Bay Campus

- B. **Paying with a check**
1. If you would like to pay with a check, **please make it out to UWGB and include your student ID number in the memo section** of the check. Your student ID is at the top of your registration confirmation or you can email your advisor to ask for it.
  2. Mail the check to:

UW-Green Bay  
Student Billing SS1300  
2420 Nicolet Dr.  
Green Bay, WI 54311

If you have any questions regarding payment, please contact the Student Billing Office at 920-465-2224. Be sure to **specify** that you are an **ECCP student**.

Any non-payment questions can be directed to [eccp@uwgb.edu](mailto:eccp@uwgb.edu).