STUDENT PARKING AND DRIVING REGULATIONS: NO. 54

This regulation becomes effective July 01, 2012.

NOTE: Provisions of the Michigan Motor Vehicle Code and the MSU Ordinances are in effect at all times. Copies of the ordinances are available for review at the Office of the Secretary of the Board of Trustees, at the Office of the Vice President of Student Affairs and Services, at the Parking Office or on-line at http://trustees.msu.edu/ordinances/

All vehicles, including motorcycles, mopeds and bicycles, operated or parked on MSU property by MSU students, must be registered with the Parking Office. Failure to do so may result in parking violations and/or vehicle impoundment. Revenue from the parking system is used to support, maintain and improve campus parking facilities and improve traffic safety.

For campus bus information, visit the Capital Area Transportation Authority (CATA) website at www.cata.org or contact them at 2-2282 (on-campus) or 394-1000 (off-campus).

A. Who is affected

Persons enrolled for “0” or more credits in a degree granting program, residents of residence halls and residents of University apartment units and their spouses are affected. This includes all students (student teachers, etc.) on field work assignments away from campus. Full-time University employees and their spouses are subject to the provisions of the Employee Parking Regulation.

A student who is the son or daughter of a University employee operating a vehicle bearing an employee permit must also register the vehicle as a student and comply with the provisions of this Regulation.

Those who are strictly obtaining credits from the MSU College of Law do not have to register their vehicles; however, if they want to register vehicles, then they may obtain commuter permits and are extended the courtesy of discounted rates in designated pay lots (see G.3 of this regulation) Otherwise, they may park as visitors.

B. Who may use a motor vehicle on MSU property

All students, except those with fewer than 20 credits and first-year agriculture technology students residing in residence halls are eligible to operate, drive and park a properly registered vehicle in accordance with the conditions of this Regulation, Michigan State University Ordinances and State Law. For ineligible students, if certain medical conditions exist or as noted in Paragraph F.9 of this Regulation, an exception may be granted by the Parking Office after an application has been submitted and reviewed.

C. Affected hours
1. The Regulation is in effect from 4 AM the first day of classes through 6 PM the last day of final examinations for each semester. Between semesters and during spring break, students may drive and park vehicles as a visitor in addition to the privileges granted by the Regulation.

2. During affected hours, a student shall not park, possess or operate a vehicle on MSU property without first registering the vehicle and properly affixing the permit. Properly registered vehicles may be operated as described in Section G of this Regulation.

D. Definitions:

1. Motor Vehicle: All motor-driven vehicles such as automobiles, trucks, motorcycles, mopeds and motorized bikes.

E. When and how to register:

1. Prior to bringing a vehicle onto campus, purchase a parking permit online at www.police.msu.edu. Online registration is available for MSU students who qualify for a commuter, residence hall, University Apartment or graduate assistant decal - restrictions may apply. If you cannot register online, contact the parking office at 517-355-8440 for registration information. Please note that the permit must be current and properly displayed on the vehicle registered with the MSU Parking Office in order for the parking privileges to be valid.

F. Provisions

1. Under Michigan law, the person to whom a motor vehicle is registered is considered responsible for that vehicle’s violations. For the purposes of this regulation, students who attend Michigan State University and register a vehicle are generally considered to be responsible for that vehicle’s operation on campus.

2. Any vehicle registered under this Regulation must have and maintain a valid license plate.

3. Permits shall be affixed in accordance with the instructions noted on the back of the permit and as follows:

   A. Motorcycles and Mopeds: Affix to windshield or rear fender.
   B. All Other Vehicles: Affix to the inside, lower left (driver’s side) corner of the windshield.

   **Note:** A current permit, even though properly affixed, is not valid unless all expired permits are removed from the vehicle’s windshield. Decals that have been laminated or taped to the windshield or tampered with in any way are not valid.

4. All permits expire as indicated on the permit.
5. Students possessing valid permits, who change their residence to an area in which another permit applies, must report this change of address to the Parking Office immediately, return the current permit and obtain the appropriate permit. A new permit fee and price difference (depending on permit) may be assessed.

6. When changing vehicles or replacing a windshield a student must return the original permit in order to obtain a replacement. A replacement fee will be assessed. Refer to section I for temporary use of an alternate vehicle.

7. To cancel a permit, the permit holder must return the permit to the Parking Office. Refund of the permit fees shall be prorated if applicable. Contact the Parking Office during business hours to obtain the refund schedule.

8. Replacement of a lost or stolen vehicle permit may be made only after a written request has been submitted, reviewed and replacement granted by the Parking Office. A replacement fee for a lost or stolen permit will be assessed should a new permit be approved. In the interim, a temporary permit may be issued while the request is being processed.

9. Requests for privileges not granted by this Regulation are to be submitted to the Parking Office. Printable instructions and application are available on-line at www.police.msu.edu under Special Parking Requests or you may obtain an application at the Parking Office. A time conflict between classes is not normally considered a valid reason for special privileges. Use of special privileges granted by the Parking Office for reason other than applied for will result in their revocation.

10. A student, including freshmen, transporting personal belongings in a motor vehicle during final examination periods or the week prior to the start of classes may park at a paid meter at their residence hall to load or unload, unless signed or posted otherwise. The vehicle must then be moved off campus or parked in Lot 89 (located at the corner of Farm Lane and Mt. Hope Road). If the vehicle remains unregistered, it must be removed from MSU property before 4 AM of the first day of classes.

11. Students possessing valid permits may park at paid meters at their residence halls to load or unload.

12. This Regulation shall not be in effect on the following University holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

13. The All University Traffic & Transportation Committee is an advisory to the Vice President for Finance and Operations. The committee reviews and recommends solutions to campus parking, traffic and transportation issues.

14. All MSU parking permits, the privileges which they afford and the gated lot access privileges issued are non-transferable, remain the property of Michigan State University and are under the jurisdiction of the MSU Parking Office.

15. An additional fee may be required in any University parking area for special events. This fee will be in addition to the established rate in affected lots.
16. Gated lots are reserved and restricted as posted, regardless if the gate is raised (may be awaiting repair, facilitating exiting at peak times, etc.).

G. Driving and parking controls for each type of permit

1. Graduate Assistant Permits: Issued to those graduate assistants and those pre-doctoral fellowship recipients who are determined eligible by the Parking Office. All other graduate students may get a commuter permit (see G.3) or a University resident permit (see G.4) depending upon their place of residence.
   A. May drive on University streets.
   B. Parking is permitted in employee spaces SOUTH of the Red Cedar River and the Brody Complex (in employee and student spaces). Parking is not allowed north of the Red Cedar River unless at a paid meter or when the posted employee parking restriction is no longer in effect [Example: the gated lot of the Main Library is signed and restricted differently than the front lot (signed at entrance)]. Use of the MSU Spartan Card ID on north campus is restricted to accessing loading zones. Ten minute use of loading zones is permitted for loading or unloading.
   C. Parking is permitted at parking meters throughout campus provided the meter fee is paid.
   D. Graduate assistants can register their vehicle(s) as follows:
      1) Register one vehicle and receive one permit.
      2) Register two vehicles and receive one permit for each vehicle registered and one validation permit. This requires that the vehicle driven must display two permits, one permanently affixed to the windshield and the validation permit displayed in accordance with written instructions.
   E. Graduate assistants residing in University Village must affix an additional permit to each registered vehicle for the apartment area in which they reside. This permit will be issued at no fee at the time a graduate assistant permit is purchased.

2. Graduate Student Permits: (see # 3 or #4 below, whichever applies).

3. Commuter Permits: Issued to students residing off-campus. Parking is permitted as posted for commuters in Ramp 1 (Shaw Lane Ramp), Ramp 3 (Wharton Center Ramp), Ramp 5 (Trowbridge Road Ramp), Ramp 6 (Grand River Avenue Ramp), lots 39, 62W, 63W, 79, 100 and Lot 89 located at the corner of Farm Lane and Mt. Hope Road. An additional parking fee will be charged for parking in all areas except Lot 89. Parking in Ramp 1, Ramp 5 and Ramp 6 is allowed only at meters (must pay). There is a reduced fee in lots 62W, 79, 100 and Ramp 3 for those having a properly registered vehicle. In addition, a special event parking fee in any University parking area may be required for special events.

4. On-Campus Resident Permits: Issued to those students living in residence halls or in the University apartments (Spartan Village or University Village).
   A. Parking is allowed as follows (all residential permits are subject to availability):
      1) Lot 25/51 permits are issued to residents of Owen and Van Hoosen Halls. Parking is permitted in Lot 25 and in Ramp 1 (employee spaces only within the Shaw Ramp – no meters, etc.). In the event these areas are full, overflow parking is available in Lot 89.
2) Lot 65 permits are issued to residents of the Brody Complex and West Circle residence halls. Parking is permitted on the north, west and south side of the Brody Complex. The permit is not valid in employee areas, meters, etc. In the event this area is full, overflow parking is available in lots 75 and 89.

3) Lot 75 permits are issued to residents of the Brody Complex and West Circle residence halls. Parking is permitted in lot 75. In the event this area is full, overflow parking is available in lot 89.

4) Lot 83 permits are issued to residents of Case, Holden, Wilson and Wonders Halls. Parking is permitted in Lot 83. In the event this area is full, overflow parking is available in Lot 89.

5) Lot 89 permits are issued to those residents who are unable to obtain any other on-campus permit or opt for the privilege. Parking is permitted in 89.

6) Lot 91 permits are issued to residents of Akers, Holmes, Hubbard, Mason-Abbot, McDonel, Shaw and Snyder-Phillips Halls. Parking is permitted in Lot 91. In the event this area is full, overflow parking is available in Lot 89.

7) University apartment permits are issued to Spartan Village and University Village residents. A University Apartment resident may register one vehicle at the apartment. An additional vehicle may be registered for Lot 89 (commuter lot). Should there be more than one leasee in the apartment, the maximum number of vehicles allowed registered for that apartment is two (2). Parking is permitted at the student’s apartment, in Lot 89 and in the pay lots as described in G3. At the time a University apartment resident registers his/her vehicle, a visitor pass may be issued. Only one visitor pass will be issued per apartment. The visitor pass is for visitor use only. University apartment residents may not use the visitor pass at any time. In addition, no person may use a visitor pass to store a vehicle, park for events, etc. Hanging visitor permits will not be replaced if lost, stolen or destroyed. Additional 24-hour visitor permits may be purchased by the University Apartment resident (present MSU ID and lease agreement) at the Parking Office.

B. 1) **Mopeds**, as defined by state law, properly registered with the Parking Office and displaying a valid permit, may be parked in the bicycle racks or in spaces within the lot the permit indicates.

2) **Bicycles:** In compliance with MSU Ordinance 33.00, Bicyclists-Traffic, when a bicycle is possessed, operated or left unattended on campus, it must be registered, parked and locked at a bike rack and in operable condition; otherwise, it may be impounded and fees assessed to retrieve it. MSU, City of Lansing, City of East Lansing, Lansing Township and Meridian Township registrations (permits) are acceptable. Permits must be current, valid and adhered to the stationary frame post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment. Go to [www.police.msu.edu](http://www.police.msu.edu) to register your bike (make, color and serial number must be included). There is no charge to you for the permit. Bicycle claims are 8:30 AM – 4:30 PM, Monday – Friday, except University Holidays or if otherwise posted.
H. Visitors

1. Visitors to University apartments must secure a visitor parking permit from their host and place it in their vehicle as instructed on the permit. Users of the permit are subject to the restrictions printed thereon.

2. Visitors to residence halls must secure a visitor parking permit from the residence hall reception desk and place it in their vehicle as instructed on the permit. Users of the permit are subject to the restrictions printed thereon (go to www.maps.msu.edu for lot locations).

I. Loaner permits

If the vehicle that is currently registered with the Parking Office is being repaired, and an alternate vehicle being driven, a loaner permit may be issued for the interim at the Parking Office at no charge. If the vehicle will be unavailable for more than three consecutive days, documentation from the repair shop stating an expected repair date is required to obtain a loaner permit for the extended time.

J. Violations, penalties and fine payment procedures

A fine schedule is established by the MSU Board of Trustees. Fines appropriate to the violation may be found on the violation.

1. Fines collected for violation of the Student Parking and Driving Regulation are deposited into a special account and used to fund short-term student loans. The following is a list of all student regulation violations:

   A. Failure to register vehicle or display a valid permit (vio. 51).
   B. Loaning to/operation by ineligible student (vio. 52)
   C. Unauthorized loaning or possession of a gate card (vio. 53).
   D. Providing false information to the Student Traffic Appeal Court or the Parking Office or reproducing, defacing, altering or transferring a permit (vio. 54).
   E. Failure to properly affix a permit as instructed on the back of the permit (vio. 58).

2. Fines collected for violation of the Michigan State University Parking Ordinances (go to http://trustees.msu.edu/ord.html for a list of ordinance violations) are deposited into a campus improvement account and are used for parking and safety improvements. The following are example ordinance violations:

   A. Parking at expired meters.
   B. Parking at failed meters (no parking zone).
   C. Parking in reserved areas.
   D. Parking in disabled parking spaces.
   E. Parking in no parking zones

3. All parking violations must be paid or appealed within seven (7) days from the date of issuance.
A. A fine may be paid:
   1) Via our on-line payment system at www.police.msu.edu using VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS or your checking account routing number.
   2) Via mail (check or money order made payable to MSU)
   3) In the drop box at the Police & Public Safety Building lobby – open 24 hours/7 days.
   4) At the Parking Office during business hours.

B. Appeals may be initiated:
   1) Via our website: www.police.msu.edu
   2) Via mail (letter)
   3) Via phone (set verbal appeal appointment)
   4) At the Parking Office during office hours (set verbal appeal appointment or write appeal)

Ordinance violation appeals may bypass the methods of appeal above and be filed directly with 54-B District Court in East Lansing (517-351-7022 for details).

4. If a violation is not paid within seven (7) days after issuance, a late fee shall be added to the fine. In addition, if a violation is delinquent for ten (10) days, a non-waivable administrative processing fee will be applied. Meter violations have a pay within 24-hour option. Note that appealing a meter violation within 24-hours is done so at the fine rate of $15.00. Unpaid violations may result in them being forwarded to MSU Delinquent Receivables and 54-B District Court of East Lansing, where additional fees may be added, a hold placed with the Registrar’s Office, a warrant issued for the registered owner’s arrest and/or the vehicle impounded.

5. Accumulation of six (6) or more UNPAID parking violations may result in the impoundment of the vehicle which will not be released until the unpaid violations and any resulting fees are cleared (cash or credit card only) and the impound and storage fees are paid.

NOTE: In addition to fines and any resulting fees, towing charges and storage fees may be incurred.

K. Note: Under MSU Ordinances:

1. Meters at residence halls are in effect 7 AM to midnight, seven (7) days a week. Parking at meters is prohibited between 2am-6am. Students may only use meters as described in F.11 of this Regulation.

2. Parking on streets, adjacent bays, loops and in certain lots is prohibited between 2 AM and 6 AM, seven (7) days a week.

3. A parking permit may be refused to anyone having unpaid parking violations issued by Michigan State University.