

## STUDENT PARKING AND DRIVING REGULATIONS

*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 students must be registered with the Parking Office.** Failure to do so may result in parking violations and 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](http://www.cata.org) or contact them at 2-2282 (on-campus) or 394-1000 (off-campus).

### A. Those affected

**All students are affected by the Parking and Driving Regulations.** Students who are eligible to operate or park vehicles on campus must register the vehicles with the Michigan State University Police Department's Parking Office by purchasing and properly displaying the MSU parking permit issued to them. The MSU Police Department reserves the right to limit the number of vehicles that may be registered. Those who are generally ineligible to have a vehicle on campus may seek an exception via application. Granting of parking privileges is subject to approval. A printable Special Parking Request application and instructions may be found at [www.police.msu.edu](http://www.police.msu.edu) under Management Services, Parking.

**Those who are not students, but who reside in a residence hall or in University apartments** and parking on campus must register their vehicles with the MSU Parking Office, purchase and properly display the MSU parking permit issued to them. Contact the MSU Parking Office for details.

### B. Eligibility

**Students residing in residence halls** must have 20(+) credits finalized with MSU and be at least a second year freshmen with MSU or transferring from another college or university.

**Students residing off campus (commuters) or in University apartments** may register a vehicle regardless their credit status.

**A student who is the son or daughter of a University employee** operating a vehicle bearing an employee permit must 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 unless they have been granted special parking privileges. 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.

## **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 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. Vehicles registered with the Department of Police may be operated as described in Section G of this regulation.

## **D. Definitions:**

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

## **E. When and how to register:**

Prior to bringing a vehicle onto campus, students must purchase a parking permit online at [www.police.msu.edu](http://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 a student cannot register online, they should 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 as instructed on the permit.

**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. Permits are valid through the expiration date printed on the permit, unless otherwise specified.
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 fee shall be prorated if applicable. Contact the Parking Office during business hours to obtain the refund schedule.
8. Replacement of a lost or stolen parking 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 online at [www.police.msu.edu](http://www.police.msu.edu) under Management Services, Parking, Special Parking Requests or an application may be obtained 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. Obtaining special parking privileges requires that the vehicle first be registered with the MSU Parking Office and there is a charge for the additional privileges.
10. Students, 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 paid metered parking 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 metered spaces at their residence halls to load or unload or use a signed loading zone for a maximum of 10 minutes.
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 Police Chief and Director of the Department of Police & Public Safety. 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. All are subject to special events parking restrictions and requirements.
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 purchase 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 metered space or when the posted employee parking restriction is no longer in effect [Example: the gated section of the Main Library is signed and restricted differently than the front section (signed at entrance)]. Use of the MSU Spartan Card ID on north campus is restricted to accessing signed loading zones. Ten minute use of loading zones is permitted for loading or unloading.
  - C. Parking is permitted at metered spaces (e.g. meters, pay-by-plate spaces) throughout campus provided the metered fee is paid. No parking is allowed from 2am-6am at all metered spaces.
  - D. Graduate assistants may register their vehicle(s) as follows:
    - 1) Register one vehicle and receive one permit.
    - 2) Register two vehicles and receive a repositionable permit. This requires that the vehicle driven must display the permit and use is restricted to the vehicles registered at the time the permit is purchased.
  - E. Graduate assistants residing in University Village (UV) must affix an additional permit to each registered vehicle indicating that they are a UV resident. This permit may be obtained at the MSU Parking Office at no charge with presentation of the University Village lease agreement.

2. *Graduate Student Permits:* (see # 3 or #4 below, whichever applies).
3. *Commuter Permits:* Issued to students residing off-campus. Parking is permitted as signed at the lot entrance for commuters in Ramp 1 (Shaw Lane Ramp), Ramp 3 (visitor section of the 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 is charged for parking in all areas except Lot 89. Parking in Ramp 1, Ramp 5 and Ramp 6 is allowed only at metered (e.g. pay-by-plate) spaces. There is a reduced fee in lots 62W, 79, 100 and Ramp 3 for those properly displaying a valid commuter permit. *Note: All are subject to special event restrictions and requirements and additional fees may be required to park.*
4. *Residence Hall Permits:* Issued to those students living in residence halls. Corresponding lot numbers and locations listed below may be found at [www.maps.msu.edu](http://www.maps.msu.edu)

A. Parking is allowed as follows (all residential permits are subject to availability):

- 1) Lot 25/51 permits may be issued to residents of Owen and VanHoosen Halls. Parking is permitted in Lot 25 and in Ramp 1 (employee spaces only within the Shaw Ramp). They are not valid at metered spaces (e.g. pay-by-plate) or spaces signed otherwise. In the event spaces are full, overflow parking is located in Lot 89.
- 2) Lot 65 permits may be issued to residents of the Armstrong, Bailey, Bryan, Butterfield, Campbell, Emmons, Gilchrist, Landon, Mayo, Rather, Williams and Yakeley Halls. Parking is permitted on the north, south and west perimeter of Lot 65 except for metered spaces and those signed and reserved otherwise. In the event spaces are full, overflow parking is located in lot 89.
- 3) Lot 15 permits may be issued to residents of Armstrong, Bailey, Bryan, Butterfield, Campbell, Emmons, Gilchrist, Landon, Mayo, Rather, Williams and Yakeley Halls. Parking is allowed in Lot 15. In the event spaces are full, overflow parking is located in lot 89.
- 4) Lot 83 permits may be issued to residents of Case, Holden, Wilson and Wonders Halls. Parking is permitted in Lot 83. In the event spaces are full, overflow parking is located in Lot 89.
- 5) Lot 89 permits may be 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 may be issued to residents of Abbot, Akers, Holmes, Hubbard, Mason, McDonel, Owen, Phillips, Shaw, Snyder and VanHoosen Halls. Parking is permitted in Lot 91. In the event spaces are full, overflow parking is located in Lot 89.

- 7) *University Apartment Permits:* Residents may be issued a permit based on their residence in either Spartan Village or University Village permit. 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 is one per leasee at the apartment.

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 permit may be issued. For Spartan Village, only one complimentary visitor permit will be issued per apartment. Those residing in University Village apartments may be issued five (5) 24-hour visitor permits per resident. Visitor permits are for visitor use only. University apartment residents may not use a visitor permit. In addition, no person may use a visitor permit 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.

6. **Mopeds**, as defined by state law, properly registered with the Parking Office and displaying a valid permit, MSU parking permit, may be parked in the bicycle racks or in spaces within the lot the permit indicates.
7. **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. Bicycle claims may be made between 8:30 AM – 4:30 PM, Monday – Friday, except University Holidays or if otherwise posted. Bicycle registration permits may be ordered at [www.police.msu.edu](http://www.police.msu.edu) (make, color and serial number must be included). There is no fee to register a bicycle.

## 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 (except current MSU students) to residence halls must secure a visitor parking permit from the MSU Parking Office or participating campus Sparty's Convenience Stores. Users of the permit may only park in the locations listed on the permit and must complete the permit as instructed on it (go to [www.maps.msu.edu](http://www.maps.msu.edu) for lot locations). Users are subject to the restrictions printed thereon.

## **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 MSU 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. 151).
  - B. Loaning to/operation by ineligible student (vio. 152)
  - C. Unauthorized loaning or possession of a gate card (vio. 153).
  - D. Providing false information to the Student Traffic Appeal Court or the Parking Office or reproducing, defacing, altering or transferring a permit (vio. 154).
  - E. Failure to properly affix a permit as instructed on the back of the permit (vio.158).
2. Fines collected for violation of the Michigan State University Parking Ordinances (go to <https://trustees.msu.edu/> 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 in expired metered spaces.
  - B. Parking at failed meters (no parking zone).
  - C. Parking in reserved areas.
  - D. Parking in disability 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](http://www.police.msu.edu) using VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS or your checking account routing number.
- 2) Via mail (check/money order made payable to Michigan State University)
- 3) Via the drop box in 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](http://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, an administrative processing fee will be applied. Metered space violations have a pay within 24-hour option. Note that appealing a metered space 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 (e.g. late fees, towing/impound fee, storage fees, abandoned vehicle fee) are cleared (cash or your credit card are only accepted as payment when towed for six or more unpaid violations) .

**NOTE: In addition to fines and any resulting fees, additional charges may be incurred (e.g. late fees, towing/impound fees, storage fees, abandoned vehicle fees).**



**K. Note: Under MSU Ordinances:**

1. Metered spaces 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 metered parking as described in F.11 of this Regulation.
2. Parking on streets, adjacent bays, loops, at meters and in certain lots is prohibited 2 AM - 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.