Nicholls State University

# PARKING REGULATIONS SYNOPSIS

1. Any vehicle parked on campus must be registered with the Office of Parking Services and must have a current Nicholls parking permit properly displayed. This includes visitors' vehicles and those parked on campus for any reason at all times. Students attending night classes, on-line classes, and those not regularly on campus for classes must still purchase and properly display a current parking permit.

2. Permits are obtained at the Office of Parking Services located at University Police in Calecas Hall (corner of Acadia and Ardoyne). Vehicle registration papers are required. The permit fee is payable at the Controller's Office (Elkins Hall) or on-line through your Banner account. Visitors' permits are offered at no charge. Students, faculty, and staff are at no time considered visitors and may not utilize visitor passes or parking areas.

3. Faculty and staff may only park in faculty/staff zones, marked by signs or by red lines. Proper permit is required.

4. Residence Hall Students may park near any residence hall (including Family Housing and La Mason du Bayou). Proper parking permit is required. If you move from your residence hall to off campus, you must return your residence hall decal for a commuter decal. There is no cost to exchange.

5. Commuter students may park in all parking lots (including lots near Barker Hall and the stadium) except those lots attached to residence halls or Brady Complex. Commuter students may also park on any campus street marked with gray lines, unpainted or unprinted lines. Proper parking permit is required. If you move to a residence hall or La Maison du Bayou, you must return your commuter decal for a residence decal. There is no cost to exchange. Commuter students with a proper permit visiting at La Maison du Bayou must register at that office for a visitor parking permit at all times.

6. Fees for all citations (excluding citations for no permit) are $50.00. Citations received for no permit are $20.00. Citations issued for parking in a disability zone without a state issued permit are $250. The appeal of a parking citation must be completed by 20 days from the date that the citation is issued. A one-time delinquent fee of equal value for each violation is charged if an appeal or payment is not made within 20 days of the citation being issued. Community Service is available in lieu of paying the fine. You can apply for community service at University Police. You must apply within 20 days of the citation being issued.

7. The purchase of a Nicholls parking permit does not guarantee the registrant a parking space in a particular area.

8. The University assumes no responsibility for vehicle damage or vehicle's contents at any time the vehicle is operated or parked on campus.

9. The University reserves the right to tow away and impound a vehicle at the owner's expense if the vehicle is parked in any place creating a potentially hazardous condition, is parked in a handicapped space without authorization, is abandoned, is in any unauthorized area, is in violation of this Code, is parked on campus after parking privileges have been suspended, or if the individual fails to pay parking fines on time.

10. Special Parking: Persons requiring special parking privileges should contact the Office of Parking Services (448-4942). For example: Any person requiring a number of parking spaces for an event on campus, or a temporarily or permanently mobility impaired person, should obtain special parking privileges.

11. Visitors may park in identified visitor parking spaces (identified by signs and/or white painted lines) on campus or in student lots identified with gray or unpainted lines. Visitor parking permits are available at University Police. Students, faculty and staff are at no time permitted to park in a visitor parking space or obtain a visitor parking pass.

12. Short-Term Parking: Permits are available at the Office of Parking Services for short-term parking, visitors, special events on campus, and any individual whose regular vehicle is temporarily unavailable.

13. If coming to campus for a specific activity, the sponsoring office will issue parking instructions to visitors.

14. Vehicles of any kind may not be parked on campus for advertising purposes at any time.

# GENERAL INFORMATION

The operation of a vehicle on the Nicholls State University campus is a privilege granted by the University. The purchase of a Nicholls parking permit does not guarantee the registrant a parking space, nor does it imply the

University assumes responsibility for that vehicle or its contents.

Parking is permitted only in designated parking areas or zones. Vehicles are prohibited from parking on any campus lawn at any time unless authorized to do so by the University. Vehicles parked on any campus grounds area, on sidewalks, in freight zones, in no parking zones, in fire lanes, in traffic lanes, in pedestrian crosswalks, in fire hydrant zones, too close to intersections, in front of barricades, in handicapped spaces, in restricted areas, unless authorized, are in violation of Nicholls parking regulations and are subject to being towed at the owner's expense.

During any semester or session, faculty, staff and students must park only in zones which the official University parking permit entitles them to use. All handicapped persons requiring special parking should contact the Office of

Parking Services. Permits on vehicles that will no longer be used on campus (i.e. traded in, sold, totaled, etc.) must be returned in any condition in order to receive a replacement permit for another vehicle at no charge. Parking Services also will accept official paperwork from the insurance company stating that the specific vehicle which had the permit registered to it has been totaled or official paperwork from a dealership or notary showing proof of trade-in or sale. There is no cost to exchange a permit, but there will be no refund of purchase price in lieu of exchange.

The University reserves the right to tow away and impound a vehicle at the owner's expense if the vehicle is parked in any place creating a potentially hazardous condition, is parked in a handicapped space without authorization, is abandoned or in any unauthorized area, is in violation of this Code or is parked on campus after parking privileges have been suspended.

University Police enforces traffic and parking regulations established by the University, city, and state. University Police Officers are duly commissioned under the laws of the state of Louisiana, city of Thibodaux and the University. These officers are authorized to make arrests and issue citations for all types of traffic and parking violations.

# VEHICLE REGISTRATION

1. Any vehicle parked on campus regularly, occasionally or temporarily during any semester or summer session is required to have a current Nicholls parking permit properly displayed. Permits may be obtained at the Office of Parking Services upon completion of the application and presentation of vehicle registration. It is your responsibility to provide all items requested in order to receive a parking permit. Students attending night classes, on-line classes, and those not regularly on campus must still purchase and properly display a current permit while on campus.

2. Persons visiting the University are exempt from purchasing a University parking permit but must obtain a visitor's permit (See Visitor Parking). Registered students and faculty/staff are not allowed visitor parking at any time.

3. Anyone who operates a vehicle on campus and is classified as an employee of the University or student (including students enrolled in evening and off campus classes) must register that vehicle. Any vehicle operated on campus on a regular or occasional basis for the convenience of an employee of the University or student must be registered. Temporary parking permits are available to students whose vehicle with a parking permit is not available. Each student is allowed two (2) free temporary parking permits per semester as long as the student has previously purchased a parking permit for that academic year. Any student receiving a temporary parking permit who has not purchased a permit yet will be charged the full price of a permit.

4. A vehicle is not registered until it has the current permit properly affixed to the vehicle.

5. Vehicle registration is required prior to the first day of class of any semester. Parking citations are issued on the first day of classes of any semester.

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6. Parking permits can be obtained during and after class registration at the Office of Parking Services. On-line registration is available for a limited time during the summer for the upcoming Fall semester. On-line registration is not available for Spring parking permits. If you do not register your vehicle on-line (complete an application) you must pick up your permit in person at University Police. The fee for a parking permit is not added to your account unless an application for a permit is submitted.

7. The price paid for the parking permit will be refunded only to a student who returns the parking permit unused and undamaged in the semester in which the permit was purchased. If a parking permit has been used, the price paid for the permit will be refunded only if the student withdraws from the University prior to the first day of classes of the semester which the permit was purchased. The student must still return the permit to the Office of Parking Services. Students who pay for a permit but have not received a permit may request a replacement permit prior to the 14th class day. Students who receive a permit by mail through on-line registration and do not activate and attend classes will be indebted to the university until the unused, unopened permit is returned.

8. A student may not register a vehicle belonging to another student. Parking permits will not be released to ANYONE other than the student registered at Nicholls State University

9. A faculty or staff member may not register and obtain a faculty/staff permit for a vehicle that will be operated by a student on campus. Each student, faculty or staff member must purchase a permit for the vehicle he/she will park on campus.

10. The registrant will be responsible for all parking citations issued to his/her permit or vehicle, even if someone other than the registrant was operating the vehicle.

11. Students, faculty and staff are responsible at all times for their own acts constituting illegal parking, whether the acts are committed in their own vehicles or in vehicles licensed to another.

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# PERMIT DISPLAY

- Student permits must be affixed directly to the outside of the passenger side of the rear windshield. Permits may not be taped to the inside of the window. Registrants must contact the Office of Parking Services if unable to affix to rear window due to vehicle design (i.e. convertible, tool box, etc.).
- The owner of a registered vehicle must notify the Office of Parking Services whenever a permit has been destroyed, lost or stolen. Replacement of lost or stolen permits will be at the regular purchase price. Replacement permits are available at no cost ONLY when the used permit is returned. Contact Parking Services for instructions if the used permit is no longer accessible.
- Student permits are not transferable and can only be used for the specific vehicle registered. Faculty/Staff permits are moveable from one vehicle to another as long as the vehicles are registered to that permit.
- ALL expired or previously issued permits should be removed from the vehicle.
- Motorcycles/Scooters are exempt from purchasing a permit but must adhere to the University parking and traffic regulations. (See Other Vehicle Regulations)

# OTHER INFORMATION

## Hours of Restricted Parking for Vehicle Parking Zones is Monday-Friday, 6 a.m. to 3:30 p.m. when school is in session.

## Disability Parking Zones Enforced at All Times:

Parking in disability parking zones is prohibited at all times unless the vehicle bears a disability permit from the DMV AND a current Nicholls permit. This area is indicated by BLUE curbs and is strictly enforced. Any vehicle parked in this area at any time without the proper permits will receive a citation ($250) and may be towed at owner's expense.

Vehicles with proper permits (DMV & NSU) may utilize all parking zones EXCEPT areas marked with a headstone and no parking zones. A mobility impaired ID card displayed in the vehicle does not replace a disability permit from the DMV.

## No Parking Zones:

A citation will be issued and the vehicle is subject to towing whenever a vehicle is in violation of any of the following:

**FIRE HYDRANTS:** Indicated by yellow curbs, a vehicle cannot park AT ANY TIME in a fire hydrant zone.

**PEDESTRIAN CROSSWALKS:** Indicated by large white parallel lines, a vehicle cannot be parked within the boundaries of pedestrian crosswalk AT ANY TIME.

**YELLOW LINES:** Parking in yellow curb areas or on yellow lines is prohibited AT ANY TIME.

**FIRE LANES:** Indicated by yellow lines and/or signs, a vehicle cannot be parked AT ANY TIME in a fire lane.

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**PARKING ON LAWN:** Vehicles may not be parked on any part of the University lawn unless authorized to do so.

**RESTRICTED STREET:** Streets closed to all normal vehicle traffic are to be used by authorized vehicles only (i.e. Crescent Drive).

**BOWIE ROAD:** Effective as of August 1, 2012 there will be no parking along Bowie Road.

**SERVICE DRIVES AND LOADING ZONES:** Parking is prohibited in these areas at all times except to approved service and other authorized vehicles. No one may operate or park vehicles in service drives or loading zones without permission from University Police. Vehicles parked in these areas are subject to citations and towing.

## Restricted Parking Zones:

Vehicles bearing student permits must park in designated parking zones. They may not be parked in restricted areas during hours of restriction.

**RESIDENCE HALL STUDENT PARKING:** Resident students must park in the residence hall parking areas near any residence hall (including Brady Complex and Family Housing) during hours of restriction.

**COMMUTER PARKING:** Students who commute to and from campus may park in any parking lot (including lots near Barker Hall and the Stadium parking) not attached to a residence hall or Brady Complex during hours of restriction.

Students may NOT park in any area where the lines are painted red, white, yellow or blue (see disability parking zone) or in any area identified by signs.

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**FACULTY/STAFF PARKING**: This area is designated by red lines and/or signs and is reserved for employees who display a current F/S parking permit.
**VISITOR PARKING**: Visitors must obtain a temporary permit from The Office of Parking Services at no cost. Visitors may only park in student or visitor parking areas. Visitors who receive citations are asked to follow the directions on the back of the citation. Visitors to Brady Complex must register with that office.
**INOPERATIVE MOTOR VEHICLES**: Should a vehicle become inoperative and unable to be parked in its assigned area, it is the operator's responsibility to notify the Office of Parking Services immediately. Failure to do so will cause the operator to be responsible for citations issued to vehicles improperly parked. Inoperative motor vehicles are subject to towing.
**RESERVED PARKING SPACES**: Designated by signs, concrete markers, barricades, cones, or curb lettering, reserved parking spaces are open only to those individuals or departments for which the space has been designated. Unauthorized vehicles parked in reserved spaces are subject to citations and towing.

## PARKING VIOLATIONS

1. Parking on campus and failing to properly affix current permit to vehicle.
2. Parking outside of assigned zone during hours of restriction.
3. Parking in a no parking zone.
4. Parking in a handicapped zone when not authorized. DMV & NSU permit are both required.
5. Parking in a manner which occupies more than one marked parking space or in a manner in which the vehicle is not in a single marked parking space (i.e. tires are over the designated lines for that space).
6. Parking in a manner which blocks another parked vehicle.
7. Parking in a traffic lane for a lot or a street.
8. Parking against the flow of traffic on streets.
9. Parking in a manner which obstructs traffic flow (i.e. not pulling up far enough into a space).
10. Parking in a freight/loading zone.
11. Parking in an emergency or service drive.
12. Parking in a backed-in position on any street.
13. Parking within 25 feet of an intersection.
14. Parking in front of barricades.
15. Parking in a manner which blocks trash containers or prevents service to containers.
16. Parking on a sidewalk.
17. Parking on grass or grounds area not identified as a parking area.
18. Parking across the curb.
19. Parking while using handicap parking permits improperly.
20. Parking any vehicle on campus for advertisement purposes without authorization.
21. Parking along LA Highway 1, under Title 32.296, Louisiana State Revised Statutes.

## MOVING VIOLATIONS

Any vehicle operator who violates any traffic laws under Title 32, Louisiana State Revised Statutes, or the city of Thibodaux, will be subject to arrest and receive a Louisiana Uniform Traffic Citation or University Traffic Citation. Below are some examples of the violations:
1. **VEHICLE LICENSE**: No person shall operate a motor vehicle unless it is registered with the Department of Motor Vehicles.
2. **DRIVER'S LICENSE**: No person shall operate a motor vehicle unless such person has been issued a license as required by the laws of this state. No person shall fail or refuse to comply with any lawful order or direction of any police officer by law with authority to direct, control or regulate traffic.
3. **NOT RESPONDING TO LAWFUL ORDER OF UNIVERSITY POLICE OFFICERS**: No person shall fail or refuse to comply with any lawful order or direction of any police officer directing, controlling, or regulating traffic.
4. **REASONABLE AND PROPER CONTROL OF A VEHICLE**: It shall be unlawful for motor vehicle operator to negligently fail to maintain reasonable and proper control while operating the vehicle.
5. **SPEED LIMIT**: No person shall drive a vehicle at a speed greater than is reasonable and prudent under conditions and potential hazards than existing posted speed. The posted speed limit on the Nicholls campus is 15 mph.

6. **PASSING SCHOOL BUSES**: The motor vehicle operator upon meeting or overtaking any school bus which has stopped for the purpose of receiving or discharging passengers shall stop the vehicle until that bus resumes motion.
7. **STOP SIGNS AND YIELD SIGNS**:
a. Failure to come to a FULL stop before passing a STOP SIGN at an intersection or entering a crosswalk.
b. The driver or operator of a vehicle approaching a yield sign shall slow down to a speed reasonable for existing conditions or stop if necessary to YIELD the right of way to any pedestrian.
8. **MOTORCYCLE SAFETY HELMETS/EYE PROTECTIVE DEVICES**:
a. As required by state law, motorcycle operators must wear a safety helmet of the type and design manufactured for use by operators of such vehicles.
b. As required by state law, motorcycle operators must wear an eye protective device of a type approved for such use unless cycle is equipped with a windshield.
9. **RIDING ON MOTORCYCLES/SCOOTERS**: A person operating a motorcycle/scooter shall ride only on designated roadways.
10. **CLINGING TO VEHICLE**: No person riding any bicycle shall attach his or her person or bicycle to any vehicle.
11. **PEDESTRIAN'S RIGHT OF WAY IN CROSSWALKS**: The driver of a vehicle shall yield the right of way, slowing or stopping if necessary; yield to a pedestrian crossing the roadway within a crosswalk. The driver of another vehicle approaching this vehicle from the rear shall not overtake and pass the stopped vehicle.
12. **OPERATING VEHICLE UNDER THE INFLUENCE**: No person shall operate a vehicle under the influence of any chemical substance in violation of state or local law.
13. **RECKLESS OPERATION OF A MOTOR VEHICLE**: Driving a vehicle in a manner that may endanger life or property will constitute "reckless operation of a motor vehicle."
14. **DRIVING IN THE WRONG DIRECTION**: Any vehicle driven in the wrong direction by an operator on a one-way street on any area of a street identified as one-way will constitute a traffic violation.
15.

## PARKING & TRAFFIC VIOLATION PENALTIES

### Fine Assessment

### Parking

Fees for parking citations are $50 per violation (excluding citations for no permit). Citations received for no permit are $20 per citation. Disability violations (no state issued permit) are $250 and not having a current Nicholls parking permit displayed with a state issued disability permit is $20.
If a fine has not been paid or an appeal has not been filed within 20 days from the day the citation was issued, a one-time delinquent fee of equal value to the citation will be charged for each violation and the right to appeal will be forfeited.
Community service is available in lieu of fines. The request to do community service must be made within 20 days from the day the citation was issued. Apply at University Police.

### Traffic

Traffic violations are assessed a fine of $50 for each violation. If a fine has not been paid or an appeal has not been filed within 20 work days from the day the citation was issued, an additional $50 delinquent fee will be charged for each violation and the right to appeal will be forfeited.
Community service is available in lieu of fines. The request to do community service must be made within 20 days from the day the citation was issued. Apply at University Police.

### Other Penalties

**LOSS OF PARKING PRIVILEGES**: Campus parking privileges may be suspended when a vehicle is used to violate the Code of Student Conduct, any campus policy, or law (local, state, federal). Parking privileges may also be suspended for any individual who fails to pay parking or traffic fines 30 days or more.
**TOWING**: Vehicles may be towed at the owner's expense as indicated in the parking regulations synopsis and for any individual who fails to pay parking fines after 30 days or more.

### Fine Payment
All payments for all parking and traffic citations must be transacted at Fee Payment Window in Elkins Hall or on-line through your Banner account.

### Notice
E-mail notifications are automatically generated and sent by TickeTrak, the permit and citation program, for anyone with an outstanding parking, traffic, or moving violation issued by Nicholls State University. The recipient will be notified of the date of citation, violation, and amount due.

### Fine Nonpayment
Fine nonpayment is considered indebtedness to the University.

**Students**: Fines that have not been paid by a student may prevent the student from completing class registration or receiving a diploma. The University will not provide a copy of the student's transcript until the indebtedness has been resolved.

**Faculty/Staff**: Fines not paid by a faculty or staff member may result in having wages tapped for the amount owed or until the indebtedness has been resolved. Parking privileges may also be suspended and the vehicle may be towed at owner's expense.

### Procedures for collection of parking fines from faculty and staff
1. After a citation is issued, the recipient of the citation has 20 days in which to pay the fine or to file an appeal; after 20 days, an equal amount to the fine will be added as a delinquent fee.
2. The Controller's Office will send a letter reminding of the fine to be paid.
3. If the fine is not paid within 20 days of the date of the Controller's letter, then the appropriate Vice President of the employee will issue a second letter of warning.
4. If the fine remains unpaid 20 days after the date of the Vice President's letter, then the University will proceed to withhold the amount of the fine from the faculty/staff member's subsequent paycheck.

## APPEALS
### Citations
Anyone who has received a parking or traffic citation who believes the citation is unwarranted may appeal the citation.

Appeals against any citation issued must be filed within 20 days from the date the citation was issued.

Appeals can be filed on-line (www.nicholls.edu/parking/appeals) or by obtaining an appeal form from the Office of Parking Services. Failure to file a formal appeal within the prescribed 20-day time limit forfeits the right to appeal.

Students, faculty and staff may appeal by submitting the written appeal or on-line form. The hearing officer may either accept or deny the appeal. If the appellant is not satisfied with the appeal officer's decision, the appellant may appeal to the University Parking/Traffic Appeals Committee. The appellant has 20 days from the denied date to request to appeal to the committee.

Appellants must appear personally at the hearing. At the final appeal stage, in front of the Parking/Traffic Appeals Committee, student appellants may contact the Student Government Association's Director of Student Rights and Grievances for assistance. The time, date, and location of the hearing will be communicated via e-mail. Appellants may request to reschedule the appearance date once per appeal. Failure to appear without prior notification will result in forfeiture of the appeal privilege. Appellants have the right to present witnesses and/or other evidence in support of the appeal. The University reserves the same right.

### Suspension of Parking Privileges

Individuals may also appeal a suspension of parking privileges to the Parking/Traffic Appeals Committee. The appeal will be handled following the same procedures listed for appeal of citations. A request to appeal the suspension of parking privileges must be submitted within 20 days of the date of suspension.

### Towing

There is no appeal of towing and/or any other related charges incurred.

## OTHER VEHICLE REGULATIONS

### Motorcycles and/or Scooters:

All motorcycles or motor driven vehicles must be in compliance with the Louisiana Highway Regulatory laws, Title 32.

**Registration:**

Motorcycles/Scooters are not required to purchase a parking permit.

**Parking:**

Motorcycles/Scooters may park on lawns and concrete aprons, but are not allowed to impede pedestrian or vehicle traffic flow or create a hazardous condition. Parking is not allowed on disability loading areas; indicated by blue cross lines next to disability parking zones.

Motorcycles/Scooters are not allowed to park on sidewalks, emergency ramps, or inside buildings.

Motorcycles/Scooters may not park in restricted zones.

Motorcycles/Scooters may not park in a parking space for motor vehicles.

**Operation:**

Motorcycles/Scooters may not be operated on sidewalks or inside buildings.

Motorcycles/Scooters will operate in compliance with the Louisiana Highway Regulatory laws.

Motorcycles/Scooters must yield to the right of way to pedestrian traffic.

### Bicycles:

**Registration:**

Registering your bicycle is not required but is recommended. Bike registration is managed by Housing. There is no charge for this service. Your bike must be brought to Housing when registering for identification purposes.

**Regulations:**

Bicycles should be parked in bicycle racks located at various locations throughout the campus.

The parking or securing of a bicycle to a tree, traffic sign, or utility pole is prohibited and subject to bicycle impoundment.

The parking or securing of a bicycle that impedes pedestrian walkways, hinders vehicle traffic, or hinders grounds or maintenance workers from doing their work may require bicycle impoundment.

Bicycles are not permitted inside buildings.

## VISITOR PARKING

Visitors are entitled to use certain designated parking areas with a visitor parking pass but may not park in no parking zones, handicapped areas (without DMV permit), spaces reserved for service vehicles, restricted areas (red lines/headstones) or loading zones. Visitors receiving citations for parking violations should report in person to the Office of Parking Services immediately upon receipt of citation.

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Vehicles operated on campus by students or employees of the university or any person who regularly works on campus are not eligible for classification as a “visitor” vehicle under any circumstance. Anyone who operates a vehicle on campus and is classified as an employee or student of the University or who regularly works on campus must register the vehicle and properly display a current parking permit.
Large groups, such as conventions, conferences, etc., who anticipate visiting the campus must make advanced special parking arrangements. (See Special Event Parking below)
All visitors on campus must park in the designated visitor parking areas or student parking lots and display a visitor’s permit obtainable at the Office of Parking Services.

## SPECIAL EVENT PARKING

An event which is expected to attract more than 40 vehicles and is to be held during daytime class hours must be registered by contacting the Office of Parking Services (985-448-4942) at least one month prior to the event to arrange for parking.
An event which is expected to attract fewer than 40 vehicles and is to be held during daytime class hours must contact the Office for Parking Services (985-448-4942) to receive printable visitor passes issued via e-mail.
Requests for special event parking should be filed using the form listed on www.nicholls.edu/police. This request should be done for all events.

## PARKING FOR THE DISABLED

Persons requesting parking permits to accommodate a physical disability should contact the Office of Parking Services.
Temporarily mobility impaired students may request a “Temporary Faculty/Staff Permit” by submitting certification from a physician indicating that the applicant is impaired because of one of the conditions listed below. The Office of Parking Services reserves the right to accept or reject requests for Temporary Handicap Permits. Temporary Permits will only be issued for a 2-week period unless the physician’s note states otherwise. Persons issued these temporary permits may park in red faculty/staff parking spaces (NOT blue handicap parking spaces). These permits are not valid in spaces marked specifically for a person (headstone).
The term “mobility impaired person” includes any person who is impaired because of the following conditions:
1. Cannot walk two hundred feet without stopping to rest.
2. Cannot walk without the assistance of another person, walker, cane, crutches, braces, prosthetic device or is confined to a wheelchair.
3. Is restricted by a lung disease to such an extent that the person’s forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than sixty mm/hg on room air at rest.
4. Uses portable oxygen.

## FREQUENTLY ASKED QUESTIONS

## VEHICLE REGISTRATION

### How do I register my vehicle?

There are two ways to register and receive your permit.
1. You can register on-line during the summer prior to the upcoming fall semester at www.nicholls.edu/parking and receive your permit by mail at home. If you are an employee you can have your permit sent through campus mail. The dates during which you can use the on-line application will be posted on the website.

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2. You can use our walk-up service (register and receive your permit) between 8:00 a.m. and 4:00 p.m. Monday – Friday in the Parking Office in Calecas Hall. New permits for the upcoming fall semester will only be given directly from our office **after** the on-line application is no longer available.

## REMEMBER: YOUR PERMIT MUST BE PLACED ON YOUR VEHICLE BY THE FIRST DAY OF CLASS OF ANY SEMESTER

### What if I have to drive a second vehicle?

Faculty/Staff - Because of the type of permit, employees may register two vehicles to the same permit, thereby simply moving the permit from one registered vehicle to another registered vehicle. All vehicles used with an employee's permit must be registered with the Office of Parking Services. Should an employee forget to move the permit from one vehicle to another, they are given the same options for temporary permits as students.

Students - In the event that a second vehicle must be used, Students should pick up a temporary permit from Parking Services. There is no charge for a temporary permit as long as a parking permit has been paid for that current academic year. Any student who picks up a temporary parking permit and did not purchase a regular parking permit will be charged for the temporary permit. Temporary permits are allowed for up to two weeks, twice per semester. Any amount over two per semester will be charged an additional parking permit fee. The temporary permit application can be printed from our website and filled out with the information before coming to the Office of Parking Services.

### How much is my parking permit?

Permits are $50 per year regardless of when purchased (Fall or Spring).

Summer Session only permits are $15 and can be obtained at that price after the spring semester graduation.

### Where do I pay for my parking permit?

All monies are collected at the fee payment window located in Elkins Hall or by using the Banner system. Faculty/Staff may have the permit fee deducted from their paycheck.

### What do I need to receive my permit?

Knowledge of all vehicle information (plate number and state, make, model, year, color, and type) is **REQUIRED**. Motor vehicle registration is recommended but is not required.

Students must know their social security number and/or Banner number. Faculty/Staff MUST present Colonel Card regardless of fee payment.

## PARKING CITATIONS

### What happens when I do not pay the parking citation?

If a fine has not been paid or an appeal has not been filed within 20 days from the day the citation was issued, an additional late fee equal to the citation charge for each parking violation will be added. Parking privileges may be suspended and the vehicle may be towed or immobilized. Students will be prevented from completing class registration and /or a transcript will not be released. Faculty and Staff's Vice President will be notified and the University may proceed to withhold the amount of the fine from the faculty/staff members subsequent paycheck.

## CITATION APPEALS

### What do I do if I feel that the citation is unjust?

Anyone who believes that a citation is unjust may appeal the citation. The appeal must be submitted 20 days from the date that the citation was issued.

### How do I appeal a citation?

Appeals can be filed on-line at www.nicholls.edu/apps/parking/appeal or by obtaining an appeal form from the parking office.

## DECAL PLACEMENT POSITION

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***Previous student permits must be removed prior to affixing new permit directly to the outside of the rear windshield, on the bottom passenger side of the rear windshield. Registrants must contact Parking Services if unable to affix directly to rear window due to vehicle design. Do not place a new permit directly on an old permit (layered over each other) as this may result in the permit being lost/stolen or a citation being issued. Faculty/Staff permits hang from the rearview mirror facing out and previous permits must be removed.***

## ALL PREVIOUS PERMITS MUST BE REMOVED

Student permits must be affixed directly to the outside of the rear windshield, passenger side. Permits **cannot** be taped to the inside of the window. Registrants must contact Parking Services if unable to affix directly to rear window due to vehicle design.

1. Permit must be properly displayed at all times while parking on the Nicholls campus.
2. Lost or stolen permits will be replaced at full cost to the individual. Please safeguard against loss.
3. Permit owners are responsible for all Nicholls parking citations issued to their permit/vehicle.
4. Student permits are not transferable to other vehicles or users and employee permits should only be used by the employee who purchased the permit.

**REMEMBER TO PLAY IT SAFE – LOCK YOUR CAR!**