

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 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 (including Spartan Village, University Village and 1855 Place Apartments) must register the vehicles with the Michigan State University Police Department via MSU Parking Services 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 police.msu.edu under Parking Services, Special Parking Requests.

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 MSU student or transferring directly from another university/college.

Students residing off campus (commuters), in Spartan Village, University Village or 1855 Place Apartments may register a vehicle regardless of 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 a vehicle unless special parking privileges have been granted, or if residing in a residence hall, Spartan Village, University Village or 1855 Place Apartments. Permits must be purchased via MSU Parking Services. Those residing off-campus may purchase a commuter permit and are extended the courtesy of discounted rates in Lot 100 (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 (including summer sessions). 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 MSU Police Department 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 police.msu.edu. For most, 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. Vehicles registered under this regulation must have and maintain a current and valid license plate. Mopeds must properly display a current and valid state-issued registration decal.
3. MSU permits shall be affixed in accordance with the instructions provided via Parking Services and as indicated on the police.msu.edu website under Parking Services.
 - 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. 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 Parking Services immediately, return the current permit

and obtain the appropriate permit. A new permit fee and price difference (depending on permit) may be assessed.

6. Except for temporary use of an alternate vehicle (refer to section 'I'), when changing vehicles or replacing a windshield the current permit(s) must be removed and returned to Parking Services. *Please note: Even if a permit comes off in pieces when removing, the pieces must be returned.* A replacement fee will be assessed for a new permit. Graduate assistants refer to
7. To cancel a permit, the permit holder must return the permit to Parking Services (may crumble, but return all of it). 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 Parking Services. Printable instructions and application are available online at police.msu.edu under Parking Services, Special Parking Requests or an application may be obtained at Parking Services. A time conflict between classes is not normally considered a valid reason for special privileges. Use of special privileges granted by Parking Services for reason other than applied for will result in their revocation. Obtaining special parking privileges requires that the vehicle first be registered with MSU Parking Services. There is a fee for both the registration permit and the special parking permit. BOTH permits must be properly displayed.
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. Privileges may be revoked if in violation of parking regulations.
15. All are subject to special events parking requirements and restrictions.

16. Gated lots are reserved and restricted as signed, regardless if the gate is raised.

G. Driving and parking controls for each type of permit

1. *Graduate Assistant Permits:* Issued to those graduate students who have been granted a graduate assistantship or a pre-doctoral fellowship of \$1000(+) semester (confirmation via Fees & Scholarships when at Parking Office is required). All other graduate students may purchase a commuter permit (see G.3) or a University resident permit (see G.4&G.5) depending upon their place of residence and availability.
 - A. May drive on University streets.
 - B. Parking is valid in employee spaces SOUTH of the Red Cedar River and in employee and student spaces in Lot 65 (around the Brody Complex). Lot requirements and restrictions apply as signed at the lot entrance. *Use of the MSU Spartan Card ID on north campus is allowed to access signed loading zones ONLY.* A loading zone may be used for 10 minutes maximum.
 - C. A graduate assist permit
 - C. All meters require payment during the hours of operation as noted on the meter screen. Parking is not allowed 2am-6am.
 - D. Graduate assistants residing off-campus may purchase a repositionable graduate assistant permit and parked on campus must display the permit and use is restricted to the vehicles that have been designated and registered with Parking Services at the time the permit is purchased. For use of a different vehicle for temporary or permanent use, contact Parking Services.
 - E. Graduate assistants residing in Spartan Village, University Village, Family Housing at 1855 Place Apartments or at a residence hall may purchase a graduate assistant decal and designate one vehicle for it to be used on. Contact Parking Services regarding registering an additional vehicle.
2. *Graduate Student Permits:* (see # 3, #4 or #5 below, whichever applies).
3. *Commuter Permits:* Issued to students residing off-campus. The permit allows for parking in Lot 89 located at the corner of Farm Lane and Mt. Hope Road without an additional fee. 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 and 100. An additional parking fee is charged for parking in all areas except Lot 89. Parking in Lots 39, 62W, 63W, 79, Ramp 1, Ramp 3, Ramp 5 and Ramp 6 is allowed only in metered (e.g. pay-by-plate) spaces. There is a reduced fee (cash only at exit) in Lot 100 for those properly displaying a valid commuter permit. Parking is not allowed at meters, pay-by-plate spaces or pay lots from 2am-6am. *Note: All are subject to special event requirements and restrictions and an additional cash fee may be required at the lot entrance 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 maps.msu.edu.

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

- A. **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.
 - B. **Lot 24** permits may be issued to residents of VanHoosen Hall. Parking is allowed in Lot 24. In the event spaces are full, overflow parking is located in Lot 89.
 - C. **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 the metered spaces (e.g. pay-by-plate) or spaces signed otherwise. In the event spaces are full, overflow parking is located in Lot 89.
 - D. **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.
 - E. **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.
 - F. **Lot 89** permits may be issued to those residents who are unable to obtain any other on-campus permit or who opt for the privilege. In the event spaces are full, overflow parking is located in Lot 89.
 - G. **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.
5. **University Apartment Permits:** Residents may be issued a permit based on their residence in either Spartan Village, University Village or 1855 Place. A University Apartment resident may register one vehicle at the apartment (based on availability). An additional vehicle may be registered for Lot 89. Should there be more than one leasee in the apartment, the maximum number of vehicles allowed registered is one per leasee at the apartment and is based on parking availability determined by Parking Services.
- Parking is permitted at the student's apartment, in Lot 89 and paid metered parking (meters and pay-by-plate) and pay lots as described under G3 of this regulation, under Commuter Permits.
- See "H" below regarding visitor parking.
6. **Mopeds**, as defined by state law, must display a valid state-issued registration decal and be registered with the MSU Parking Office and display a valid MSU parking permit. They must be parked within a marked space within a designated moped location.
 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 8:00am—3:30PM, Monday – Friday, except University Holidays or if otherwise posted. Bicycle registration permits may be ordered at police.msu.edu (make, color and serial number must be included). Bicycle registration permits are complimentary.

H. Visitors

1. Visitors to Spartan Village or family housing of 1855 Place Apartments may 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. Visitor permits are not for resident use. No person may use the permit to store the vehicle or use it for special events. Spartan Village visitors park at the host's apartment. Those using the 1855 Place family housing visitor permit must park in Lot 109 located at the northwest corner of University Village. Additional visitor parking is in the pay-by-plate spaces listed under #2 below.
2. Visitors to residence halls, 1855 Place Apartments (non-family housing) or University Village Apartments must use **designated pay-by-plate spaces** within Lots 83, 89, 91 and 109. Immediately after parking, entry of the vehicle's license plate and payment must be made at the pay station located at the lot using credit card, cash (\$1s or \$5s only) or the MSU SpotOn parking app. Please note that change is not made at the pay station and there are no refunds for unpaid time. If the designated spaces are full within one of these lots, then the visitor must seek parking in the pay-by-plate spaces within one of the other lots. Lots 83, 91 and 109 require payment 24/7. Lot 89 requires payment 7am-6pm, Monday - Friday.

I. Loaner permits

If a vehicle is being repaired and an alternate vehicle being driven, a loaner permit may be issued at no charge at MSU Parking Services during business hours. 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. Graduate Assistants with a repositionable parking permit should contact the Parking Office to inquire about designated temporary use of the permit on an alternate vehicle.

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 MSU 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 (e.g. meters, pay-by-plate 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 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 website: www.police.msu.edu
 - 2) Via phone (set verbal appeal appointment)
 - 3) Via mail (letter)
 - 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, state fee, 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, abandoned vehicle fee).

K. Note:

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 is not allowed 2am-6am on streets, adjacent bays, in loops, at meters and/or as indicated at the lot entrance. Lots are signed at their entrances with general requirements and restrictions.
3. A parking permit may be refused to anyone having unpaid parking violations issued by Michigan State University.

