



**GSW Public  
Safety  
Parking Manual  
for Students**

# Registering Your Vehicle

All vehicle registrations are done online. The website is [www.permitsales.net/GeorgiaSWU](http://www.permitsales.net/GeorgiaSWU); follow the steps and complete the registration process. When your order has been confirmed, you will need to come to the Nicholas Smarr & Jody Smith Memorial Building, with your GSW student ID, in order to receive your decal.

Please pay attention to the expiration date on your decal so you will know when it expires. Ensuring that your parking decal is current, will prevent any future citations.

## Parking Decal Prices

Fall Semester:	\$18.00
Spring Semester	\$10.00
Summer Semester	\$7.00
*Replacement decal	\$2.00 (any semester)

\*In order to receive a replacement parking decal, you will have to bring the remains of the decal you are trying to replace to Public Safety. If you don't have the remains you will be required to pay the full price for a decal.

## Payments

Check your RAIN account to see if your decal was included in your tuition fee. If so, you will need to bring your GSW Student ID to confirm your identity and receive your decal.

Tuition fees only pay for one decal. If you have more than one vehicle to register, you must pay for the second and additional vehicles that you will be driving on campus.

## Vehicle

If your tag number changes during the semester, please come by Public Safety so that we can update your information accordingly.

# Decal Display

Decals are to be adhered to your vehicle on OUTSIDE of the LOWER LEFT (driver's side) corner of the back windshield in order to avoid receiving a citation. *DO NOT TAPE THE DECAL TO THE INSIDE.* You **CANNOT** switch your decal from one vehicle to the next. If you have a vehicle with a soft or removable top (i.e., Jeep or convertible), you can place your decal on the lower left bumper of your vehicle. If the vehicle has a tool box affixed to it, place the decal on the left side of the back windshield just above the toolbox. Please ensure the entire decal is visible in order to avoid a citation.

**X Decals (silver)** - are for students that are commuting. You are allowed to park in the X zones and Open zones.

**B Decals (blue)** - are for students that live on campus. You are allowed to park in the B zones (which is your dorm or any other dorm parking lot) and Open zones.

It is your responsibility to make sure you receive the correct decal for your vehicle.

## Temporary Passes

These are available to visitors and students that will be bringing a vehicle on campus in case your registered vehicle is inoperable. You are allowed 3 free temporary passes for 2 week intervals. After this, you will be charged for a decal for that vehicle. Temporary passes are to be displayed on the vehicle's front dashboard where the lettering can be seen facing out.

If you have a friend and/or family member that will be visiting the campus, please have them to come by the Nicholas Smarr & Jody Smith Memorial Building with their Driver's License and vehicle tag number in order to obtain a temporary parking pass.

## **PARKING RULES**

Park only in your zone. Each parking lot has a posted sign designating it as an X, B, or F/S lot. There are signs labeled Faculty/Staff, Visitor, Handicapped, or Hall Director within those parking lots. Please pay attention to these signs! You CANNOT park in any parking space (day or night) that is not marked with your zone or a spot that is labeled as one of those mentioned above.

Do not create parking spaces, park on curb, park in handicapped, (unless you have a handicapped placard or handicapped tag), or park near fire hydrants or in No Parking zones. Enforced day & night!

Do not park in Faculty/Staff, Visitor's or Hall Director parking spaces. These are clearly labeled as such! Enforced day & night!

You can park your vehicle in any of the zones listed above IF you have a valid decal or valid temporary decal for that vehicle. If not, that vehicle will be ticketed.

**BOOT:** After receiving three or more citations on a vehicle that remain unpaid, the vehicle will be booted. There is a \$50.00 service fee to remove the boot. In order to have the boot removed, you must come by Public Safety with your GSW student ID and pay the fees and we will remove the boot. Any unpaid fees and/or citations will be added to your account and payment must be made in full in order to remove the hold.

**OPEN ZONES: IN ORDER TO PARK IN AN OPEN ZONE, THE VEHICLE MUST HAVE A VALID GSW ISSUED DECAL. EVERY VEHICLE THAT IS PARKED ON GSW PROPERTY MUST HAVE A PARKING DECAL.**

### **Citations**

Parking citations are \$25 each.

### **Appeals**

If you receive a citation, you have the right to appeal the citation within three days (including weekends & holidays) of receiving it. Appeals are done online at [www.permitsales.net/GeorgiaSWU](http://www.permitsales.net/GeorgiaSWU).

All appeals are handled by the Student Judiciary Board. Once you complete the appeal, it will be sent to the Board and they will make a judicial decision on your appeal. If you wish to appear before the Board when your appeal is reviewed, make your wish known in the narrative of the citation appeal.