PARKING RULES

- Park only in your zone. Each parking lot has a sign letting designating it as an X, B, or Open lot. There are signs labeled Faculty/Staff only, 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 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.
- Do not park in Faculty/Staff, Visitor’s or Hall Director parking spaces. They are marked and have signs.
- You can park your vehicle in Open Zone IF you have a decal or temporary decal for that vehicle. If not, that vehicle will be ticketed.
- BOOT: After receiving three citations on a vehicle that has not been registered the vehicle will be booted and there is a $50.00 service fee to remove the boot. You must come in and register your vehicle (bring you GSW ID), and we will remove the boot. The citation and boot fee will be added to your account.

OPEN ZONES: All visitors are welcome to park here with a GSW temporary pass. They are also for vehicles with a GSW decal or GSW temporary pass.

Citations

- All parking citations are $25.00.

Appeals

- If you receive a citation, you have the right to appeal the citation within three days of receiving it. You must come to Public Safety with your GSW ID. You will need your copy of the citation in order to complete the appeal form.
- 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. You will receive an outcome in the mail from them.
Registering Your Vehicle

In order to register your vehicle you need to come to the Public Safety Office located in the Herschel Smith Building with your STUDENT ID and tag number of the vehicle you plan to register. This is the only way your vehicle can be registered.

Please pay attention to the expiration date on your decal so you will know when it expires, thus avoiding a future citation.

There is a registration form that you will need to complete in order to receive your decal.

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<td>*Replacement decal</td>
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*In order to receive a replacement, 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 have 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 Student ID to confirm your identity and receive your decal.

If you have more than one vehicle, you must pay for the second vehicle that you are driving on campus.

Decal Display

Decals are to be adhered to your vehicle on the driver’s side on the **outside** of the back windshield (preferably the lower bottom portion) in order to avoid receiving a citation. You CANNOT switch your decal from one vehicle to the next. If you have a soft top (i.e., jeep, convertible with a soft top), you can place your decal on the lower left bumper of your vehicle.

**X Decals (Grey)** - 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) and Open zones

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

Vehicle

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

Temporary Passes

These are available to visitors and students that will bring a vehicle on campus for less than two weeks in case your registered vehicle is inoperable. You are allowed three free temporary passes; after this, you will be charged for a decal for that vehicle. Temporary passes are to be placed on hanging inside of your car mirror facing out.