

citation and impoundment.

Faculty/Staff Parking

Faculty/Staff Hangtags are valid for Faculty/Staff or Open Lots only; student lots are restricted to students.

Hours of Operation. 8:00 a.m. to 5:00 p.m., Monday through Friday unless otherwise designated by signage on class days and during final examination periods. This is to include fee payment, pre-registration, registration, and drop/add days. Faculty/Staff parking becomes open parking for students between the hours of 5:00 p.m. to 8:00 a.m.; **with the exception of parking reserved 24/7**, such as reserved for Deans or those areas marked by signage (e.g. Back Campus Drive) or gates.

Student Parking

Designated parking is in effect 24/7.

After hours parking: After 5:00pm-7:00am Monday thru Friday registered Vehicles are allowed to park in designated areas.

Permit Designations for Students. The 2020-2021 Bus Route and Parking Zones Map designates parking areas.

- i. **“E” (East Residential/east side of campus) Hangtags.** Permitted E-drivers may park in the 24-hour restricted. These areas are designated by signs and include the residential areas of Bowdon Hall and The Oaks. Permitted drivers may also park in any designated Open Parking Lot (White).
 - ii. **“W” (West Residential/west side of campus) Hangtags.** Permitted W-drivers may park in the 24 hour restricted areas on the west side of campus. These areas are designated by signs and include the residential areas of University Suites, Center Pointe Suites, and Arbor View Apartments. Permitted drivers may also park in any designated Open Parking Lot (White).
 - iii. **“C” (Commuter) Hangtags.** Permitted C-drivers may park in restricted Commuter lots and any designated Open Parking Lot.
 - iv. **Athletic Complex Events.** Prior to home football game days and other designated events all student cars will be removed from the Athletic Complex.
 - v. **“T/V” (The Village) Hangtags.** Only permitted T/V-drivers may park in The Village Housing Complex. Permitted drivers may also park in any designated Open Parking Lot (White). No other Student permits (E, W or C,) are authorized to park in The Village Housing Complex without prior approval of the Parking Manager.
- d. Change of Status. Any student moving from one residence hall or seeking to change from one zone to a different zone, must obtain the appropriate hangtag from Parking Services. There will be NO charge for a replacement hangtag provided the original hangtag is surrendered to Parking Services.
- e. Students working as delivery drivers. Students working as delivery drivers and driving personal cars are required to park in their normal designated spaces.
- f. Momentum Center parking. Only students are allowed to park in the Momentum Center

designated spaces and only while they are accessing the Momentum Center, there is a 30 minute time limit and the student must register their car at the front desk sign-in.

4. **Residence Life Coordinators and Residence Directors (Decal).** Individuals working as Residence Life Coordinators and Residence Directors will be issued a special decal to attach to their hangtag, which permits them to park in certain restricted parking spaces identified by signs. These spaces or decals are not to be “loaned” to anyone.
5. **Visitors (SIGNS/PERMIT).** Spaces designated by signs or as otherwise marked by University are for the use of visitors and will be enforced 24/7. Visitors should call Parking Services at 678-839-6629 to register their vehicle upon arrival. Faculty, staff, students, and service vehicles may not park in designated visitor spaces at any time. Violators are subject to citation and impoundment.
6. **“EV” or Electric Vehicle Charging Spaces (SIGNS).** These publically available spaces are reserved for electric vehicles (EV) only. EVs must be in active session connected to the charger to use the spaces. Any non-electric vehicles or EVs not in active session are subject to citation and impoundment.
7. **Vendor Customer Spaces.** These spaces have a specific time limit and are reserved for customers of that vendor location.

F. Schedule of Fines and Payment for Violations of the Parking Code Table of Fines, Payments, and Enforcement Actions. Based on the nature of the incident, students will be reported to the Office of Student Conduct for their review and action

Violation	Fine
<u>Fraud.</u> Counterfeiting a hangtag with intent to defraud; obtaining a hangtag by fraudulent means; displaying a hangtag not assigned to the driver by Parking Services; obtaining a hangtag or an unauthorized person; false registration of a vehicle.	\$100
<u>Alterations.</u> Altering any Parking Services permanent or temporary permit	\$100
<u>ADA Parking Violation.</u> Unauthorized parking in a handicap space or falsely using an official State-issued handicap hangtag	\$100/towing
<u>Habitual violator.</u> Five or more violations by a UWG student, staff, or faculty member in a single semester.	\$100/towing
<u>Failure to Observe Restricted Parking.</u> Parking at RED and YELLOW curbs, a fire hydrant/fire lane, blocking a dumpster, roadway, service vehicle space, loading dock, Electric Vehicle Space, reserved space or any other designated/signed tow-away zone	\$50/towing
<u>Removing a barricade or cone installed by Parking Services.</u> The removal of a barricade or cone negatively impacts parking management for a specific lot.	\$50/towing
<u>Obstructing Access.</u> Parking on a sidewalk, lawn area, driveway, athletic field	\$35/towing
<u>Misuse of Designated Zones.</u> Parking in reserved areas without proper permit (Faculty/Staff, Yellow Curbs, Student Zones, etc.)	\$35
Momentum Center time limit violations or failure to sign in.	\$20
<u>Parking Outside of Lines.</u> Double Parking or parking on or outside of white line/space	\$35
<u>30 Minute Parking - Parking Over the 30 Minute Time Limit</u>	\$35
<u>Improper Parking.</u> Parking against the flow of traffic	\$25

<u>Registration</u> . Non-registered vehicle, failure to display a valid hangtag, displaying an expired hangtag	\$20
<u>Display</u> . Hangtag improperly displayed/obstructed from view	\$20
<u>Vendor customer spaces</u> . Violation of the time limits posted.	\$20
<u>Unauthorized Use</u> . Unauthorized use of "Special Parking Permit for Service Spaces and 30 Minute Parking Space Pass"	\$10
<u>UWG Department Vehicle parked in unauthorized space</u> . UWG Departments will be charged for any parking violations involving a department vehicle including parking in designated reserve spaces, ADA spaces, etc.	Will depend on the specific violation

All citations including those issued to Faculty and Staff must be paid (cash or check) in the [Office of Student Accounts and Billing Services Office](#).

2. Special Considerations for Students.

UWG students can also pay citations through their *BanWeb* account with debit or credit card at <https://www.westga.edu/student-services/bursar/payment-of-tuition-fees.php>. Hours of operation and payment information can be found on the [Office of Student Accounts and Billing Services](#) website. Holds are placed on University of West Georgia student accounts and registration until paid in full or citation(s) is resolved.

G. Parking Appeals

Any individual who is in receipt of a University citation may appeal.

1. Time Limit

All appeals must be made within 14 days of the date of the citation.

2. Appeals Procedure

- a. Appeals must be submitted through the Parking Services portal at <https://parking.westga.edu/ticket.php> contacting another individual or unit on Campus may result in your appeal being untimely.
- b. Students, Faculty, and Staff must include their campus e-mail address on the appeal form submitted. The citation (in-person/mail/fax) or citation number (online) will need to be included for proper consideration.
- c. Appeals may be submitted, Monday through Friday 8:00 a.m. to 5:00 p.m. (except holidays) by one of the following methods:
 - i. Online, through the Parking Services website at <https://parking.westga.edu/here> . Online appeals can be made 24/7
 - ii. Handwritten appeals can be submitted in person, to Parking Services office, currently located on the third floor of the UCC (must have citation attached to appeal form)
 - iii. Mail to:
 - Parking Services
 - University of West Georgia
 - 1601 Maple Street

Carrollton, GA 30118 (must have citation attached to appeal form)

iv. Facsimile transmission to (678) 839-5504 (must have citation attached to appeal form)

d. **Please be aware that the appeal is only a document review; there is no hearing.** Therefore, any evidence or documentation must be submitted with the appeal form. Individuals should clearly explain their situation with as much detail as possible.

e. Notification of appeal decisions are made via the campus email address submitted with the appeal.

3. Violations/Explanations Not Subject to, or Accepted for, Appeal

The following citations and/or situations cannot be appealed:

- a. Parking in Yellow curb location
- b. Parking in Fire lane/Red curb location
- c. Parking within 15 feet of a fire hydrant
- d. Parking in an ADA space without the state-issued hangtag or license plate
- e. Displaying someone else's hangtag
- f. Inability to locate a space to park, subsequently violating the Parking Regulations
- g. Lack of knowledge of the regulations (e.g., new to campus or have not reviewed the regulations), and subsequently violating the Parking Regulations is not an acceptable explanation for violation of the Parking Code.
- h. Other vehicles were similarly parked improperly is not an acceptable explanation for violation of the Parking Code.
- i. Parking in violation of the Parking Code only for a short period time; the length of the time the vehicle was parked in violation of the Parking Code is not an acceptable explanation for violation of the Parking Code
- j. Parking in an unauthorized space to avoid being late to class or appointment is not an acceptable explanation for violation of the Parking Code.
- k. Inability to pay the amount of the fine does not void the citation.

4. Appeal Judge

Appeals will be reviewed and a decision rendered by an administrative Appeal Judge appointed by the Senior Vice President for Business and Finance. The Appeal Judge is authorized to grant or deny the appeal, or to waive or reduce the fine imposed.

5. Parking Appeals Committee

- a. The Parking Appeals Committee is composed of the Student Judicial Chairperson, one Faculty Member and one Staff Member who are appointed by the Provost and Vice President of Academic Affairs. No member is affiliated with either Parking Services or University Police. No member of the committee or the Appeals Judge may rule on, or approve their own parking citation appeal.
- b. All Appeal Judge's decisions, including relevant information, will be forwarded to the Parking Appeals Committee for review.
- c. The Parking Appeals Committee will review the decision of the Appeal Judge to ensure that the correct interpretation of the Parking Code was applied.

- d. The Parking Appeals Committee shall be authorized to uphold, reject, or modify the decision rendered by the Appeal Judge. Upon request from the appellant, the Parking Appeals Committee may provide a detailed written decision response.

6. Appeals Decision

The decision of the Parking Appeals Committee is final, provided the decision complies with applicable Board of Regents policy.

H. Frequently Asked Questions (FAQs)

These FAQs can also be found at <https://www.westga.edu/campus-life/parking/parking-faq.php>.

1. Where & how do I pay a ticket?

To pay with cash or check you will need to go to the cashier's office at Aycock Hall. To pay with a credit card you would go on-line to your BanWeb account. **Visitors** - please contact Parking and Transportation to alert us of any tickets that you receive while on campus.

2. How do I appeal a ticket?

Go to <http://parking.westga.edu/> Click on 'Look up a Ticket' for the appeals form.

3. I appealed my ticket but the appeals committee denied it. What do I do now?

The Parking Appeals Committee is the final decision on all appeals. If your appeal is denied, you can request for a written decision. You must pay your ticket to avoid a hold.

3. If I am a visitor, what do I need to do?

All visitors should visit the Parking Office on the third floor of the UCC on University Dr. to register vehicle information and obtain temporary visitors permit. The Parking Office can be reached at 678-839-6629 concerning any questions you may have or after-hours registration. Please alert the Parking Services Office to any tickets received while visiting campus. Long-term visitors (more than three days) should visit, email, or phone the Parking Office www.parking@westga.edu or call 678 839-6629 for a temporary visitors permit.

4. How do I get a student hangtag?

Go to <http://parking.westga.edu/>, register your vehicle on-line and visit the parking office at UCC Room 307 to obtain your hangtag.

5. How do I get a faculty/staff hangtag?

Go to <https://parking.westga.edu> register your vehicle on line then visit the Parking Office to pay or send payment through Campus Mail. Once payment is received your hangtag will be issued or renewed.

6. Why does my parking account say zero balance with parking, but I have a hold?

The tickets download to the Office of Student Accounts and Billing Services, which leaves a zero balance with Parking, but your outstanding amount is owed to the Office of Student Accounts and Billing Services.

7. I am a student. My car will not start, and I can't move it. What are my options?

If your car is inoperable, contact the Parking Office and give them your student information including your hangtag number, the information on your car, and where it is located.

8. Can I use my hangtag in any vehicle?

Yes, display your hangtag in any vehicle you drive to campus, unless that vehicle is currently registered to another student.

9. How can I get handicap parking?

For permanent disabilities, please bring the state-issued disability placard or disability license plate tag receipt for verification to the Parking Office. For temporary disabilities 30 days or less, students should provide documentation to the Accessibility Services office located the UCC Room 307. The documentation, at a minimum, should be on letterhead; clearly designating the duration mobility will be affected and signed by a doctor. A meeting (either in person or by phone) will need to be scheduled with an accessibility counselor to discuss the student's needs. The meeting can be scheduled by calling 678-839-6428. For information about Accessibility Services and other accommodations available, please visit their website at www.westga.edu/accessibility. If you are a staff or faculty member, please see Human Resources who will review your existing medical request and if approved will request an ADA space to Parking & Transportation services

10. What if I have a temporary tag on my vehicle?

Visit Parking Office on the third floor UCC and receive a temporary hangtag until your permanent license plate is received. You must know your VIN number or a current registered temporary tag with the State of Georgia.

11. As a student, when can I park Faculty/Staff (F/S) and 30 Minute Parking without being ticketed?

You can park in the F/S lots (NOT including Back campus Drive) and 30 Minute Parking with a hangtag after 5:00 p.m. Friday through 7:00 a.m. on Monday.

12. Can I park on Back Campus Drive?

Unless using the Convergent Learning Center reserved parking space, students may not park on Back Campus Drive, 24/7/365. Back Campus Drive is restricted to Faculty and Staff.

13. My car is in the repair shop, so I am borrowing a friend's car. Can I use my hangtag in his car?

Yes, the hangtag can be used in any vehicle you drive to campus unless that vehicle is currently

registered to another student. The hangtag is required to be displayed.

14. My mom is visiting me on campus, but she's using my car for the day. Where should she park-in the lot that corresponds to my hang tag or in a visitor lot?

Since the car is registered to you, it will have to be parked in the lot corresponding to the hangtag.

Revisions Approved by
Faculty Senate's Facilities and Services Committee
Faculty Senate
Mr. Reeves
Mr. Haven
Dr. Kelly

Parking and Transportation
UCC Third Floor
Questions?
678-839-6629
parking@westga.edu
www.westga.edu/parking

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