



REGULATIONS

REG No.: 315

PARKING

I. PURPOSE

Describes parking regulations, violations, and penalties.

II. POLICY

- A. Wharton County Junior College attempts to provide adequate parking facilities for employees, students visitors, and the handicapped. The Office of Administrative Services is responsible for insuring that reasonable parking privileges are provided within the framework of existing parking-space facilities.
- B. All parking lots shall be numbered and identified by appropriate signage at their entrances.
- C. All vehicles parked on college-owned or -controlled property must be parked in properly marked parking spaces. Vehicles parked on grass, sidewalks, or anywhere else on college property • as well as vehicles parked in parking lots but not in a marked parking slot • will be issued a written parking citation for the violation and are subject to towing at owner's expense.
- D. All student and employee vehicles, including motorcycles, parked on college-owned or - controlled property must be registered with the college and must display a current semester WCJC parking tag. The tag must be displayed in a manner easily visible from patrolling security.
- E. Persons participating in short-term programs of fewer than fourteen consecutive calendar days are not required to display WCJC parking decals and are permitted to park as visitors. Persons participating in short-term programs of more than fourteen calendar days but fewer than six weeks must display a temporary parking permit. The permit shall be displayed on the dashboard of the vehicle and shall have an expiration date.
- F. Parking on campus is a privilege that may be revoked for cause. Violation of parking regulations may lead to fines, towing, and suspension or revocation of the privilege of parking on college premises.
- G. The Department of Safety and Security within the Office of Administrative Services is responsible for monitoring and enforcing all parking regulations.

(POLICY APPROVAL: 8-16-95, 9-15-98, Board of Trustees)

III. PROCEDURES

- A. Parking lots are numbered and identified by signage, as follows (see attached map):

- Lot 1 Administration Bldg West
- Lot 2 Administration Bldg East/Gym
- Lot 3 Mullins Hall (residents only)
- Lot 4 Peace Building/Frankie Hall

Lot 5	Johnson Building
Lot 6	Fine Arts/Johnson Buildings
Lot 7	Pioneer Student Center
Lot 8	LaDieu Technology Center

B. All parking lots are striped and marked as follows:

<i>PARKING ZONE</i>	<i>COLOR</i>	<i>OTHER INDICATORS</i>
Handicap	Blue	With HANDICAP sign/international symbol
Reserved	Green	With RESERVED PARKING sign
Residents (Dorms)	Green	With RESIDENT PARKING ONLY sign
Employee	Red	With EMPLOYEE PARKING ONLY sign
Student	White	No sign
Visitor	White	No sign
Loading/Unloading	White	With 15 MIN UNLOADING ONLY sign
No Parking	Yellow	Yellow cross-stripes & curbs; some signs

C. Parking tags are issued during the registration process. The student parking fees for each semester are as follows:

Fall	\$15.00
Spring	\$15.00
Summer 1	\$ 7.50
Summer 2	\$ 7.50

D. Student tags are to be hung on rear-view mirror with numbers facing outside.

E. Replacement tags are secured from the Safety and Security Department. Cost of the replacement tag are \$5 each.

F. Continuing Education courses are subject to fees as follows:

For courses shorter than two weeks (a total of 14 calendar days or 10 weekdays): no fee

For courses longer than two weeks but no longer than six weeks: \$5 parking fee

For courses over six weeks: \$15 parking fee

G. Students not requiring a parking tag must submit a parking fee refund form to the Business Office. Refunds are mailed to the student within three weeks of receipt of the refund form in the Business Office.

H. Permits for temporary parking are issued as follows:

1. Visitors: dated placards from the Security Department or the office being visited
2. Students with new vehicles
3. Short-term classes
4. Emergencies: dated placards from Security Department

- I. Violations carry a fine of \$25 each. Payment of fines is made in the Business office. If payment is not made before the end of each semester, a hold is placed on the student's record and grades will not be released. For cars that have been towed, information may be obtained through the Security Department.
- J. Appeals of parking tickets are made through the Summary Appeals Court (SAC). SAC convenes weekly only when cases are pending before it. Consult Regulation 325 for procedures.
- K. Visitors receiving a citation may take the citation to the appropriate faculty member or staff member for signature and forwarding to the Office of Student Services, where the citation is voided by the Dean of Student Services.
- L. The Security Department is responsible for assuring that information concerning campus parking (including campus maps indicating parking areas) and college parking regulations appears in college publications and is disseminated to all students and employees.

SW/FRV
8-16-95
9-15-98