

Citations

- ◆ Citations may be issued if regulations have not been followed. For complete regulation and policies, access our website:
www.msubillings.edu/police/univ_police_policies.html
- ◆ If you are a student, faculty or staff with MSU Billing or City College, log into MyInfo, click on the Parking Services button, then click on Go. From the Parking webpage click on the Login button and then choose Citations.
- ◆ Unpaid citations may result in late fees, after 7 days. After 30 days, the citation amount will be transferred to Business Services. Three or more citations, per semester, may result in towing of the vehicle, at owner/driver expense.

If you are a Visitor that has received a citation, mail a check or money order, using the orange envelope or pay and appeal, online visit our Parking Service Website: <https://www.msubillings.edu/police/parkinginfo.htm> Click on the "I am not affiliated..." statement. Click on Signup. Create an account, list your vehicle information then click on Citations.

Appeals

- ◆ The appeal process is done through MyInfo. This process must be done within 7 days of citation issue. All appeal must be respectfully written.
- ◆ The initial appeal process will be considered by the Parking office. A 2nd appeal will be ruled by the MSUB Assistant Chief of Police
- ◆ All appeal correspondence will be done through email.

MSUB Police & Parking Services Office
1500 University Drive
Billings, MT 59101
Parking Office M-F 8am-5pm
406-657-1704
Email: msubparking@msubillings.edu
Police Office Available 24 Hours
406-657-2147



Welcome to Montana State University Billings. This brochure will provide general information and tips for parking at MSUB and City College. This is not intended to be an all-inclusive guide to parking.

VEHICLE PERMIT FEES

1. Annual Permit (Fall, Spring, Summer)...\$115
2. Academic Permit (Fall, Spring).....\$90
3. Semester Permit.....\$55
4. Summer Permit (May-July).....\$40
5. Motorcycle Permit (Yearly).....\$20
6. Pay/Display Permit.....\$1.00 per hour
7. Weekly Permit.....\$10
8. Monthly Permit.....\$30
9. Reserved Permit (Annual Only).....\$225
10. Family Housing Permit (Annual Only)....\$140

CITATIONS AND FINES

1. Expired Permit.....\$25
2. No Displayed Permit.....\$25
3. Improper Parking.....\$25
4. Parking in Reserved Spaces.....\$25
5. Unauthorized Parking in ADA Space...\$100
6. Late Fee (Non Payment after 7 days)....\$8

For the complete parking policy refer to:
www.msubillings.edu/police/univ_police_policies.html

MSUB Parking Garage on Poly Drive

General Information

For the complete Parking policies, refer to
www.msubillings.edu/police/univ_police_policies.html

- ◆ Montana State University Billings Police and Parking Services is located on the ground floor in the southwest corner of the MSUB Parking Garage on Poly Drive.
- ◆ Business hours are Monday-Friday from 8am until 5pm, unless special hours are posted.
- ◆ MSUB Parking Services Contact Information Email: www.msubparking@msubillings.edu Phone: 406-647-1704
- ◆ A current MSUB parking permit authorizes parking on campus, it does not guarantee a parking space.
- ◆ Current MSUB permits are required Monday-Friday from 7:30am until 5:00pm on MSUB/City College parking lots.
- ◆ Parking regulations are enforced 24 hours a day and 7 days a week.
- ◆ **Posted Reserved Parking is 24 hours a day, 7 days a week. Vehicles parked in a Reserved space without corresponding MSUB Reserved parking permit are subject to tow. All fines and fees are driver/owner responsibility.**
- ◆ All vehicles parked at MSUB/City College must have their vehicles registered with the MSUB Police and Parking Office, except for Visitor Parking patrons.
- ◆ Visitors may park in a designated visitor parking space and purchase by-the-hour parking permit from any of the Pay and Display machines.
- ◆ MSUB has 77 available ADA parking spaces located on University and City College campus. A current MSUB permit must be displayed or a pay and display permit purchased and placed on the dash. A visible current ADA hang tag or ADA license plate is also required.

This pamphlet addresses the most frequently asked parking questions. It is not designed to cover all parking rules and regulation. If in doubt, contact the Parking Services Office at: 406-657-1704 or email www.msubparking@msubillings.edu

Vehicle Registration

All vehicles operating or parked on University and City College campus must be registered with MSUB Parking, with the exception of patrons using Visitor areas.

Registration is part of the permit purchasing process online or you may stop by the MSUB Parking Services Office to complete the registration form.

Vehicle Registration requires the following information: state of issue, license plate number, make of vehicle, model of vehicle, color and year of vehicle.

Parking Permits

To purchase a permit from the website, a credit card is required. If purchasing with a cash or check, stop by the Parking Services Office

MSUB parking permits are REQUIRED for parking in the MSUB Parking Garage and any parking lot at the University and City College campus.

If you are a student, faculty or staff with Montana State University Billings or City College, log into your MyInfo account, click on the Parking Services tab, then click on Go. From the Parking page click on Login or Signup. Then click on Permits and click on Get Permits. Do not create a visitor profile as you will not have access to your preferred parking permit.

Purchased permits may be mailed or picked up at the MSUB Parking Services Office.

MSUB parking hangtags must be displayed from the rear view mirror facing out. Failure to clearly display a current MSUB parking permit will result in fines and/or towing at the expense of owner/driver.

Visitor Parking

Short Term Visitors need to purchase a hourly permit using one of the Pay-N-Display machines, located in each visitor lot. Hourly passes cost \$1.00 per hours. The pass must be placed on dash of vehicle face up.

Monthly and weekly permits are available for purchase online and at the MSUB Parking Services Office. <https://www.msubillings.edu/police/parkinginfo.htm> Click on the "I am not affiliated..." statement. Click on Signup.

Parking Tips

- ♦ Montana State University Billings and MSUB City College assumes no responsibility for any vehicle, its contents or occupants while vehicle is operated or parked on campus parking lots.
- ♦ Always LOCK your vehicle.
- ♦ Be aware of your surroundings and your vehicle.
- ♦ Secure valuables out of sight in your vehicle.
- ♦ Report campus accidents immediately to University Police at **406-657-2147**.
- ♦ Report stolen or missing parking permits to the Parking Service office. Replacement permits will have a replacement fee.
- ♦ Be aware of signage around the area that you chose to park your vehicle.
- ♦ Weather and snow plowing may change the availability of some parking spaces.
- ♦ Update address, phone number and email changes through the Parking Services tab of MyInfo. Update current vehicle information as needed.
- ♦ All communication from the Parking Services Office will be done through email. Check your listed email often for notifications.
- ♦ Weekly and monthly permits are available to purchase through the Parking Services website.
- ♦ Refunds for parking permits will be considered on an individual basis. Permit must be returned.
- ♦ All vehicles, parked at the University and City College campus must be in good operating condition. Vehicles in violation will be towed at owner/driver expense.

University Police

24 hours a day

406-657-2147

*In emergencies and special circumstances, the University Police may impose parking restriction's, as required, with or without prior notice.

Please be aware of your parking area.

MSUB & City College Map

