CITATIONS AND FINES

1. Failure to register vehicle or display valid permit $25
2. Parking in designated No Parking Zone $100
3. Parking in Loading Zones over 15 minutes or without emergency flashes $25
4. Parking in non-designated areas such as lawns or sidewalks $25
5. Expired permit $35
6. Unauthorized parking in secured spaces $100
7. Parking in non-designated space $25
8. Improper display of permit $25
9. False permit/usage of permit $25
10. Failure to register a fine within seven calendar days (“Late Fine”) $7
11. Improper parking of any vehicle $25
12. Unauthorized parking in Reserved or Student Only Lot(s) $25 $50
13. Other violations $25

CITATIONS AND PAYMENT OF FINES

All vehicles brought to campus must be registered with University Police & Parking Office in accordance with the University’s parking regulations. Parking is not allowed in driveways, in crosswalks or areas designated “No Parking,” including “Shop Vehicles Only” and Reserved spaces, painted crosshatching or yellow curbs. Parking on lawns, sidewalks or other non-designated areas is prohibited. There is 24-hour tow-away enforcement of these zones and spaces.

R. Overnight parking is not allowed on MSUB campuses, except for authorized MSUB housing residents, those serving the Mission of the University, campus motor pool vehicles, individual exemptions must be approved and approved for a maximum of 16 hours, in road parking. Unauthorized vehicles overnight are subject to citations and/or towing. No campers or trailers are allowed.

PERMITS, PURCHASE AND REPLACEMENT

1. Permit sales begin on-line and at the UPP office the week of August 15, annually. To avoid citations, current permits must be displayed in vehicles before the first week of each semester’s classes. If mailing is chosen for delivery option, please print receipt and place face up on dash. Valid receipts may be displayed for ten days only, not to exceed policies and regulations. In September for spring semester, a permit is not received within seven days, contact Parking. Parking is not responsible for permits lost or missing in the mail. Temporary/weekend permits and summer permits are not reimbursable. Please pick up at UPP.

2. All MSUB parking permits remain the property of the University and may not be transferred, exchanged, resold, duplicated or altered in any manner. Use may result in disciplinary action for fraud and/or theft. Personal check, personal debit/credit card or by payroll deduction.

3. The payroll deduction option is available only to classified employees.

4. Most permits may be purchased on-line. However, not all permits are available on-line; for example, some permits (Reserved, Family Housing) are only available at UPP. Your notice regarding making deadlines for on-line permit purchases by University Police & Parking Office. For those students, soft stops must be enforced to the lower inside of the frame window on the driver’s side. Pay-in-Display permits must be placed face-up on the vehicle’s dashboard. Motorcycle and ATV permits must be attached to a front fork or the rear fender. All permits must be clearly visible.

5. Persons who have registered their vehicles but must use a substitute vehicle may purchase a Pay-in-Display permit in one of the Visitor lots and park in the Parking Garage.

6. Anyone may purchase visitor permits using the Pay-in-Display stations located on the east side of CofC Hall (facing N. 27th St.), in the visitor parking area south of Mullen Hall, along the east side of the Great Plains to Plains Park, and in the South lot at City College. Offices accept cash and debit cards, but make NO change. Visitor permits are also valid in the Parking Garage.

7. Reserved permits are available to only a classified employees and contracted services personnel. Reserved permits may be transferred between holder’s vehicles; however, permit holder is not transferable. Reserved permits must be displayed in holder’s vehicle at all times while parking on campus.

8. Lost, destroyed or stolen permits must be reported immediately and a loss/ theft report must be completed at UPP falsely claiming loss or theft is considered fraud and is punishable according to the Student Code of Conduct.

9. UPP reserves the right to revoke all MSUB parking permits. Assigned spaces, including “Shop Vehicles Only,” and Reserved spaces, painted crosshatching or yellow curbs. Parking on lawns, sidewalks or other non-designated areas is prohibited. There is 24-hour tow-away enforcement of these zones and spaces. Unauthorized vehicles overnight are subject to citations and/or towing. No campers or trailers are allowed.

11. Violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation.

12. The purchase of parking permits for privately owned vehicles shall be paid from personal funds. The use of any institutional funding source to pay for private parking permits is unauthorized and against university policy. The purchase of employee parking permits must be made by cash, personal check, personal debit/credit card or by payroll deduction.

13. Violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation, and violation of designated “No Parking” areas will result in a citation.
2. Throughout the year, citations for vehicles parked in violation of regulations or for hazardous parking may be issued upon detection, 24-hours a day. Regular parking permit enforcement (ticket-writing) resumes the first full week of each semester’s classes.

3. The placement of parking citations is considered proper notification of any violations. Vehicle owner/operators who receive three or more violations and do not promptly resolve those tickets may be deemed a habitual offender and may be towed at any time without additional warning. All fines, towing and impound charges must be paid before the vehicle is released.

4. Failure to resolve citations within seven days may result in the University withholding the amount of unpaid fines from any money owed to any student or employee of the University. Students who have unpaid fines are not permitted to register, receive transcripts, grades or diplomas.

5. Student and employee citations may be paid on line at www.msubillings.edu/police/parkinginfo.htm or in the Parking Services tab (go to myInfo, enter Secure Area). Payment may also be made in person at UPP (debit/credit, check or cash – cannot make change for $50s or $100s). Fines older than seven days may have been transferred out of the Parking database and into the University’s Banner system. These fines are no longer available for payment in the Parking Services tab or at UPP, but may be paid either in Banner or in person at Business Services in McMullen Hall.

6. Citations issued to sales and service providers, construction and maintenance contractors and visitors/guests otherwise unaffiliated with the University may be paid on line at www.msubillings.edu/police/parkinginfo.htm or in person at UPP (debit/credit, check or cash – cannot make change for $50s or $100s).

7. The payment of parking citations shall be paid from personal funds. The use of any institutional funding source to pay for citations issued to individuals is unauthorized and against University policy. Payment may be made by cash, personal check or personal debit/credit card.

8. The on-line appeals process must be initiated within seven days of a citation’s issuance. Failure to do so may result in late fees and/or an automatic denial of the appeal. MSU Billings/City College students and faculty/staff may appeal on-line at www.msubillings.edu (log into myInfo>Secure Area>Parking Services tab). Visitor/guests otherwise unaffiliated with MSU may appeal on line at www.msubillings.edu/police/parkinginfo.htm. Any appeal may be referred directly to the Ticket Appeals Board. A person’s department and ticket history, including any outstanding fines, may affect the outcome of the appeal.

9. Citations may not be appealed by any third party. The driver/owner of any vehicle parked on university property shall be responsible for any violation recorded against that vehicle.

10. Any request for a permit refund must be made at the UPP office. The permit or proof that it was destroyed must accompany any refund request. Refunds will be less any financial obligation to the University.

11. Because of the pre-tax advantage of payroll deduction, the refund of any paid amount is unauthorized and against University policy.

APPEALS & REFUNDS

1. Ignorance of the regulations will not be considered in appeals. A lost ticket, a lost or stolen permit, forgetfulness, parking for only a short period, failure to display permit, and/or not seeing posted signs are not acceptable grounds for appeal.

2. The on-line appeals process must be initiated within seven days of a citation’s issuance. Failure to do so may result in late fees and/or an automatic denial of the appeal. MSU Billings/City College students and faculty/staff may appeal on-line at www.msubillings.edu (log into myInfo>Secure Area>Parking Services tab). Visitor/guests otherwise unaffiliated with MSU may appeal on line at www.msubillings.edu/police/parkinginfo.htm. Any appeal may be referred directly to the Ticket Appeals Board. A person’s department and ticket history, including any outstanding fines, may affect the outcome of the appeal.

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EMERGENCIES, ACCIDENTS AND SPECIAL CIRCUMSTANCES

1. University Police may be reached 24 hours a day at 657-2147. Additional information is available on-line at www.msubillings.edu/police/default.htm.

2. In emergencies and special circumstances, the University Police may impose parking restrictions, as required, with or without notice. No barricades may be moved/removed except by authorized personnel.

3. All traffic accidents occurring on campus should be reported to the University Police before the vehicles involved are moved. University Police do not investigate “fender-benders” (no injury) on campus, but do have accident information exchange forms available for insurance purposes.

4. All vehicles parked on campus must be in safe operating condition. Any vehicle that constitutes a hazard or interferes with University operations may be towed and impounded at owner/driver’s expense.

5. Vehicles may not be stored on campus. Vehicles deemed stored or abandoned may be towed and impounded at owner/operator’s expense. Exceptions to any parking restrictions must be approved by the UPP office during business hours, in advance of parking.

6. For bus information, please call Parking during business hours, in advance of parking. No campers or trailers may be parked on campus.