During class breaks and exceptional circumstances, mail a check or money order using the orange envelope.

How to appeal a citation:
- Log into myInfo or the MSUB Parking website. All correspondence will be through email.
- Appeals must be submitted within 7 days of receiving the citation.

Visitors
Visitors must purchase a guest parking permit.

Hourly Permit
Hourly parking may be purchased using one of the Pay-N-Display machines for $2 per hour. Pay-N-Display machines take quarters and bills. Exact change is required. Machines are located in most visitor lots.

Daily Permit
Daily permits may be purchased online or at the Parking Services Office. Online purchases are made with a credit/debit card and may be mailed or picked up at the Parking Office. Daily permits may be purchased from the MSUB Parking Services Office for $5.00 cash or check. All daily permits are valid in the student lots at MSUB, City College, and the MSUB Parking Garage.

PARKING PERMITS
All credit card transactions must be completed through myInfo or the Parking website. To purchase a permit with cash or check, stop by the Parking Services Office. Current parking permits are REQUIRED for the MSUB Parking Garage and any parking areas at MSUB/City College campus.

If you are a student, faculty, or staff with MSU Billings or City College, log into MyInfo, click on the Parking Services button, then click on "Go." From the Parking Portal, click on "Get Permits." Complete and verify your customer information, then purchase your permit. Permits may be mailed or picked up at the MSUB Parking Services Office during business hours.

PARKING TIPS
- Always LOCK your vehicle and secure valuables out of sight.
- Be aware of surroundings, signage and proper placement when parking your vehicle.
- 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 through email. Check your listed email often for notifications.

CITATIONS & APPEALS
How to pay a citation:
- If you are a student, faculty, or staff with MSU Billings or City College, log into myInfo, click on the Parking Services button, then click on "Go." From the Parking Portal, click on "Citations".
- Unpaid citations will result in late fees after 7 days. Three or more citations per semester may result in towing at the owner/driver’s expense.

How to appeal a citation:
- Log into MyInfo or the MSUB Parking website. All correspondence will be through email.
- Appeals must be submitted within 7 days of receiving the citation.

VEHICLE PERMIT FEES

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Permit (Fall, Spring)</td>
<td>$150</td>
</tr>
<tr>
<td>Academic Permit (Fall &amp; Spring)</td>
<td>$125</td>
</tr>
<tr>
<td>Semester Permit</td>
<td>$75</td>
</tr>
<tr>
<td>Summer Permit (May-Aug 15)</td>
<td>$50</td>
</tr>
<tr>
<td>Motorcycle Permit (Annual)</td>
<td>$20</td>
</tr>
<tr>
<td>Hourly Pay Station</td>
<td>$2/hr</td>
</tr>
<tr>
<td>Daily Permit</td>
<td>$5</td>
</tr>
<tr>
<td>Weekly Permit</td>
<td>$10</td>
</tr>
<tr>
<td>Monthly Permit</td>
<td>$30</td>
</tr>
<tr>
<td>Reserved Permit (Annual Only)</td>
<td>$250</td>
</tr>
<tr>
<td>Family Housing Permit (Annual Only)</td>
<td>$175</td>
</tr>
</tbody>
</table>

CITATIONS AND FINES

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to Register Vehicle</td>
<td>$40</td>
</tr>
<tr>
<td>Expired Permit</td>
<td>$40</td>
</tr>
<tr>
<td>No Displayed Permit</td>
<td>$40</td>
</tr>
<tr>
<td>Improper Parking</td>
<td>$40</td>
</tr>
<tr>
<td>Parking in Reserve Spaces</td>
<td>$40</td>
</tr>
<tr>
<td>Unauthorized in ADA Spaces</td>
<td>$100</td>
</tr>
<tr>
<td>Late Fee (Nonpayment after 7 days)</td>
<td>$10</td>
</tr>
</tbody>
</table>

Report vehicle accidents immediately to MSUB University Police at 406-657-2147. All vehicles operating or parked on MSUB/City College property must be registered with MSUB Parking, with the exception of patrons using the Visitor areas.

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

For the complete parking policy (#503), visit www.msubillings.edu/police/unv_police_policies.html

VISITORS

Visitors may request a guest permit at the MSUB Parking Services Office by phone at 406-657-1704 or email msubparking@msubillings.edu.

GENERAL INFORMATION

- Reserved Parking is 24 hours a day, 7 days a week. Unauthorized vehicles parked in these spaces are subject to tow. All fines and fees are driver/owner responsibility.
- Current permits are required Monday-Friday from 7:30am until 5pm on MSUB/City College parking lots.
- Parking regulations are enforced 24 hours a day, 7 days a week, year-round.
- MSUB Parking Services is located on the first floor of the Poly Drive parking garage. Business hours are Monday-Friday from 8am until 5pm, unless special hours are posted.
- A current parking permit authorizes parking on campus. It does not guarantee a parking space. MSUB has available ADA parking spaces at the MSUB campus and City College. A current MSUB permit must be displayed or an hourly Pay-N-Display permit purchased and placed on the dash. A visible current ADA hang tag or ADA license plates are also required.
- All vehicles parked at MSUB and City College must be in good operating condition. Vehicles in violation will be towed at owner/driver expense.
- Falsifying parking registration information voids the permit. Refunds for purchased parking permits will be considered on an individual basis.
- Weather and lot maintenance may change the availability of some parking spaces.
- MSUB is not responsible for any damage to or theft from any vehicle parked at or driven onto any MSUB University-owned campuses or facilities.
- In addition to University regulations, Montana Code Annotated and Billings City Ordinances are enforced on all University properties. Compliance is expected of every vehicle owner/driver while on University property.
- Trailers, campers, recreational vehicles, and oversized vehicles are not allowed on University-owned property without prior approval of the Parking Services Department.
- During class breaks and exceptional circumstances, the Parking Services Department will provide parking garage storage for vehicles with prior authorization and current parking permits.

MSU Bozeman Students
Use this link: https://www.msubillings.edu/police/parkinginfo.htm

1. Click on the "I am not affiliated..." statement.
2. Click on "Signup." Complete the customer information, then register your vehicle and purchase permit.

REVISED AUGUST 2023
Montana State University Billings Police Office
Available 24 Hours 406-657-2147

MSU Billings City College
Visitor parking areas are indicated by signage in the Center Lot and the South Lot. Visitor permits are required and must be displayed face-up on vehicle dash. The Pay'n Display visitor permit dispenser is located in the South Lot. Vehicles parked on roadways, grass, or unauthorized areas are subject to tow at owner/driver's expense.

Montana State University Billings Campus

1. Facility Services
2. Foundation House
3. Yellowstone Public Radio (KEMC-FM)
4. Petro Hall
5. Student Union Building (SUB)
6. Rimrock Hall
7. Physical Education Building
8. Liberal Arts Building
9. Lecture Halls
10. Library
11. McMullen Hall
12. Cisel Hall
13. Family Housing (Resident Permit parking only)
14. Yellowstone Science & Health Building
15. College of Education/Veteran Affairs
16. Parking Garage
17. University Police
18. Apsaruke Hall
19. Art Annex
20. McDonald Hall
21. Friends of the Children
22. Native American Achievement Center
23. City College Campus
24. Health Sciences Building
25. Tech Building