



## Campus Police and Security

### On Campus Parking Policies

Shaw University provides on campus parking to its employees, students and vendors at a reasonable rate per year. Parking Passes are valid from August 1<sup>st</sup>. until August 1<sup>st</sup>. of the following year, excluding university employees who participate in payroll deduction. Shaw University Campus Police and Security patrol and enforce parking regulations in the university's parking areas throughout the campus. Parking Violations will be strictly enforced; violators will be issued a citation and/or towed. Towing will be at the owner's expense.

#### PARKING FEES

Reserved w/sign	\$170.00	Approval Only
Estey Hall Lot	\$100.00	Staff at Estey Hall only
Faculty and Staff	\$ 75.00	Payroll deduction only
Student	\$ 50.00	Valid: August 1 through August 1
Vendor/Specialty	\$ 25.00	Valid: August 1 through August 1
Replacement (One Only)	\$ 25.00	Cash payment to replace
Visitor/Guest Parking (Temporary)	No Fee	Valid for 24 hours

#### CAMPUS PARKING

To park on Shaw University Campus, every vehicle must be registered and assigned a Parking Pass issued by Campus Police and Security. The Parking Pass must be displayed from the rear view mirror at all times, Temporary Parking Passes will be placed on the left corner of the dashboard. Failure to follow this rule will result in receiving a citation with fine. **Displaying a Handicap Placard does not exempt you from having a campus parking pass. The state issued Handicap Placard must be registered with Campus Police and Security. Vehicles parked in Handicap Spaces must be occupied/operated by the person, the placard is issued for.**

## **VEHICLE REGISTRATION**

To register your vehicle, you will need your driver's license and vehicle registration card to complete the Vehicle Registration Form ([Click here for form](#)). After completing the form, submit it electronically to Campus Police and Security. Students and Vendors who have completed the online registration process should then, pay the appropriate fee for the Parking Pass to the Cashier's Office located in Tyler Hall (800 S. Wilmington St. Raleigh, N.C.). The Cashier will provide a receipt of payment, which is to be presented at Campus Police and Security to receive the Parking Pass. Present your state driver's license, vehicle registration and receipt at Campus Police and Security to complete the registration process and receive the Parking Pass.

## **FACULTY AND STAFF PARKING**

Faculty and Staff who choose to park on campus must purchase a Faculty and Staff Parking Pass; this is a mandatory payroll deduction process for faculty and staff. During the Onboarding process, Human Resources will provide you with the appropriate payroll deduction form. The payroll deduction form, state driver's license and vehicle's registration card are to be presented to Campus Police and Security to receive your parking pass. If you have a Handicap Placard which is issued to you the placard must be registered as well. Faculty and Staff are not permitted to park in Estey Hall Lot unless issued a restricted pass for the lot.

## **STUDENT PARKING**

On campus student, parking is granted to sophomores and above, however special permission may be granted to freshman students who petition the VP of Student Affairs for a waiver to park on campus.

Students who desire to park on campus are required to purchase a Parking Pass. Students are required to first register the vehicle to be parked on campus, then pay for the Parking Pass at the Cashier's office located in Tyler Hall before going to the Campus Police and Security office to pick up a decal. Students are prohibited from parking in the following parking lots: Roberts Science, Estey Hall, Tyler Hall, Childcare Development Center Lot, TOS Complex and Leonard Hall. Students are allowed to park in any of the following lots: The Beach, Person St., South St., Villas, Blount St. or any street throughout the area where curbside parking is allowed. Students may not park in designated parking spaces.

## **VISITOR/GUEST PARKING**

Visitors/Guest who wish to park on campus must obtain a Temporary Parking Pass free of charge from Campus Police and Security. Visitor/Guest must register their vehicle through the vehicle registration link ([Visitor/Guest Form](#)) Employees who are expecting Visitors/Guest should notify Campus Police and Security of any visits and assist their guest with directions to their assigned parking lot. Visitors/Guest should supply an email address when their vehicle is registered, and the pass will be emailed to the supplied email address or forwarded to the staff member who will be visited. Visitors/Guest maybe granted permission to park in the same parking lots as staff and faculty, if there is adequate space available.

## **VENDOR/SPECIALTY**

Vendor Parking Passes are for companies who are contracted to service the university on a regular basis, excluding delivery and pickup/service companies. Specialty Parking Passes are strictly for the individuals who are employed by the university to transport students. Persons fitting into this category has to register their vehicle with Campus Police and Security, as well as follow all on campus parking guidelines. Vendor(s) who are contracted for short-term work maybe issued a Visitors Pass, after registering the vehicle with Campus Police and Security. Personal vehicles operated by vendor staff are prohibited from parking in parking lots posted

for Faculty and Staff, Student Parking or Estey Hall. Vendor administrators maybe issued designated parking spaces.

## **PARKING CITATION**

If you receive a Parking Citation, please do not ignore it. Per university policy, any unpaid Parking Citations by employees will be forwarded to Human Resources for immediate action. Students who fail or refuse to pay a Parking Citation(s) will receive notice of the citation being charged to their student account. Students should be aware that you will not receive clearance for graduation if you have any outstanding Parking Citations. Visitors and non-student vehicle owners receiving a Parking Citation will receive immediate notification for payment through the mail. **After three (3) unpaid Parking Citations have accumulated, the vehicle will be towed at the owner's expense.**

## **Appeals Process**

To file an appeal, complete a Parking Violation Appeal Request Form. After completing the form electronically, print and submit it to Campus Police and Security for review by the Chief of Police or his designee. Anyone wishing to appeal a citation must submit the completed form within 10 business days of receiving the citation. If the appeal is favorable to you, no further action will be required. If the appeal has been rejected, you will be notified and directed to pay the citation at the Cashier's Office located in Tyler Hall (800 S. Wilmington St. Raleigh, N.C.). **The Appeals Form for Parking Citations can be found by clicking the link ([Click here for form](#)).**

## **HANDICAPPED PARKING**

Handicap Parking Spaces are reserved for individuals who have a medical diagnosis that has qualified them to obtain the placard or license tag. To park on campus in a Handicap Parking Space you must have purchased a Shaw University Parking Pass as well as a handicap placard or license tag issued by a state Department of Motor Vehicles. If a vehicle is parked in a Handicap Parking Space without the Shaw University Parking Pass and properly displaying a state issued handicap placard or license tag, a citation will be issued. Misuse of the handicap-parking privilege will result in an immediate revocation of parking privileges on campus. Anytime a vehicle is parked in a handicap parking space, the person who received the medical diagnosis must be operating or occupying the vehicle.

## **PARKING PASS DISPLAY**

All Parking Passes are to be displayed by hanging pass from the rearview mirror. If your pass is not displayed as mentioned above, you are in violation, and a citation will be issued.

## **RESERVED PARKING SPACE**

Throughout the university's parking lots, spaces have been designated as reserved parking. Reserved spaces have been designated for department heads and head coaches. If a vehicle is parked in someone's designated space, the space holder shall contact Campus Police and Security to report the violation. The vehicle abandoned in the space will be issued a citation and maybe towed if the space holder wishes the vehicle to be removed, vehicle towing is at the owner's expense.

## **PROHIBITED PARKING**

**Parking is prohibited on all sidewalks, in any area designated by yellow paint, which indicates No Parking, Courtyards or common areas intended for pedestrian usage. Parking will not be allowed in a manner which interferes with the entering and leaving of any building or parking area. Any vehicle that is found to have been abandoned that violates this policy will be ticketed and towed from the premises at owner's expense.**

**The only exception to the above parking will be addressed on a case-by-case basis during scheduled events throughout the year, by Campus Police and Security. Vendors and other individuals will be allowed a reasonable amount of time to park in these areas without violating policy to make pick-ups, deliveries and general repairs.**

It is our goal to make sure parking regulations are adhered too. All temporary passes will expire the next business day.

Any vehicles towed will be at the risk and expense of the owner and can be recovered at **ACE Towing**. Their phone number is (919)-821-2121 located 1533 S Blount St, Raleigh, 27603.

**It is the responsibility of the vehicle operator to know the university's parking policies.**