STUDENT PARKING AND DRIVING REGULATIONS

Provisions of the Michigan Motor Vehicle Code and MSU Ordinances are always in effect. Vehicles operated on campus should have valid state registration, this includes motorcycles and mopeds. MSU Ordinances may be viewed at https://trustees.msu.edu/bylaws-ordinances-policies/ordinances/index.html.

All vehicles including motorcycles, mopeds, scooters, and bicycles/e-bikes operated or parked on MSU property by students must be registered with MSU Parking Services. Failure to do so may result in parking violations and vehicle impoundment. Revenue from the parking system is used to support, maintain, and improve campus parking facilities and improve traffic safety.

For campus busing information, visit the Capital Area Transportation Authority (CATA) website at cata.org or contact them at 517-432-2282 (MSU campus service) or 517-394-1000 (general service).

A. Those Affected

1. All students are affected by the Parking and Driving Regulations. Students who are eligible to operate or park a vehicle on campus (including University Village, Family Housing, and 1855 Place Apartments) must register the vehicle with MSU DPPS - Parking Services by purchasing and properly displaying the MSU parking permit issued to them (unless virtual). Parking Services reserves the right to limit the number of vehicles that may be registered. Students are ineligible to use a parent's parking permit or privileges.

2. Any resident of a residence hall or university apartment, whether an MSU student or not, must register their vehicles with MSU Parking Services, must properly display the parking permit issued to them (unless virtual) and must comply with the provisions of this regulation.

B. Eligibility for a Parking Permit

1. Bicycle/Scooter: All MSU students are eligible to register a bicycle/scooter. Once ordered, permits are sent to the Visitor Center for pick up.

2. Moped: All MSU students are eligible to register a moped (100cc or less).

3. Motor vehicle (e.g. car, truck, station wagon, motorcycle): All MSU students who reside off campus are eligible to register a motor vehicle. Students residing in a residence hall, 1855 Place, Family Housing, or University Village apartments must have at least 28 credits finalized with MSU prior to entering the semester to be eligible to register a motor vehicle.

4. Those ineligible to register a vehicle on campus may seek an exception via application. The Parking Accommodation Request Form on our website must be submitted. The granting of any parking privileges is subject to approval; submission of request does not guarantee approval. Lack of required supporting documentation may delay response or void the application. Vehicles should remain at home or off campus unless a permit is granted and purchased.

C. Affected Hours

1. Regulations are in effect from the first day of classes through the last day of final examinations for each semester (including summer sessions). Between semesters and summer sessions, students may drive and park vehicles as guests in addition to the privileges granted by the regulation. Refer to the parking website for details.

2. During affected hours, a student shall not park, possess, or operate a vehicle on MSU property without first registering the vehicle and properly displaying the permit (unless virtual). Vehicles registered with MSU Parking Services may be operated as described in Section G of this regulation.

D. Definitions

1. Motor Vehicle: All motor-driven vehicles such as automobiles, trucks, motorcycles, mopeds, and motorized bikes, scooters.

2. Permit holder: The person whom Parking Services deems eligible for the permit and to whom the permit has been issued to.

3. Proper display of permit: The permit must be displayed in accordance with the instructions provided with the permit when parked on campus, typically lower left driver's side of the windshield, (unless Virtual). Refer to F3.

4. Permit replacement and returns: Return of a permit is required before a replacement is issued. In some instances where a permit is not returned, a replacement fee will be charged. Refer to F6 and F7.

E. When and How to Register

Prior to bringing a vehicle onto campus, an eligible parking permit should be purchased online at parking.msu.edu. If a student cannot register online, they should contact Parking Services at 517-355-8440 for registration information. Please note that the permit must be current and properly displayed on the vehicle registered with MSU Parking Services before the parking privileges are considered valid. Virtual permits are the only exception to the requirement of needing a physical permit displayed.

F. Provisions

1. Under Michigan law, the person to whom a motor vehicle is registered is considered responsible for that vehicle's violations. For the purposes of this regulation, students who attend Michigan State University and register a vehicle are generally considered to be responsible for that vehicle's operation on campus.

2. A motor vehicle (e.g. car, truck, station wagon, motorcycle, moped) registered under this regulation must properly display and maintain a current and valid license plate or registration decal as determined by the state in which it is issued.

3. MSU permits shall be displayed in accordance with the instructions provided with the permit and in the location described under 3a – 3c. A current permit, though properly displayed, is not valid unless all expired MSU parking permits are removed from the vehicle's windshield. Decals that have been laminated or taped to the windshield or tampered with in any way, are not valid.

a. Motorcycles and Mopeds:

- Mopeds- Affixed to rear fender.
- Motorcycles are virtual.

b. Bicycles and Personal Electric Scooters:

- Bicycles: Affixed to the frame's seat tube (which the seat slides into), with the permit facing handlebars.
- Personal Electric Scooters: Affixed to the tube supporting the handlebars.

c. All other vehicles:

- Physical permits are to be affixed to the interior, lower-left (driver's side) corner of the front windshield.
- Virtual permits must be linked to the plate/vehicle parked on campus.

4. Permits are valid through the expiration date printed on the permit. The end date(s) of your permit(s), including virtual permits, can also be viewed through the permit portal once purchased.

5. **Changing residence:** Students possessing valid permits, who change their residence to an area in which another permit applies, must report this change of address to Parking Services immediately, **return the current permit** (see F6) and obtain the appropriate permit, if available. A new permit fee and rate difference (depending on permit) may be assessed and required to obtain the new permit.

6. **Return of permit(s):** Permits are issued to, and remain the responsibility of, the permit holder. In addition, the permit is only for use on the vehicle the permit holder designates and registers with Parking Services. Parking fees remain the responsibility of the permit holder until the permit expires or until the return of the permit has been confirmed by Parking Services. Permits can be returned by the permit holder online on the Student Permits Page.

a. Leaving the University requires the permit holder to return all current MSU parking permits. A prorated refund may be applicable upon return.

b. Windshield replacement, moving to a different residence and/or extended temporary/permanent use of another vehicle (e.g. recall of a vehicle, trading-in a vehicle, turning-in a lease vehicle, selling a vehicle) may require return of the current permit(s) for replacement permits to be issued and to park with the privileges. Refer to the following for permit return requirements in such instances:

1. Permits requiring return (refer to F6):

- Special parking permits (white paper permit)
- Moped

2. Permits not requiring return, but immediate notification to Parking Services for use on a different vehicle:

- Graduate Assistant repositionable permit
- COM/CHM/VMC doctoral medical student repositionable permit
- Lots 15, 24, 25, 65, 109
- Computer Ramp 2/Lot 12, Kellogg Ramp 4/Lot 66, Grand River Ramp 6/Lot 103
- Virtual permits for lots 83, 89, 91

7. **Requests for replacement** permits due to loss or theft must be submitted online on the Student Permits Page (located at the bottom of the page). Additional information may be requested by Parking Services to support the replacement. A replacement fee for a lost or unreturned permit will be assessed should a new permit be approved. If replacement is being sought for a stolen permit, the permit holder must file a police report with the police agency of the jurisdiction in which it was stolen and submit the report number, officer's name who took the report, and the police agency that it was filed with.

8. **Requests for privileges** not granted by this regulation are to be submitted online through the Parking Accommodation Request Form. Financial constraints and time conflicts between classes are not normally considered valid reasons for accommodation. The use of parking privileges granted by Parking Services for reasons other than those applied for will result in their revocation.

9. Students, including first year students, transporting personal belongings in a motor vehicle during final examination periods or the week prior to the start of classes may park at metered spaces (individual meters & pay-by-plate) at their residence hall to load/unload, payment is required. The vehicle must then be moved off campus or parked in Lot 89 (located at the corner of Farm Lane and Mt. Hope Road). If the vehicle remains unregistered, it must be removed from MSU property before the first day of classes.

10. Students possessing valid permits may park at metered spaces (individual meters & pay-by-plate) at their residence halls to load/unload, payment is required. Or a signed loading zone may be used for a maximum of 10 minutes as provided by university ordinance.

11. These Regulation shall not be in effect on university holidays.

12. All MSU parking permits, the privileges which they afford, and the gated lot access privileges issued are non-transferable, remain the property of Michigan State University and are under the jurisdiction of MSU Parking Services. Privileges may be revoked if in violation of a regulation or ordinance.

13. All are subject to special events' parking requirements and restrictions regardless of the permit held.

14. Gated lots are reserved and restricted as signed, regardless of whether the gate is raised.

G. Driving and Parking Controls for Each Type of Permit

Note: All are subject to special event requirements and restrictions, and an additional fee may be required at the lot entrance to park

1. **Graduate Assistant (GA) Permit**: Issued to graduate students who have been granted a graduate assistantship or a pre-doctoral fellowship of at least $1000 per semester (Parking Services confirmation via Fees & Scholarships is required before issuing).

a. Parking is valid in employee spaces SOUTH of the Red Cedar River (including mixed-use lots, where payment or an employee permit is required), and in signed GA spaces within lot 65/Brody neighborhood. Lot requirements and restrictions apply as signed at the lot entrance. *Use of the MSU Spartan Card ID to raised gates in employee lots on north campus is allowed only to access loading zones for loading/unloading. A loading zone may be used for 10 minutes maximum as provided by university ordinance.*

b. Must pay at all metered only parking areas (individual meters & pay-by-plate), during the hours of operation as indicated at the meter, at the lot's entrance, or via the MSU SPOTON app. Parking is not allowed 2am-6am at meters or in pay-by-plate lots unless indicated otherwise. Pay-by-plate information can be found on the Hourly Paid Parking Page.

c. *GA residing off campus*: Eligible for a repositionable graduate assistant permit which must be properly display in accordance with the instructions provided. Use is restricted to the vehicle(s) that were designated and registered with Parking Services. If using a different vehicle temporarily or permanently, Parking Services must be contacted for assistance, or information can be updated online in the permit portal.

d. *GA residing on campus*: Residents of University Village, Family Housing, 1855 Place, or at a residence halls may purchase:

1. A graduate assistant permit each semester.
   OR
2. The eligible housing permit for the academic year and for a small additional fee, also purchase graduate assistant permit privileges for the academic year.

2. **Graduate Students** (without assistantship/fellowship): See # 3, #4 or #5 below, whichever applies.

3. **Commuter Permits** (Lot 89): Issued to students residing off-campus. The permit allows parking in lot 89, located at the corner of Farm Lane and Mt. Hope Road. An additional parking fee is required for parking in pay lots (individual meter & pay-by-plate).

4. **Residence Hall Permits**: Issued to students living in residence halls who have 28 or more finalized credits with MSU prior to entering the semester. Students must be enrolled for classes for the upcoming semester and residing in a residence hall eligible for that permit. Permit details can be viewed online on the Student Permits Page. Lot numbers and locations may be found at maps.msu.edu. Permits are not valid in spaces signed for specific use

(e.g. lease spaces, university vehicle spaces) or at metered parking which requires payment (e.g. individual meters, pay-by-plate spaces). Accessibility spaces require a valid disability placard or disability license plate.

5. **University Apartment Permits**: Residents with 28 or more finalized credits are eligible to purchase a permit based on their residence in University Village, 1855 Place, or Family Housing. A university apartment resident may register one vehicle based on availability. Parking is only permitted in the lot(s) the permit is valid for; additional overflow permit parking is offered in lot 89. Refer to H1 & H2 regarding guest parking.

6. **Mopeds:** As defined by state law, mopeds must display a valid state-issued registration decal. What categorizes as a moped may be found at https://www.michigan.gov/sos/all-services/moped-license. Mopeds must be registered with Parking Services and properly display a current and valid MSU moped parking permit. Mopeds must be parked within a marked space within a designated moped parking location. Information about moped parking and permits can be found online on the Student Permits Page, under the 'other permits' section.

7. **Bicycles**: In compliance with MSU Ordinance 33.00, Mobility Devices-Traffic, when a bicycle is possessed, operated, or left unattended on campus, it must be registered, parked and locked at a bike rack and in operable condition; otherwise, it may be impounded and fees assessed to retrieve it. MSU Bike Index, Project 529, City of East Lansing, Lansing Township, and Meridian Township registrations (permits) are acceptable. Permits must be current, valid, and adhered to the stationary frame post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment.

- Details regarding Bike Registration
- Details regarding Bike Impoundment

H. Guests

1. Guests of Family Housing residents may obtain a guest parking permit from the resident host and place it in their vehicle in accordance with instructions provided with the permit. Users of the permit are subject to the restrictions printed thereon. Only one guest permit is issued per apartment; it is not replaced if lost, stolen, or destroyed. This permit should be returned to the resident prior to the guest leaving so it may be used by future guests. The permit remains the property of MSU. Any violation of the following conditions will result in the revocation of the permit and its use.

a. The hangtag is for use by a guest who is not a resident of the same university apartment complex. It may not be used on a vehicle owned, in possession of, or left in the care of a Family Housing resident. It may not be used by those attending classes or working. It may not be used for attending university events.

b. It must hang from the rearview mirror, with the apartment and permit number facing the front windshield. If unable to hang from the rearview mirror, the permit should be placed in the lower left corner (driver's side) of the vehicle's dashboard. Permits **must** be fully visible from outside the vehicle.

c. The permit allows parking at the location printed on the permit.

d. The permit expires on the date printed on the permit. If the resident is no longer on the lease or moves before the permit expires, the permit must be returned to Parking Services using the 'Permit Return' form on the Student Permits Page.

Additional guests?

- Additional guests should be directed to park and pay in pay-by-plate areas such as lot 109. Information about eligible pay lot locations and times of enforcement may be found online on our Visitors Page.

2. Guests to residence halls, 1855 Place (non-family housing), or University Village apartments must use designated pay-by-plate lots and pay for their parking. Additional information, including eligible pay lot locations and times of enforcement may be found online on our Visitors Page.

I. Loaner Permits

If a vehicle that's currently registered with a permit is being repaired, an alternate vehicle may be eligible for a loaner permit. Loaner permits are only granted (at no charge) once per semester, for up to two weeks. Requests for loaner permits needed beyond two weeks require documentation from the repair facility, approval from a Parking Services Supervisor, and usually require a fee.

- ***Virtual permits:*** The alternate vehicle information will be added to the virtual permit by calling the parking office. You will need to contact Parking Services again when your regular vehicle is on campus.
- ***Printed permits:*** A virtual loaner permit would be issued for a maximum of two weeks; you must contact Parking Services to request. Anything beyond two weeks, documentation will be required.
- ***Repositionable permits:*** The original permit should be moved to the temporary vehicle, and the plate information then linked to the permit record. If the permit is not moved, a virtual loaner permit could be issued for a maximum of two weeks. If using the temporary vehicle for more than two weeks, the decal permit must be obtained from the regular vehicle, placed on the windshield of the temporary vehicle, and the plate information linked to the permit.

J. Violations, Penalties, and Fine Payment Procedures

A fine schedule is established by the MSU Board of Trustees. Fines appropriate to the violation can be found on the issued ticket. A list of all parking ordinances can be found here: MSU Board of Trustees Parking Ordinances

1. Fines collected for violation of the Michigan State University Parking Ordinances are deposited into a campus improvement account and are used for parking and safety improvements. The following are example ordinance violations:

    a. Parking in expired metered spaces (e.g. individual meters, pay-by-plate lots).

    b. Parking in reserved areas without the required permit(s).

    c. Parking in accessibility spaces without a valid disability placard or license plate.

    d. Parking in no parking zones.

    e. Obstructing traffic

2. All parking violations must be paid or appealed within seven (7) days from the date of issuance to avoid late fees.

    a. A fine may be paid:

        1. Online at the Violation Payments Page

        2. Through the mail (check or money order made payable to Michigan State University)

        3. At the drop box inside the MSU Department of Police & Public Safety building – the lobby is open 24/7 (check or money order made payable to Michigan State University)

    b. Appeals may be initiated and submitted:

        1. Online at the Violation Appeals Page

        2. In writing via US mail or placed in the drop box at the MSU Department of Police & Public Safety building – the lobby is open 24 hours

Ordinance violation appeals may bypass the methods listed above and be filed directly with 54-B District Court in East Lansing (call 517-351-7022 for details).

3. Violations that are not paid within seven (7) days after issuance will incur a $10 late fee. If the violation remains unpaid after twenty-eight (28) days, an additional $10 late fee will be applied. If a violation remains unpaid after 70+ days, a hold may be placed on student accounts with the Registrar's Office which may affect class enrollment/dropping and receiving your diploma. Unpaid violations may result in the violations being forwarded to the 54-B District Court in East Lansing, where additional fees may be added, a bench warrant could be issued for the registered owner's arrest and/or the vehicle impounded.

4. Accumulation of six (6) or more UNPAID ordinance parking violations may result in the impoundment of the vehicle which will not be released until all unpaid violations and any resulting fees (e.g. late fees, towing/impound fee, storage fees, state abandoned vehicle fee) are cleared. Cash or card (your name must be on the card) are the only accepted forms of payment when towed for six or more unpaid violations. Valid state vehicle registration and driver's license must be presented for the vehicle to be released.

K. Note

1. Pay spaces (individual meters and pay-by-plate) at residence halls are in effect 6 am to midnight, seven (7) days a week. Parking in these areas is prohibited between 2am-6am.

2. Parking is not allowed 2am-6am on streets, adjacent bays, in loops, at meters and/or as indicated at the lot entrance(s). Lots are signed at their entrances with general requirements and restrictions.

3. A parking permit may be refused to anyone with unpaid parking violations issued by Michigan State University.