

Revision Responsibility: Vice President for Financial and Administrative Services
Responsible Executive Officer: President

Source/Reference: [TBR Guideline B-060](#)
Columbia State Student Handbook
Columbia State Campus Traffic Regulations

PURPOSE

To define policies for campus access fee and parking at Columbia State locations
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POLICY

I. Parking Areas

- A. Designated parking is available on an unreserved basis for students and employees, except for a few marked locations for the disabled and visitors.
- B. No private vehicles are permitted on the inner Columbia campus unless authorized by the director of facility services or security officer on duty. Vehicles left unattended for more than fifteen minutes may be ticketed and/or removed at the owner's expense.

II. Parking Permits

- A. All vehicles, except temporary visitors, must visibly display a Columbia State parking permit.
- B. Visitors who will be on any Columbia State campus location for two or more consecutive days should obtain a visitor's vehicle permit. Visitors to the Columbia campus should contact the student services office. Visitors to other campuses should contact the center or site director.

III. Campus Access Fees

A campus access fee is assessed each student and employee.

IV. Parking Violations and Fines

Parking violations and fines apply to all students and employees. Students and employees who park in the incorrect designated parking area will be issued parking tickets. Parking violations and fines are listed in the parking regulations distributed during vehicle registration and available in the student services office.

V. Disabled Parking

Handicapped parking will be strictly observed and violators will be ticketed.

PROCEDURES

I. Assessing Campus Access Fees

- A. Fees are assessed to students during the registration process each semester.
- B. Employees are required to register their vehicle(s) with the student services office when they are hired and each August thereafter. Employees may elect payroll deduction or make payment for campus access fees in the business services office.
- C. Parking permits are issued by the student services office, after the vehicle registration process is complete.

II. Parking Violations and Fines

A. Fines

- 1. Specific amounts are assessed in the student services.
- 2. All fines are paid in the business services office and are nonrefundable.
- 3. All fines will double if not paid before the end of the semester. Student records will be encumbered until all fines are cleared.

B. Appeal Process

Any appeal or request of remission of fines levied for parking violations must be made to the associate vice president for student services within five working days.