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**Revision Responsibility:** Vice President for Financial and Administrative Services

**Responsible Executive Officer:** President

**Source/Reference:** [TBR Guideline B-060](#)

Policy [06:14:00](#) Vehicle Use on Intercampus Pathways and Green Spaces

Columbia State Student Handbook/Catalog –

<https://catalog.columbiastate.edu/index.php?catoid=14>

Columbia State Campus Traffic Regulations

## **PURPOSE**

To define policies for campus access fee and parking at Columbia State College campuses

## **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 Colleges' Intercampus Pathways and Greenspaces unless usage complies with Policy [06:14:00](#) Vehicle Use on Intercampus Pathways and Green Spaces. 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 Coordinator for that campus.

### **III. Program Services Fees**

A program services fee is assessed each student.

### **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

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tickets. Parking violations and fines are listed in the parking regulations distributed during vehicle registration, and are available in the Student Services Office.

V. Disabled Parking

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

**PROCEDURES**

I. Assessing Program Services Fees

- A. Fees are assessed to students during the registration process each semester.
- B. Student parking permits are issued by the Student Affairs Office and the Evening Services Office at the Columbia Campus or the Front Desk Administrative Areas at all other campuses.
- C. Faculty/Staff parking permits are distributed through channels from Human Resources and Supervisors upon hire or need of replacement.

II. Parking Violations and Fines

A. Fines

- 1. Specific amounts are assessed in the Student Services Office.
- 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 Vice President for Student Affairs within five working days.

*January 1989; Revised November 17, 2000 (new policy format); August 21, 2002 (added II.B under policy on Parking Permits; January 5, 2012 (new policy format and updated titles); updated format December 2020, approved by Cabinet and signed by the President.*