Parking availability
The university has more than 4,100 parking spaces on campus. It is the vehicle operator’s responsibility to find a
legal parking space. The Director of Public Safety and her
staff will provide special parking areas and extend special
considerations to vehicle operators during periods when the
university is hosting conferences or other activities
that attract an unusual number of vehicles to the campus.

Front-in parking only
To provide uniform enforcement of parking regulations
and a safer environment, only front-in parking is allowed.
Vehicles may not back into a space or pull through an
adjacent space to park. Vehicles will park only in their
direction of travel from the driving lane.

Student Employees
Shippensburg University students employed by the uni-
versity are not eligible for staff or contractor decals.

Parking and traffic changes
The university continually reviews and updates parking
locations and spaces. Efforts will be made to inform all
members of the campus community about any parking
changes, but the university reserves the right to
change or restrict parking and traffic patterns for special
purposes at any time.

Parking On Campus
The university provides parking on campus in a variety of
areas for students and employees. Parking is available on
the peripheral areas of campus as part of the university’s
master facilities plan to reduce vehicle traffic in the center
of campus where students walk to classes, residence halls,
and other areas. It also helps maintain or enhance the
university’s green spaces.

This brochure highlights information about on-campus
parking. Complete parking regulations are available online
at www.ship.edu/Police/Parking_and_Traffic_Regula-
tions/. All members of the campus community are
couraged to visit that website to familiarize themselves with
the regulations.

Parking decals
Student parking decals are $75 for the first decal. Ad-
ditional decals for the same student are $10. The cost for
all faculty and staff parking decals is $1 for every decal
purchased. Parking decal purchases are nonrefundable.

Permits are valid from September 1 of an academic year
to August 31 of the following year. Parking regulations
remain in effect throughout the academic year, including
the summer. Individuals should park only in appropriately
designated areas as indicated on their decal. During the
summer, students may park in any student parking lot
with any student decal. They may not park in a faculty or
staff lot at any time.

Decal categories
Commuter students receive a “C” decal authorizing park-
ing only in commuter parking lots. Resident students with
at least 60 credits receive an “R” decal authorizing parking
only in resident parking lots. Freshman and sophomore
students will be issued a “Storage Parking Only” decal.
Vehicles registered for storage parking may not park in
any other parking area at any time for any reason. The
Storage and General lots are the ONLY place those
students can park 24 hours a day 7 days a week. Faculty
students who only attend night classes. Individuals must
register their vehicle online in order to obtain a parking
decal. Payment may be made online or at the Univer-
sity Police Department located in the Reed Operations
Center. Parking permits are required 24 hours a day, both
weekdays and weekends.

Visitor Parking Passes
Parents, students’ guests, and other visitors to the campus
must obtain a visitor’s parking pass, particularly guests
who will stay overnight with students on campus. Visitors
must register their vehicle with University Police and will
be assigned a lot in which to park. The University Police
Department is conveniently open 24 hours a day, seven
days a week. Visitor parking permits are issued free of
charge and are required 24 hours a day, both on weekdays
and weekends.

When are decals valid and
where are they to be attached?
Parking permits are for the entire academic year and are
not sold by semester. Parking decals must be permanently
affixed either to the right rear bumper or a metal bracket
permanently attached to the right rear of the vehicle.
Decals must not be displayed in the rear window. Decals
are not transferable from one vehicle to another.

Loading and unloading
at residence halls
Resident students who have large items to move into
or out of their hall may park in front of their hall for 15
minutes to load or unload their vehicle. Students must,
however, call University Police at ext. 1444 or 477-1444
and inform them. Students who receive a parking ticket
while loading or unloading and did not call University
Police are responsible for paying the parking ticket fine.

What happens if I get a ticket?
Students, faculty, staff associates, and administrators
can receive only five parking tickets during the entire
academic year before additional sanctions will be imple-
mented. Individuals with three unpaid tickets will have

Shippensburg University, the Commonwealth of Pennsylvania, Shippensburg University Foundation, and Shippensburg
University Student Services, Inc. assume no responsibility or liability for loss or damage to any vehicle or contents of such.
their vehicle booted. The boot will not be removed until all tickets and the boot fee are paid. Individuals with five or more paid or unpaid tickets will also have their vehicle booted. Individuals who receive two boots during the academic year, will have parking privileges revoked for the remainder of the academic year and will not be allowed to operate a vehicle on university property during this time.

A vehicle whose parking decal has been revoked will be towed if it is discovered on campus. In addition, the individual who registers the vehicle for the parking decal is responsible for any parking or other traffic violations. Unregistered vehicles in violation of these regulations shall be the responsibility of the operator and/or owner of the vehicles.

How much are parking tickets?

Parking tickets range in cost depending on the violation. Tickets for not parking in your decal area are $20. Tickets for parking without a permit are $30. The boot removal fee is $50. Fines must be paid within five days of the date of the ticket. Failure to respond within five days may result in a citation being sent to the district magistrate for further action. Citations forwarded to the district magistrate carry an increase in penalties as may be levied by the court. In addition, students who fail to pay parking fines will have holds placed on their academic records. They will be unable to schedule for classes or obtain transcripts until all fines are paid.

Where can I pay my parking tickets and can I appeal?

Parking tickets with payment can be mailed to or paid at the University Police Office 24 hours a day, 7 days a week. In addition, payments may be placed in ticket fine boxes located on campus. Parking tickets may also be paid online. Individuals may appeal a parking ticket by filing a written appeal within five days of the violation to the Director of Public Safety. An appeals form is available at the Police Station. Appeals submitted electronically will not be accepted. Appeals not resolved by the Director of Public Safety may be forwarded to the University Parking and Appeals Committee at the request of the violator. The ticket must be paid in advance. The Appeals Committee decision will be final. Individuals will be sent notification of the committee’s action. If the appeal is upheld, the fine money will be returned.

Parking lot designation

All parking lots are marked with posted signs, and all vehicle operators must park in the appropriate lot. Students may not park anywhere else except in the appropriate lots marked with posted signs. In addition, student parking lots are painted with white lines while faculty and staff parking lots are painted in yellow parking lines. Vehicle operators must also comply with all other university parking and traffic regulations. For example, vehicles may not be parked in an area posted or closed, within 15 feet of a fire hydrant, on crosswalks, on sidewalks, on patios, or in areas or roadways not specifically marked for parking, or in such a way as to obstruct any gate, road, access way or road turnaround. Parking will not be permitted under overhangs of residence halls porches or within university buildings. Payment is required when parking at a meter. In addition, vehicles must also display a current parking decal or permit.

As part of its LEED (Leadership in Energy and Environmental Design) certification, the university provides preferred parking for low-emitting and fuel-efficient vehicles. A fuel-efficient vehicle is defined as one having a green score of 40 or less according to the annual vehicle rating guide of the American Council for an Energy Efficient Economy (http://greenercars.org/news.htm). These spaces are provided in the R-1, R-3, and R-4 parking lots and are clearly posted. Only vehicles displaying “R” decals and having the approved green score are permitted to park in these spaces.

Towing vehicles

Vehicles parked in violation of the regulations for more than 24 hours or those vehicles causing hazardous conditions, such as blocking a fire lane, will be towed at the expense of the person registering the vehicle and/or the vehicle’s owner. Registered vehicles parked in areas that have been reserved for a special activity or closed to the public by barricades, gates, or special posting may be towed immediately.

Bicycles

Bicycles parked on campus must be secured to one of the bike racks provided. Bikes may not be attached to signs, tables, fences, or anything other than a bike rack. Bicycles found in violation may be removed and held at the University Police Department.