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, 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 at ship.edu/Police/ Parking and Traffic Regulations. All members of the campus community are encouraged to visit this website to familiarize themselves with the regulations.

Parking decals

Student parking decals are $75 for the first decal. Additional 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. Students may have only one vehicle parked on campus at any given time.

Decal categories

Commuter students receive a “C” decal authorizing parking 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 parking may not park in. Freshman and sophomore students may park in any student parking lot with any student decal. They may not park in a faculty or staff lot. Students may have only one vehicle parked on campus at any given time.

Who needs a decal?

Any member of the campus community who parks on campus needs a current parking decal, including graduate students who only attend night classes. Individuals must register their vehicle online in order to obtain a parking decal. Payment may be made online at the University 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.

Purple Heart Parking

The university is proud to offer Purple Heart parking passes to those individuals who qualify for them. An individual, upon showing proof of being a Purple Heart medal recipient, will be issued a hanging pass which will allow him/her to park in any space on campus that is not otherwise assigned to a specific individual. It should be noted that faculty, staff and students who qualify for a Purple Heart parking pass, must still purchase and display a university parking decal.

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 may not be displayed in the rear window. Decals are not transferable from one vehicle to another.

Loading and unloading at residence halls

Residents 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, and administrators can receive only five parking tickets during the entire academic year before additional sanctions will be implemented. Individuals with three unpaid tickets will have 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 tickets 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 designations

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, the only exception being the F/S/C-4 lot. Vehicles 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 more, according to the annual vehicle rating guide of the American Council for an Energy Efficient Economy (greencars.org). These spaces are provided in the R-1, R-3, and R-4 parking lots and are clearly marked with a green “H” decal 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.