

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 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 2-2282 (on-campus) or 394-1000 (off-campus).

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 Spartan Village, University Village and 1855 Place Apartments) must register the vehicle with the Michigan State University Department of Police and Public Safety via MSU Parking Services by purchasing and properly displaying the MSU parking permit issued to them (unless virtual). MSU Parking Services reserves the right to limit the number of vehicles that may be registered. Those ineligible to have a vehicle on campus may seek an exception via application. The granting of any parking accommodation is subject to approval. The Parking Accommodation Request Form and instructions may be found at parking.msu.edu under Request Forms. A student whose parent is a university employee and operating a vehicle bearing an employee permit must register the vehicle as a student and comply with the provisions of this regulation.
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 MSU 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 by visiting bikeindex.com/msu.
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 or in Spartan Village are eligible to register a motor vehicle. Students residing in a residence hall, 1855 Place apartments or University Village apartments must have at least 28 credits already earned and 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 must be submitted, this form can be found online at <https://parking.msu.edu/request-forms/parking-accommodation> under Request Forms (only online applications will be accepted). 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.

C. Affected Hours

1. The Regulation is 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.

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 the MSU Department of Police and Public Safety 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.
2. Permit holder: Person whom Parking Services deems eligible for the permit and to whom the permit has been issued by Parking Services.
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. Return of permit: 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.

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 need to be linked to the plate/vehicle the permit is being used on.

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 through the Returning a Permit form at <https://parking.msu.edu/request-forms/returning-a-permit>, in person at the Parking Office, or through the drop box in the lobby of the Police Station, open 24/7.

a. Leaving the University requires the permit holder to return all current MSU parking permits. A prorated refund may be applicable with their return. Parking fees remain the responsibility of the permit holder until its 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
- 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 reported to MSU Parking Services by calling or stopping by the office during business hours; the next steps for replacement will then be provided. 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, to Parking Services.

In the interim, a temporary permit may be issued while the request is being processed.

8. **Requests for privileges** not granted by this regulation are to be submitted online through the Parking Accommodation Request Form. Instructions and application requirements are available online at <https://parking.msu.edu/request-forms/parking-accommodation>. 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 paid metered parking at their residence hall to load or unload, unless signed or posted otherwise. 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 paid metered spaces (meters, pay-by-plate spaces) at their residence halls to load/unload or may use a signed loading zone for a maximum of 10 minutes as provided by university ordinance.

11. These Regulation shall not be in effect on the following university holidays: New Year's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

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

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

a. May drive on university streets.

b. Parking is valid in employee spaces SOUTH of the Red Cedar River (including mixed-use lots, where payment or an employee permit are required). 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.*

c. Must pay at all metered only parking areas (individual meters and pay-by-plate lots), during the hours of operation as indicated on the meter screen, 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 at <https://parking.msu.edu/visitor-parking/pay-by-plate-parking>.

d. Graduate assistants residing off-campus may purchase a repositionable graduate assistant permit and when parked on campus must properly display the permit in accordance with the instructions provided. Use is restricted to the vehicle(s) that were designated and registered with Parking Services at the time the permit is purchased. If using a different vehicle temporarily or permanently, Parking Services must be contacted for assistance or can be updated on the permit portal page.

e. Graduate assistants residing in University Village, Family Housing at 1855 Place apartments, or at a residence hall 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 Student Permits** (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 or pay-by-plate). *Note: All are subject to special event requirements and restrictions and an additional fee may be required at the lot entrance to park.*

4. **Residence Hall Permits:** Issued to students living in residence halls who have 28 or more credits already finalized with MSU prior to entering the semester. 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 at <https://parking.msu.edu/permits/students>. 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 require payment (e.g. individual meters, pay-by-plate spaces). Disability spaces require a valid disability placard or disability plate.

5. **University Apartment Permits:** Residents may be eligible to purchase a permit based on their residence in either Spartan Village, University Village (must have 28 or more credits) or 1855 Place (must have 28 or more credits). A university apartment resident may register one vehicle at the apartment (based on availability). Should there be more than one leasee in the apartment, the maximum number of vehicles allowed to be registered is one per leasee based on parking availability determined by Parking Services. Parking is permitted in the lot(s) the permit is valid for and overflow 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. To view these locations and additional moped information, visit <https://parking.msu.edu/permits/mopeds>.

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
 - <https://parking.msu.edu/permits/bicycles-scooters>
- Details regarding bike impoundment
 - <https://parking.msu.edu/parking-violations/impounded-bikes>

H. Guests

1. Guests to Spartan Village or Family Housing of 1855 Place apartments may secure 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. This permit allows the residents' guests to visit. Only one of these permits is issued per apartment. It is not replaced if lost, stolen, or destroyed. This permit should be returned to the host 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. It is for use by the residents' 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 in care of a resident of that university apartment complex. 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, the apartment & permit number facing the front windshield and clearly visible when viewing from the hood of the vehicle. 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. If the resident is on a current lease at the corresponding apartment complex, 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 via the 'Returning a Permit' form on the parking website.

Additional guests?

- Spartan Village residents may purchase 24-hour guest permits for additional guests and fall under the same conditions as described under 'H1a-d' of this regulation.
- Residents of family housing of 1855 Place may direct additional guests to park and pay in pay-by-plate areas such as lot 109. Additional guest information including eligible pay lot locations and times of enforcement may be found at <https://parking.msu.edu/visitor-parking/pay-by-plate-parking>.

2. Guests to residence halls, 1855 Place apartments (non-family housing) or University Village apartments must use designated pay-by-plate lots. Additional guest information including eligible pay lot locations and times of enforcement may be found at <https://parking.msu.edu/visitor-parking/pay-by-plate-parking>.

I. Loaner Permits

If a vehicle currently registered with a permit is being repaired and an alternate vehicle is being driven, a loaner permit may be issued. 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 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; must contact Parking Services to request. Anything beyond two weeks, documentation will be required.
- Repositionable permits: A virtual loaner permit would be issued for a maximum of two weeks. The permit should be obtained from the regular vehicle during those two weeks and placed on the windshield of the alternate vehicle (then vehicle information should be updated with Parking Services for the regular repositionable 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 violation. A list of all parking ordinances can be found here: <https://trustees.msu.edu/bylaws-ordinances-policies/ordinances/ordinance-31.00.html>

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 disability 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 <https://parking.msu.edu/parking-violations/violation-payments>

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

3. Via the drop box at the MSU Department of Police & Public Safety – 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 <https://parking.msu.edu/parking-violations/violation-appeals>

2. In writing via US mail or the drop box at the MSU Department of Police & Public Safety – 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. A hold may be placed on student accounts with the Registrar's Office due to outstanding parking violations. 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 warrant 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 having unpaid parking violations issued by Michigan State University.