

## Parking Policy Highlights and Frequently Asked Questions

Full details of the Parking Policy and Traffic Regulation, maps with parking lot designations and the Student Parking Registration form, are posted on MYPortal at: <https://myportal.madonna.edu/ics> (login is not needed)

### Registering Your Vehicle and Obtaining a Parking Permit

Under the new policy, all University students who wish to park on campus are required to register their vehicle with Public Safety to receive a parking permit that must be displayed in the vehicle when on campus.

All students must obtain their permit by **September 30, 2018**.

To register your vehicle, please use the Student Parking Registration form on MYPortal:  
You will need your vehicle's VIN number, year, make and model, and license plate number.

Within 24 hours after submitting your registration, you may pick up your permit at Student Accounts, Room 2005 of the Administration Building.

### Permit Fees

Parking fees are for the academic year and must be renewed each fall. One of the following student permit fees will be placed on your student account, based on your residency or commuter status. Once you register and indicate your parking choice or that you won't have a vehicle on campus, your account will be adjusted to reflect the appropriate fee for your parking choice:

- Residential students - \$200 to park in the residence lot, or \$120 to park in a designated student section of the South Lot A. There is no charge for students who don't have a car on campus.
- Commuter students - \$80
- Short-term non-credit students - no charge for the permit. Must see Public Safety for a temporary parking pass.
- Extended non-credit students - \$40
- Summer-only students - \$30
- Guest and special event permits will be available at no charge.

### Frequently Asked Questions

Q. Where do I put my permit in my vehicle?

A. On the interior, lower corner of your vehicle's driver's-side windshield, as shown here.

Q. Will tickets be issued if I park improperly?

A. Yes, you will be notified via e-mail of any parking citations and fees issued to you.

Q. Will a parking violation affect my driving record or my drivers license status?

A. No, Madonna citations are not issued by a municipality.

Exception: Handicap Parking tickets may be issued on private property by state, local or county law enforcement officers.



Q. If I park my vehicle without a permit what could happen?

A. Your vehicle may be towed at the registered owner's expense.

Q. What if I have a guest come to visit?

A. Student overnight guests must apply for and obtain a visitor parking pass from Public Safety, which costs \$3 per day. Parents' vehicles must be registered with Public Safety, but there is no fee. The fee will be waived for overnight guests attending school-sanctioned events.

Q. What if I drop my classes, will I get a refund?

A. If a student is still enrolled in a class/es after Sept. 8, 2018, the fee is non-refundable.

Q. I only attend one class in the evenings, do I still need a permit?

A. Yes, all enrolled students, regardless of the number of classes, or the times they meet, are required to purchase a permit to park on campus.