

Southwestern University reserves the right to control vehicles on the campus. The system of control is designated to protect pedestrians and motorists alike and to promote the orderly flow of traffic. Owners and/or operators of motor vehicles must observe the following requirements.

All registered students, whether residing on or off campus, who will be parking a vehicle on campus at any time, MUST pay the required fee and register their vehicle with SUPD using the online vehicle registration form. The fee is \$200 for the full year and is paid by the semester. If a vehicle is brought to campus after regular registration period, the required fee must be paid, and the owner/operator must register the vehicle at the University Police Department within two days after arrival on campus. **Although vehicle registration assures the privilege of parking on the SU campus, it does not assure a parking space at any given time.**

Vehicle registration stickers must be permanently affixed to the outside lower left corner of the rear window of the vehicle (on the driver's side). If the vehicle has no rear window, or has louvers over the window, University Police must authorize a different location for the sticker to be placed. Decals are not transferable to another vehicle. NOTE: These parking stickers will not affect the rear defrost system in vehicles.

There are times when a vehicle will only be used for a short time on campus and may not constitute a full year's registration fee. These particular incidents must be discussed with University Police, and provisions may be made to issue a Temporary Permit in such cases. Temporary permits are free and may be picked up at the Police Department.

Permission to keep or operate motor vehicles at the University may be revoked at any time for violation of the traffic regulations or when the University believes the continuation of such permission is no longer in the best interest of the institution or the individual student.

The traffic regulations of the City of Georgetown and the state of Texas are in effect at all times on the Southwestern campus. The maximum allowable speed on the campus is 20 miles per hour. Pedestrians shall have the right of way at all times. All vehicles must be operated with due regard for the safety of pedestrians, the safety of other persons driving vehicles, and for the preservation of property.

Operation of motorized vehicles such as motorcycles or mopeds must be confined to streets only. These vehicles must also be registered. These vehicles must not be stored, parked, or operated on sidewalks, courtyard, handicap parking spaces, or inside residence halls. Boats, trailers, RV's, or BBQ pits on wheels shall not occupy parking spaces on University property without permission from University Police.

The person registering the vehicle is responsible for any violation of those traffic regulations in which the vehicle is involved. Any major offense, or three traffic, or three parking violations may result in revoking the permission to keep or operate a vehicle at Southwestern.

The University Police employed by the University are charged with the responsibility of giving traffic citations. Fines for such citations must be paid in the Business Office (in the Cullen Building) within four school days, beginning with the following day the ticket is issued. Students contesting Southwestern University citations MUST complete the online traffic violations appeals form within 4 business days. The Chief of University

Police, his/her designee, or the issuing officer has the privilege of voiding a ticket or reducing the fine or late charge.

Traffic safety and control is an administrative responsibility. The University has established a committee of students, staff, and administrators (Committee on Traffic Safety and Control), sanctioned by the Student Affairs Council, to set policies and fine schedules and to hear appeal cases. The decisions of the Committee on Traffic Safety and Control are **FINAL**. All appeal outcomes are emailed directly to the student's SU address.

SCHEDULE OF FINES

Parked in Handicapped Zone	\$100
Parked by Fire Hydrant / Fire Zone	\$100
Parked in Violation of posted time	\$50
Parked in Crosswalk	\$50
Parked Blocking Driveway	\$50
Parked Left Wheel to Curb	\$50
Parked Over Line Space	\$50
Double Parked	\$50
Parked Where Prohibited	\$50
Parked Rear Wheel To Curb	\$50
Failure To Display Decal (fine includes parking registration)	\$125
Driving/Parking Grass Sidewalk	\$50
Run Stop Sign	\$50
General Moving Violation	\$50
Crossing Fire Hose	\$100
Driving Without Lights	\$50
Exhibition of Acceleration	\$50
Failure to Properly Display Handicapped Placard	\$75

No car bearing a Southwestern University registration decal may be parked in any visitor, restricted, or prohibited areas.

Backing into a curbed parking space is a violation (See above).

Curbs painted red or yellow denote "no parking" areas. Cars should not be parked in these areas either permanently or temporarily.

Flashing hazard lights do not excuse illegal parking.

Fines for other violations will be determined by the Committee on Traffic Safety and Control.

Failure to pay the fine for a traffic violation, unless properly contested as noted above, automatically results in a \$10.00 late fee. Failure to reconcile the matter before the end of the semester will result in a withholding of grades and the recording of grades on a student's transcript.

Notices of overdue tickets sent to the student's address as given at registration or confirmation of pre-registration, unless officially changed, will be presumed to have arrived and the student fully informed of his or her responsibility.

Students not wishing to contest a citation, but who are for some legitimate reason unable to pay the fine within the five-day period, should contact the Business Office to work out an acceptable time frame for payment to avoid further penalty charges.