

# How to park legally - every time

- [Display a current parking decal or parking permit in the proper location on or in your vehicle](#)
- [Park in a legal space; Not in reserved, no parking, visitors, or along curbs](#)
- [Obtain prior authorization for special situations](#)

## Who is required to purchase a parking decal?

All full and part-time faculty and staff are required to purchase a valid parking decal. All students who drive and park a vehicle on the campus of Fayetteville State University (FSU) must purchase a valid parking decal. If you are a student at FSU and also work part-time at FSU, you are required to purchase a student parking decal and park in student parking.

## Are parking decals transferable to another vehicle?

Parking decals are **not** transferable. If you drive a new or different vehicle permanently or on a regular basis, please come to the Mitchell Building, 1<sup>st</sup> window on the right and link your vehicles to your current parking permit.

## Where do I place my parking decal?

Parking decals must be affixed to the rearview mirror or driver's side of the dashboard. A vehicle is not considered registered until the parking decal is properly displayed on your vehicle.

## Refund Policy

**There are no refunds for parking decals.**

## Where can I park?

- [Student parking lots: CS, F, G, H, K, N, O1, Q, W, Y, Z](#)
- [Staff parking lots: A, B, C1, C2, D, E, F, H, I, J, L, M, N, O, P, PP, S, T, U, V, W, X, Z](#)
- [Visitor parking lot: Along W. T. Brown Drive across from the E. E. Smith Administration Complex \(Barber and Collins Buildings\).](#)

Visitor Parking is for **visitors only**, even when on campus and not in class.

Faculty, Staff and Students are still required to park in their designated parking lots even when classes are not in session.

For further information, please read the Traffic Rules and Regulations issued with the purchase of your parking decal or on the Police and Public Safety website to view a copy of the campus map.

## **Prior Authorization for Special Situations**

Campus Police understands that there are circumstances that will occasionally require parking in a non-parking area.

Campus Police will work with you to accommodate special parking situations. Drivers must receive prior authorization before parking in a non-parking area for any period of time.

Information needed when obtaining a temporary permit includes the following: valid drivers license, vehicle make and model, vehicle tag number information and a contact telephone number.

Authorization is typically provided in the form of a special parking permit, but short term authorization may also be granted through a phone call to the Campus Police Office at 910 (612-1812).

## **If you have to drive a different vehicle**

Parking anywhere on campus during hours of operation requires the display of a valid parking decal or parking permit. If you've arrived on campus you should stop by the Campus Police Office locate in the Mitchell Building **before parking** to pick up a free temporary parking permit. This includes both staff and students.

Picking up a temporary permit will require only about a minute of your time, so you will not be delayed in reaching your destination.

Information needed when obtaining a temporary permit includes the following: valid drivers license, vehicle make and model, vehicle tag number information and a contact telephone number.

If you cannot stop by the Campus Police Office before parking, you cannot legally park in a campus lot.

## **How to arrange parking for a guest/meeting**

Faculty and staff who are scheduling meetings involving off-campus guests should complete the Forsyth Tech Campus Police Parking Request Form two days before the meeting date or sooner. Information needed: Name, date and time of event, number of parking spaces requested (**can not reserve an entire lot**) and vehicle information if possible.

The Forsyth Tech Campus Police Parking Request Form is located on the Campus Police section of TechLink.

The request should be submitted to the names indicated on the form and once assigned, a confirmation email will be sent to the requestor.

Parking spaces will usually be blocked with an orange cone.

## **Load or unload**

Although loading/unloading is a legitimate, ongoing need throughout campus, this need is not recognized as an excuse to park in a prohibited or reserved area.

If you need to load/unload from an area that is not a parking space (curb) you must contact the Campus Police Office and request permission.

## **Overnight Trips**

### **Where/How to Park**

Staff and students who leave campus on an overnight trip as either the driver of a fleet vehicle, the passenger in a fleet vehicle, or as a participant in a "road-trip" or other group activity may need to leave a vehicle on campus. Staff may leave their vehicles in staff lots and students may leave their vehicles in student lots. Forsyth Tech and the Campus Police Office assume no responsibility for vehicles left on campus overnight.

- The driver of a fleet vehicle may park in the parking space of the fleet vehicle they will be driving.
- Passengers cannot park in the fleet vehicle parking space.

## **Permits**

- **Dealer Permit** – Is issued only to those individuals who are car dealers and can provide such documentation. Persons who are issued this permit must purchase a current parking decal.
- **Handicapped Permit** – Is required by staff and students to park in handicapped parking spaces on campus (**Main Campus Only**). This permit must also accompany a valid state handicapped placard, registered to the driver of the vehicle. This permit will only be issued to those who have a valid handicap registration card issued in their name. **You may not use another person's handicap placard to park in handicapped parking.**
- **Special Parking Permit** – Is required to park in designated parking areas/lots usually not authorized by a person's parking decal. These permits are only issued to those who have **documented** special needs. Examples: medical conditions, domestic violence, etc...Special parking permits do not authorize or allow individuals to park in handicapped spaces or violate any other traffic rule or regulation.
- **Temporary Parking Permit (Staff and Student)** – Is required to park on campus if you have to drive a different vehicle other than the vehicle you have registered with the Forsyth Tech Campus Police Office.

Parking anywhere on campus during hours of operation requires the display of a valid parking decal or parking permit. If you have arrived on campus you should stop by the Campus Police Office (Carolina Annex – Main Campus) **before parking** to pick up a free temporary parking permit. This includes both staff and students.

- Information needed when obtaining a temporary permit includes the following: valid drivers license, vehicle make and model, vehicle tag number information and a contact telephone number.

Picking up a temporary permit will require only about a minute of your time, so you will not be delayed in reaching your destination. Temporary parking permits do not take the place of purchasing a decal and will only be issued to those who have a valid decal on their regular vehicle.

If you cannot stop by the Campus Police Office before parking, you cannot legally park in a campus lot.

- **Visitor Parking Permit** – Issued only to visitors to Forsyth Tech upon request. Visitor permits are not issued to staff or students.

# Parking Ticket Appeal Process

## Dispute a Parking Ticket

The Appeal Process

### Step One

- A written appeal is reviewed by the Director of Campus Police
- The Director of Campus Police evaluates the appeal based on guidelines and criteria established in the Traffic Rules and Regulations
- The appellant is informed by mail of the decision

The Campus Police Office accepts appeals of parking tickets. Any parking ticket may be appealed. A completed [appeal form](#) (*forms are available from the Campus Police Office or on the Campus Police web page*) must be received in the Campus Police Office within 10 calendar days from the date the parking ticket was issued. Parking tickets may also be appealed on-line via the campus police section of the Forsyth Tech website.

A written response will be mailed within 10 days to those who appeal parking ticket(s).

### Definitions of Appeals Actions

**DENIED** means that the parking ticket has been upheld as valid under Forsyth Tech traffic rules and regulations and payment must be made within ten days.

**REDUCED** means that the Director of Campus Police agrees there was a violation of Forsyth Tech traffic rules and regulations, but that mitigating circumstances presented in your appeal warrant a reduced fine. Payment of the reduced fine is required and must be paid within ten days.

**GRANTED** means that the appeal was approved and the fine was waived.

### Filing an appeal

You may file an appeal by mail, fax, or in person. In all cases your appeal must be received by the Campus Police Office within ten calendar days from the date the ticket was issued. The following information must be included with the appeal, regardless of the method of submittal. Incomplete or illegible appeals cannot be processed and you will be charged the amount listed on the ticket.

- Attach the original citation if submitting by mail or in person
- Copy of ticket if you're filing by fax
- Name
- Current address (including city and zip code)
- Vehicle license plate number and state
- Parking decal number
- A statement explaining why the ticket should be waived

Remember to keep a copy of your appeal and citation for your records.

### **To file by mail**

Pick up an appeal form from the Campus Police Office or call Campus Police at (336) 734-7243 to have a form mailed to you. You may also print a form from the Campus Police section of the website. Mail the completed form to:

*Fayetteville State University  
Department of Police and Public Safety  
Attn: Chief Renarde D. Earl  
1200 Murchison Road  
Fayetteville, NC 28301*

### **To file by email**

Email your appeal to the Chief Renard D. Earl at [rearl@uncfsu.edu](mailto:rearl@uncfsu.edu) (336) 734-7245. Email the appeal form or letter containing all of the information listed in the section above. Be sure to include your email address as the decision letter will be emailed.

### **To file in person**

File a written appeal at the Campus Police Office, Traffic Window. Forms are available in the Campus Police Office or may be printed from the Campus Police section of the website.

### **To file on-line**

Go to the FSU's Police and Public Safety website and click on Traffic, click on On-line appeal and follow the directions.

**If you have questions please review the traffic rules and regulations.**