FRESHMAN RESIDENT PARKING POLICY
2013-2014

Please read all information provided. Parents if you are reading this, it's very important that you have your student applying for a parking permit to read this information. We are not responsible if a parent fills out a student's application and the student does not understand the steps to follow to apply for a parking permit.

POLICY – Millersville University students residing in campus housing with less than 30 credits, who are less than 21 years of age, are not permitted to have vehicles on campus.

RATIONALE – The parking resources on the campus of Millersville University currently do not allow for all students residing in campus housing to have a registered vehicle. Therefore, the University must impose parking restrictions. Parking restrictions have been imposed for those resident students with less than 30 credits and under 21 years of age.

It is the hope of the Student Affairs Division that resident students covered under this restriction will take advantage of the transportation alternatives available to them. For a complete explanation of those benefits see the section entitled Alternative Transportation.

ENFORCEMENT – The Millersville University Police Parking Division will not sell parking permits to resident students with less than 30 credits who are less than 21 years of age. Members of the campus community who are eligible for a resident or commuter permit are not permitted to purchase a permit for anyone covered by this restriction.

The University requests that students comply with the spirit of this policy by not bringing cars to the campus with the expectation that they can be parked on Borough streets and other public areas not owned or controlled by the University or the fact that they have applied and are "waiting" to be notified of approval.

Millersville University works with the Borough of Millersville to reduce traffic flow and parking in the residential areas near the campus. It should be further noted that in some cases parking on Borough streets requires a special permit issued by the Borough and in selected areas in the Borough overnight parking is prohibited.

EXCEPTIONS – Students covered by this restriction must demonstrate a compelling need to secure a permit to have a car on campus. Students must completely fill out a permit application and attach with this application any waiver documentation by the appropriate deadline in order to be considered for a permit. Waivers may be requested for the following reasons only:

1. MEDICAL – A medical condition that requires the use of a vehicle for campus transportation or regular doctor's visits. Verification from a physician is required. *Only a student's medical condition will be honored. Family or relative medical conditions do not apply.*
   All medical requested must be approved through the Office of Learning Services. You need to contact this office at this number – (717) 872-3178.
2. MILITARY – Active military status with the Reserves or National Guard where on-call status is required. Verification from the unit commanding officer is required or active military ID.
3. EDUCATIONAL – Classes scheduled at off campus locations may require the use of a vehicle. Copy of class schedule showing this off campus class or a letter from the Registrar is required.

Requests for waivers must be received at the University Police Parking Division no later than **August 23rd, 2013** to be considered for the Fall 2013 semester, and **December 9th 2013** to be considered for the Spring 2014 semester. After each deadline the application consideration is closed until the following semester. Emergency situations that arise after the deadline may be considered based on parking space availability.

Please send applications to:

MU Parking Division / Freshman Review Committee
P.O. Box 1002
Millersville, PA 17551

LOTTERY – All resident parking permits not sold by the beginning of the first week of classes will be made available to freshman resident students by means of a lottery. All permit applications received by the freshman deadline will be placed in a pool from which a set number of applications will be drawn. **Students will be notified by postcard they have been approved or denied during the first week of classes at their campus mailing address.** Students must check their campus mail during the first week of classes to see if they were approved or denied. Failure to secure the permit as directed will result in the application being discarded and additional applications drawn from the pool.

PARKING INQUIRIES – Information about the status of a waiver request, lottery location or selection, or violation of parking regulations will generally be shared with the applicant or permit holder only.

GENERAL RESTRICTIONS – The Millersville University Police Parking Division and the Chief of University Police reserve the right to deny waiver requests and revoke parking privileges for permits issued. Those persons having permits revoked forfeit the permit fee and must return the permit to the Parking Division. Accumulation of five (5) parking tickets will result in an automatic revocation of parking privileges for one academic semester. Student vehicles will be subject to booting or towing at the owner's expense. If you do not apply on time or were denied a parking permit and receive tickets, you may hurt your chances of obtaining a permit for upcoming semesters.

Freshman resident permits are only issued for one semester at a time. Students must apply by the deadline before each semester. **Information about applying for a parking permit is only sent to the student prior to the start of the academic year. Student must be aware that they need to re-apply for the Spring semester while here at Millersville.**

Those students covered by the resident student restriction who secure or attempt to secure a permit by providing falsified information, or any upperclassman who secures a permit for a student covered by the permit restriction, will have future parking privileges revoked and may face campus judicial action.

DO NOT SEND PAYMENT. PERMIT APPLICATIONS MUST BE APPROVED BEFORE YOU NEED TO PAY.

ALTERNATIVE TRANSPORTATION – To meet the needs of students without vehicles or who wish to use public transportation, the University utilizes a shuttle operated by Red Rose Transit Authority. Members of the campus community can also ride Rt 21 (Park City and Lancaster) and Rt 16 (Lancaster City) public buses free of charge by simply displaying their University identification. The campus is also served by two 24 hour taxi services. Transportation to area medical facilities can be arranged free of charge through Witmer Infirmary. Campus escort services are also available to all students.

Students who wish to bring vehicles to campus prior to a scheduled holiday or break may secure a temporary permit through the University Police for a nominal fee. Temporary permits must utilize perimeter parking and may be issued for no more than five (5) days.

MILLERSVILLE UNIVERSITY FRESHMAN PERMIT REQUEST FORM
2013/2014

****** PLEASE READ – VERY IMPORTANT INFORMATION ******

ALL VEHICLES parked on the Millersville University campus MUST display a current parking permit at all times.
If you have family, friends or relatives visiting you on campus, you must make sure that they pick up a temporary permit from the University Parking Division office before they park on campus. If you know somebody is going to visit you on campus, you can pick up a temporary permit ahead of time for them.

Temporary permits are for visitors, not students. If a student is constantly in the Parking Division office to get temporary permits, they may be denied permits in the future.

The first week of classes during the Fall, Spring and Summer semesters are considered grace periods for having a parking permit. During this period, if you do not have a permit, you may receive a warning instructing you that you need a parking permit to park on campus. After the first week of classes, the owner/operator of any vehicle that receives a parking ticket for not displaying a current permit will be responsible to pay for that ticket. The grace period will not be extended. (THE GRACE PERIOD DOES NOT APPLY TO ANY OTHER VIOLATION OF THE PARKING REGULATIONS OTHER THAN A PERMIT VIOLATION)

If you have outstanding parking tickets, you will be required to pay them in full before we can process your application and issue you a parking permit if you are approved.

Any application received after the deadline will be put in stand-by. If permits are still available after the lottery has been drawn, applications received past the deadline will be reviewed.

Do not send payment. **You must be approved for a permit before you need to pay for it. A postcard will be sent to your campus mail address during the first week of classes stating if you are approved or denied.**

Freshmen can only apply for a permit a semester at a time. You must re-apply every semester until you are either the age of 21, or if you have more then 30 credits.

Please use this checklist when you are ready to send in your application:

- ☐ Did you completely fill out your application; check off which permit you are applying for?
- ☐ Did you remember to read and sign your application?
- ☐ Did you include your local address on your application?
  - **Your local address is your campus dorm address, if you do not include your dorm address, we cannot process your application. Please hold your application and wait for you dorm information to be sent to you before you submit your application.**
- ☐ Did you include your student I.D. number?
  - **This number is located on your student I.D. card located under your picture (example M00123456). If you do not have a valid student I.D., we cannot process your application.**

Quick rundown of rules for each permit:

Resident permits (blue and green)
Valid for color that is assigned
(blue – blue line spaces, green – green lines spaces)
Must be in assigned color spaces from 7a.m. to 4p.m. After 4p.m. a resident permit is valid for any legal lined colored parking space (not reserved with signs)

Weekend parking:

No permits are required during weekend hours. Weekend hours start 4 p.m. Friday and last until 7a.m. Monday. During this time anybody can park in any legal lined parking space on campus.

MILLERSVILLE UNIVERSITY FRESHMAN PERMIT REQUEST FORM
2013/2014

PLEASE FILL OUT THIS APPLICATION COMPLETELY

ANY MISSING INFORMATION MAY DELAY YOUR REQUEST FOR A PARKING PERMIT. ALL APPLICATIONS WILL BE SUBMITTED FOR LOTTERY UNLESS PROPER DOCUMENTATION IS PROVIDED FOR ONE OF THE WAIVER EXCEPTIONS. (SEE FRESHMEN RESIDENT PERMIT POLICY)

1) PERSONAL INFORMATON:

NAME: _____ **CREDITS PASSED (if any):** _____ **STUDENT M#:** _____

DATE OF BIRTH: _____ **DRIVERS LICENSE #:** _____

DORM ADDRESS: _____
(Dorm and Dorm room # needed only)

HOME ADDRESS: _____
Street City State Zip

PHONE NUMBER: (Dorm/Cell) _____ **(Home)** _____

2) PLEASE SELECT THE PERMIT TYPE WHICH YOU REQUIRE:

FALL ONLY ($63) ____ (Aug. 26th – Dec. 9th, 2013) **SPRING ONLY ($63)** ____ (Jan 27th – May 9th, 2014)

Freshman students can only apply for permits a semester at a time. You must re-apply each semester.

3) MANDATORY VEHICLE INFORMATION:

PRIMARY VEHICLE	**SECONDARY VEHICLE (if any)**
License Plate #: _____	License Plate#: _____
State: _____	State: _____
Make: _____	Make: _____
Model: _____	Model: _____
Color: _____	Color: _____

4) DECLARATION:

I, the undersigned, acknowledge that:

- The information provided in this application is correct;
- The permit issued to me is the property of Millersville University, is non-transferable, and is for my use only;
- I agree to comply with the Millersville University Traffic and Parking regulations;
- Consequences of failure to follow parking regulations may only be discussed with the permit holder, applicant, or registered owner of the vehicle.

Signature: _____

OFFICE USE ONLY	DATE PAID : _____ PERMIT #: _____ FEE: _____ NOTES: _____ DATE RECEIVED: _____ APPROVED ___ _____ DENIED ___ _____ STAND BY ___ _____

Here is a quick checklist of things to follow before you submit your parking permit request:

- Did you completely fill out your application; check off which permit you are applying for?
- Did you remember to read and sign your application?
- Did you include your local address on your application?
  - **Your local address is your campus dorm and dorm room #, if you do not include your dorm address, we cannot process your application.**
- Did you include your student I.D. number?
  - **This number is located on your student I.D. card located under your picture (example M00123456). If you do not have a valid student I.D., we cannot process your application.**
- Did you provide all documentation applicable for any of the exceptions stated on the forms provided?

Frequently asked questions freshmen students have about applying for a parking permit:

Is a freshman permitted to have a vehicle on campus?

First year freshman with less than 30 credits, or the under the age of 21 are generally not permitted to have a vehicle on campus. The only way you can purchase a permit is if you are approved through the lottery, or if you are approved by providing proof of one of the exceptions on the freshman permit policy form.

What if I don't know my dorm address yet? Can I still apply?

Your dorm address is required. There are different permits for different areas on campus. Your dorm address tells us where we can assign parking for you. If you do not include your dorm address on your application, you may delay your application from being submitted. You must wait for campus housing to provide this information to you before submitting your application.

What if I don't fall under any of the exceptions stated on the freshmen permit policy form? Can I still apply?

Yes you can. Basically all you do is fill out the application completely and submit it by the deadline.

Who may inquire about the failure to receive a waiver or a permit?

Only the permit/waiver applicant will generally be given information regarding a denial of a waiver request or the lottery process. Inquiries made by any person other than the student permit applicant may not be honored.

PLEASE REMEMBER AS A FRESHMAN, YOU MUST APPLY FOR A PARKING PERMIT EACH SEMESTER SEPERATELY BY THE DEADLINE SET UNTIL YOU ARE NO LONGER A FRESHMAN (over 21 years old or have more than 30 credits passed). WE ARE NOT RESPONISBLE IF YOU DO NOT APPLY FOR UPCOMING SEMESTERS ON TIME. PARENTS, IF YOU ARE READING THIS, PLEASE MAKE SURE YOUR FRESHMAN STUDENT READS AND UNDERSTANDS THIS INFORMATION. THIS IS VERY IMPORTANT.