Parking and Traffic Regulations

Introduction

The purpose of this official publication is to provide you with information concerning the traffic and parking regulations on the UNO Main Campus. These rules are necessary to provide for orderly parking and traffic flow.

We suggest that you refer to this guide regularly to avoid receiving a parking or traffic ticket. If you are unsure about a parking lot or parking space, do not risk receiving a ticket; park somewhere else. The Parking and Traffic Section of UNO Police Department will issue both traffic and parking tickets if these rules are not followed.

Operator’s Responsibility

You must familiarize yourself with and follow all parking and traffic regulations which are in effect 24 hours a day, seven days a week.

Pedestrians have the right of way; all vehicular traffic, motorcycles, motor scooters, and other wheeled transportation must yield to foot traffic, especially in the crosswalks.

All other state and local traffic regulations, such as coming to a complete stop at stop signs, apply on campus.

The maximum speed limit on campus is 20 mph. The speed limit in all parking lots is 10 mph.

Lock your vehicle always and store your valuables out of sight. The university assumes no responsibility for any vehicle or its contents at any time while operating or parking on university-owned or controlled property. Taking personal responsibility for your safety and your belongings will reduce the number of crimes on campus.

Motor vehicle accidents must be reported to University Police immediately. When reporting an accident, include the name(s) of the driver(s), and driver’s license number(s) of all parties involved. If the other party is absent: 1) place your name, phone number, and driver’s license number securely on the vehicle; 2) make an immediate report to University Police to avoid being charged with a hit and run accident. A few days after the report is taken, you can receive a copy. You can use this report to file with your insurance company.

The university is not responsible for damage to vehicles caused by another in the process of driving and/or parking on campus. All vehicles are operated or parked on campus at the owner’s risk.

All vehicles operated on campus must be in safe working condition.

In case of emergency, call University Police at 280-6666
APPROVED PARKING REGULATIONS
To help the UNO community understand where and how to park, the following rules have been developed. Failure to follow these rules will result in a ticket.

- All vehicles parked on campus must have a parking decal (excluding the Pay Lot).
- The Traffic and Parking Regulations are in effect 24/7, 365 days per year.
- Remember, a parking decal does not guarantee you a parking space; it only allows you to park on campus.
- All vehicles must park facing the centerline or curb (the rear of the vehicle must face outward) and must be within the boundaries of one parking space.
- Pedestrians have the right of way
  - All vehicular traffic, motorcycles, motor scooters, and other wheeled transportation must yield to foot traffic, especially in the crosswalks.
- Lock your vehicle always and store your valuables out of sight. The university assumes no responsibility for any vehicle or its contents at any time while operating or parking on university-owned or controlled property.
- All rules are in effect 24 hours a day, seven days a week, throughout the campus.

STUDENT PARKING
All WHITE lined spaces are for student parking. In the evenings (between 5:00 p.m. and 6:00 a.m.) and on weekends, students may park in the YELLOW spaces. Students may not park in any RED lined spaces or RESERVED spaces. Remember, on weekdays (Monday – Friday 6:00 a.m. to 5:00 p.m.) if you park in spaces other than ones painted WHITE, you are subject to be ticketed.

The University honors valid parking decals from the following schools:

- Ben Franklin High School
- Delgado Community College
- Nunez Community College
- Southern University of New Orleans
- Xavier University

Non-UNO and dual enrolled students with one of the above valid decals must follow the regulations set forth for student parking.

FACULTY/STAFF PARKING
All YELLOW lined parking spaces are for faculty/staff parking.

Students may park in the yellow lined parking spaces between the hours of 5:00pm and 6:00am on weekdays and on weekends.

Faculty and staff members from Ben Franklin High School, Delgado, Nunez, SUNO, and Xavier who have a valid decal from their institution may park in the yellow lined parking spaces.

RESERVED PARKING
Reserved parking spaces are designated by a sign or parking spaces which have “Reserved” painted on the pavement.
Reserved parking spaces are reserved 24 hours a day, seven days a week.

Only individuals with prior approval from the University Administration can park in these reserved spaces.

Prior approval applies to the Reserved parking space in front of the University Center.

**PARKING FOR PERSONS WITH DISABILITIES**
Spaces have been identified throughout campus specifically for people with disabilities. To park in a disability parking space, you must have a UNO DISABILITY DECAL or one of the following: a state-issued disability license plate or a state-issued disability hang tag displayed on the rear view mirror. Other parking accommodations can be made under special circumstances. Please contact the Office of Disability Services (280-7327) for information. Persons with disabilities, who have the proper decal and tag, will not be ticketed if parked on campus in areas that do not impede traffic. This parking exception excludes the loading zones and service drives, which are necessary traffic areas for delivery, service, and emergency vehicles, and areas not designated for parking (for example, on the grass or traffic lanes).

**RESIDENTIAL PARKING**
Campus residents have the privilege of parking vehicles close to their residence and must obtain a special Residential Parking Decal from University Police or Pontchartrain Hall offices, if parking in the designated residential lot. Residents of Pontchartrain Hall are allowed one Residential Decal per person; Lafitte Village residents can receive two Residential Decals per apartment. These must be renewed each semester (fall, spring, summer). Vehicles with residential decals are allowed to park on campus in the student parking areas and must follow the rules for student parking as stated under “Student Parking”.

The yellow-lined spaces in front of Pontchartrain Hall are reserved 24 hours a day / 7 days a week for staff members.

Pontchartrain Hall and Lafitte Village visitors can obtain a temporary parking decal from the Pontchartrain Hall front desk.

**PRIVATEER PLACE RESIDENTS**
Residents of Privateer Place must obtain a parking decal from the Privateer Place Management office. If Privateer Place residents, who are also enrolled UNO students, wish to park on campus outside of their designated residential lot, they must obtain a student parking decal at no charge from University Police.

**RECREATION AND FITNESS CENTER**
All members (except UNO students, faculty/staff) must obtain a parking permit from the Recreation and Fitness Center. The permit allows parking only in the lot east of the Recreation and Fitness Center. The charge for the permit varies depending on the length of your membership. UNO students and faculty/staff must obtain a regular UNO parking decal from University Police and park in accordance with all rules and regulations.
**BEN FRANKLIN PARKING LOTS**
Ben Franklin High School is responsible for issuing parking decals to faculty, staff and students of Ben Franklin High School. There are parking lots specifically designated for Ben Franklin. Any vehicles with an UNO decal or unregistered vehicles parked in these lots are subject be ticketed. Conversely, vehicles with Ben Franklin decals will be ticketed if parked in UNO parking lots.

**LOADING/SERVICE DRIVES**
Vehicles making deliveries on campus may use the service drives to load and unload heavy items. In special situations, University Police can provide authorization for UNO employees to use these areas with a 30-minute limit. Remember that you must have special permission from University Police prior to using these areas.

**UNIVERSITY CENTER HORSESHOE**
The parking spaces in the UC horseshoe are marked with reserved signs and parking is not allowed in this area without proper authorization.

**APPROVED VISITOR PARKING**
There are two pay lots on campus in which you can park for a small fee per day. One is located adjacent to the University Center (UC Pay Lot) and the other is located by the Science Building (Science Pay Lot).

**MOTORCYCLE/MOTOR SCOOTER PARKING**
Motorcycles do not need a parking decal to park on campus but must park only in spaces that are striped areas in parking lots and parked so not to interfere with pedestrian and/or vehicular traffic and safety. Motorcycles that are parked in spaces designated for cars will be ticketed. Motorcycles and motor scooters are prohibited from being operated on campus sidewalks. Motorcycles and motor scooters must yield to the right of way of pedestrians.

**BICYCLES, SKATEBOARDS, OTHER WHEELED TRANSPORTATION**
Bicycles, skateboards, roller blades, etc., may be used on campus as a form of transportation but like other wheeled forms of transportation, must be used carefully. Tricks, stunt riding, and driving lessons are not allowed on campus. Bicycles, skateboards, rollerblades, etc., must yield to the right of way of pedestrians.

**GUEST PARKING**
Occasionally special guests come to campus. University Police will either issue special guest passes to be placed on the visitors’ vehicles or physically block off an area of parking spaces. Spaces reserved for special guests will be clearly designated and no one else may park in these spaces. To arrange for special guest parking, contact University Police 48 hours in advance of the event. Passes are for visitors to the campus on official university business only, such as guest speakers, conference participants, or persons attending a special meeting. Current faculty, staff or students cannot use these parking passes.
PARKING DECALS
All UNO students, faculty and staff who park a vehicle on campus are required to obtain a parking decal and have it affixed to the rear of the vehicle. A decal does not guarantee you a parking space; it only allows you to park on campus. When parking on campus the Parking and Traffic Regulations must be adhered to and are in effect 24/7.

Faculty and staff may pay for parking decals by payroll deduction either online (WebSTAR self-service). Parking decals may also be paid for with cash or check at the Bursar’s Counter.

Decal assessment for students can be done during Centralized Enrollment Services, mail-in payment, or in person at the Bursar’s Counter. If a student receives financial aid and would like the decal posted to their account, a Title IV form must be on file with the Bursar’s Office and the student must go to the Bursar’s Office to have the charge posted. After the parking fee is paid, the vehicle must be registered with University Police, 221 Computer Center, Monday through Friday between 8:00 a.m. and 4:30 p.m. Once registered, University Police will issue the decal. Decals are not sent to students through the mail.

Bring the following information with you to University Police to register your vehicle:
- Receipt from completion of online application or payment receipt from the Bursar’s Counter/proof of payment for decal
- Student or Employee I.D.
- Current driver’s license
- Current motor vehicle registration (if a new vehicle, bring the temporary registration papers received from the dealership when the car was purchased)
- Payment receipt from the Bursar’s Counter/proof of payment for decal

Please note: until you affix your decal to your car, the vehicle is not considered registered and you may be ticketed.

Parking decals, excluding residential decals, are valid from the date of purchase until August 15 of each year.

Residential decals are valid for the semester indicated on the decal.

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**DECAL FEES**

<table>
<thead>
<tr>
<th>Decal</th>
<th>Price w/Tax</th>
<th>Credit Card Fee</th>
<th>Price w/Credit Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester (Full Year)</td>
<td>$130.56</td>
<td>$3.26</td>
<td>$133.82</td>
</tr>
<tr>
<td>Fall Semester (Additional decals)</td>
<td>$78.34</td>
<td>$1.96</td>
<td>$80.30</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>$114.90</td>
<td>$2.87</td>
<td>$117.77</td>
</tr>
<tr>
<td>Spring Semester (Additional decals)</td>
<td>$71.03</td>
<td>$1.78</td>
<td>$72.81</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>$88.78</td>
<td>$2.22</td>
<td>$91.00</td>
</tr>
<tr>
<td>Summer Semester (Additional decals)</td>
<td>$57.45</td>
<td>$1.44</td>
<td>$58.89</td>
</tr>
<tr>
<td>Temporary Vendor Tags</td>
<td>$5.22</td>
<td>$0.13</td>
<td>$5.35</td>
</tr>
</tbody>
</table>

There is no fee for residential decals.

**All fees are subject to change without notice.**

Decals are issued for only one vehicle. Placing the decal issued for one vehicle onto another vehicle is a violation of these rules. *Decals are non-transferrable.*

If an additional vehicle is used from the same household and the persons are related, an additional decal can be purchased at a reduced price in accordance with the rates in effect for that semester. The intent of this is to allow persons who register more than one vehicle a reduction in cost. Multiple registrations to reduce fees for anyone other than the applicant or registering a vehicle in the wrong status is considered false representation and are violations of these rules and subject to university action, including the loss of a parking decal.

**DECAL REFUND POLICY**

If you purchased a parking decal but do not need one, you may receive a 100% refund if you request this by the date for 100% refunds as published in the Class Bulletin. After you have obtained verifcation from University Police that you did not receive a decal, the Bursar’s Office may refund your money or apply the amount to any unpaid balance on your account. After the 100% refund date has passed, no refunds for decals will be issued unless there are extenuating circumstances.

**DECAL PLACEMENT**

Registration is not complete until you place the decal on your vehicle. You must permanently affix the entire decal on the outside of the rear glass on the lower left side (driver’s side rear window). If you have a vehicle such as a convertible or a jeep that would make this decal
placement difficult to see, University Police will advise as to where to affix the decal. No other location is acceptable, and you will be ticketed if the decal is not affixed correctly. Do not place a new decal over the old one. (To remove the old decal, a razor blade works best and does not scratch the glass.)

The parking decal should be immediately removed when:
- The decal date has expired.
- The vehicle ownership has changed.
- You are no longer part of the UNO community.
- You change status at UNO (for example from student to faculty/staff)
- You violate these rules and your decal is revoked.

REPLACEMENT DECALS/NEW CARS
You cannot transfer a decal from one vehicle to another. If you need a replacement decal, you can receive a free one by bringing in the valid decal from the vehicle you are replacing. Otherwise, you must pay for a new decal in accordance with the rates in effect for the particular semester and permanently affix it in the proper location. New cars that have a temporary license plate need a current decal to park on campus. You must register your new vehicle with University Police. A decal can be issued to a vehicle with a temporary license plate. You will need to advise University Police when the permanent plate information is received.

TEMPORARY PARKING TAGS
Temporary parking tags are designed to be hung on the vehicle’s rear view mirror. On vehicles without a suspended mirror, place the parking tag with tag number side up on the passenger side of the dashboard. If you have a valid decal and for some reason need to use a vehicle that does not have a decal, a temporary parking tag, good for one day only, but for repairs can be issued for up to 2 weeks. The University Police dispatcher, on duty 24 hours a day, can issue these temporary parking tags. If you have a valid decal and need a temporary parking tag for longer than one day, you need to stop by University Police during regular hours.

VIOLATIONS AND FINES
The University will use a variety of methods, including obtaining information from the Department Motor Vehicle Registration, to track violators. To avoid having to worry about these violations and fines, purchase and affix a decal, park in the right space, and follow all the rules of the road.

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Violations and fines that will be enforced are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Warning</td>
<td>$0</td>
</tr>
<tr>
<td>01</td>
<td>Unregistered Vehicle</td>
<td>$50</td>
</tr>
<tr>
<td>02</td>
<td>Student Parked in F/S Space</td>
<td>$30</td>
</tr>
<tr>
<td>03</td>
<td>Unauthorized vehicle in disability space</td>
<td>$100</td>
</tr>
<tr>
<td>04</td>
<td>No Parking Zone/Service Drive</td>
<td>$30</td>
</tr>
<tr>
<td>05</td>
<td>Vehicle Not Facing Center Line or Curb</td>
<td>$30</td>
</tr>
<tr>
<td>06</td>
<td>Overtime Parking</td>
<td>$30</td>
</tr>
<tr>
<td>07</td>
<td>Unauthorized Vehicle in Reserved Space</td>
<td>$30</td>
</tr>
<tr>
<td>08</td>
<td>Vehicle Parked in Traffic Lane</td>
<td>$50</td>
</tr>
<tr>
<td>09</td>
<td>Vehicle Occupying More Than 1 Space</td>
<td>$30</td>
</tr>
<tr>
<td>10</td>
<td>Vehicle Parked on lawn/sidewalk</td>
<td>$100</td>
</tr>
<tr>
<td>11</td>
<td>Failure to Obey Traffic Signs</td>
<td>$30</td>
</tr>
<tr>
<td>12</td>
<td>Speeding</td>
<td>$50</td>
</tr>
<tr>
<td>13</td>
<td>Dangerous Operation of a Vehicle</td>
<td>$100</td>
</tr>
<tr>
<td>14</td>
<td>Failure to possess/display valid Driver’s License</td>
<td>$100</td>
</tr>
<tr>
<td>15</td>
<td>Operating a Vehicle w/o License Plate</td>
<td>$100</td>
</tr>
<tr>
<td>16</td>
<td>Failure to Yield Right of Way</td>
<td>$50</td>
</tr>
<tr>
<td>17</td>
<td>Action to Avoid Pay Lot Payment</td>
<td>$50</td>
</tr>
<tr>
<td>18</td>
<td>Repairing Vehicle on Campus (other than an emergency)</td>
<td>$30</td>
</tr>
<tr>
<td>19</td>
<td>Failure to Obey Police Officer</td>
<td>$50</td>
</tr>
<tr>
<td>20</td>
<td>Leaving Scene of Accident w/o Notification</td>
<td>$30</td>
</tr>
<tr>
<td>21</td>
<td>False Representation of Vehicle Registration</td>
<td>$50</td>
</tr>
<tr>
<td>22</td>
<td>Service Charge for Immobilization</td>
<td>$30</td>
</tr>
<tr>
<td>23</td>
<td>Unauthorized attempted/removal of Immobilization Device</td>
<td>$50</td>
</tr>
<tr>
<td>24</td>
<td>Other</td>
<td>$30</td>
</tr>
</tbody>
</table>

All fees are subject to change

Multiple tickets may be issued if more than one violation has occurred during any one period of time.
PAYMENT OF FINES
All fines must be paid in full (including late fee if applicable) within 14 calendar days of the date issued. Tickets paid after this time will be assessed a $5.00 late fee. You can make payment either in person, at the Bursar’s Office (located on the first floor of the Library) or if an employee or student, online through Webstar.

If you appeal the ticket, and the ticket is voided, all monies paid will be refunded or applied to your account, including the late fee.

Unpaid student fines will be charged against the student’s account and may constitute grounds for withholding grades, transcripts, graduation, and denial of registration until paid. Unpaid tickets could result in a number of consequences, such as the loss of the privilege to purchase further parking decals, having your vehicle immobilized, or interference with your class registration, etc. Repeat violators of tickets and unpaid fines are subject to additional judicial action.

PARKING AND TRAFFIC TICKET APPEALS
The purpose of the Parking and Traffic Regulations, as established by University Police, is to provide for fair and orderly parking and traffic flow for all faculty, staff, students, and visitors to the University. We strongly encourage you to read and become familiar with the parking and traffic regulations established by University Police. If you are unsure about a parking lot or parking space, you may want to consider parking elsewhere instead of taking the risk of being issued a ticket.

If you feel a ticket was issued in error or believe the circumstances under which you parked in violation of the regulations warrant consideration, you can submit an appeal. It is strongly suggested that you review the regulations during your appeal process.

HOW TO APPEAL A TICKET
Send an e-mail to traffic@uno.edu within 14 days of receipt of the ticket, or notification of the ticket.

The appellant should submit an email which must contain the information below. If all information is not included, the appeal will not be reviewed.
• Name of the appellant (must be the person whom the ticket was issued)
• UNO ID number (if applicable)
• Ticket number
• UNO parking decal number
• Current mailing address
• Email address (if a UNO student, faculty, or staff, this must be a UNO email address)
• Telephone number
• Detailed reason for the appeal
• Pertinent attachments (i.e. photographs, documentation of vehicle repair, etc.)
ACCEPTABLE GROUNDS FOR PARKING TICKET APPEALS

Parking ticket appeals should be based on the premise that the ticket was not consistent with University parking regulations, or that extenuating circumstances exist that may excuse the appellant from compliance with these regulations.

Appeals based on the following are not acceptable grounds for appeal:

- Ignorance of the Parking and Traffic Regulations.
- Inability to find a parking space.
- Operation of the vehicle by another person.
- Failure of officers to ticket previously for similar offenses.
- Disagreement with the Parking and Traffic Regulations

Appealing a Ticket:

- The first step entails submitting an email statement describing why the ticket was unwarranted.
- The appeal must be submitted within fourteen (14) calendar days of the date of the violation.
- Appellants are notified by email or mail as to the result of their appeal(s) and how to request a review of the initial decision.

Three Member Panel:

The second step of the ticket appeal process entails the coordination of a three-member panel of University faculty, staff, and student members. The panel’s responsibility is to review the decision made at prior appeal step in effort to determine whether the appellant’s ticket appeal was denied due to an error in fact or law, if the appellant was not afforded due process, or to review any additional information which was not provided in the original appeal. If these criteria are not met, then the panel cannot reverse a hearing officer’s decision. The first step appeal information is reviewed at this step. Panel meetings are not hearings or re-hearings; appellants do not appear at panel meetings.

TOWING, IMPOUNDING, IMMOBILIZING, AND OTHER ACTION

The university reserves the right to immobilize, remove, impound, or ban any vehicle from campus for the following reasons:

- Three (3) unpaid tickets.
- Non-compliance with safety/legal requirements.
- Abandoned vehicle (more than three days) or an inoperable vehicle.
- Vehicles impeding the flow of traffic or emergency vehicles.
- Vehicles parked in reserved spaces or restricted areas.

If your vehicle is towed and/or impounded, you must resolve any outstanding tickets issued by the university, as well as any cost associated with towing and storage of your vehicle. If your vehicle is immobilized, you must resolve any outstanding tickets and pay the service charge for immobilization prior to the device being removed. Repeat violators could also be subject to other internal or external processes.
General Parking and Traffic Inquires

Parking and Traffic Section
University Police
221 Computer Center
New Orleans, LA 70148
(504) 280-6047

Hours of Operation:
Monday-Friday
8:00am – 4:30pm

For information regarding Ticket Appeals:
Click here to access "How to Appeal a Ticket"

Please note, the most recent parking regulations and information can always be found at:
http://new.uno.edu/upd/parking-services