



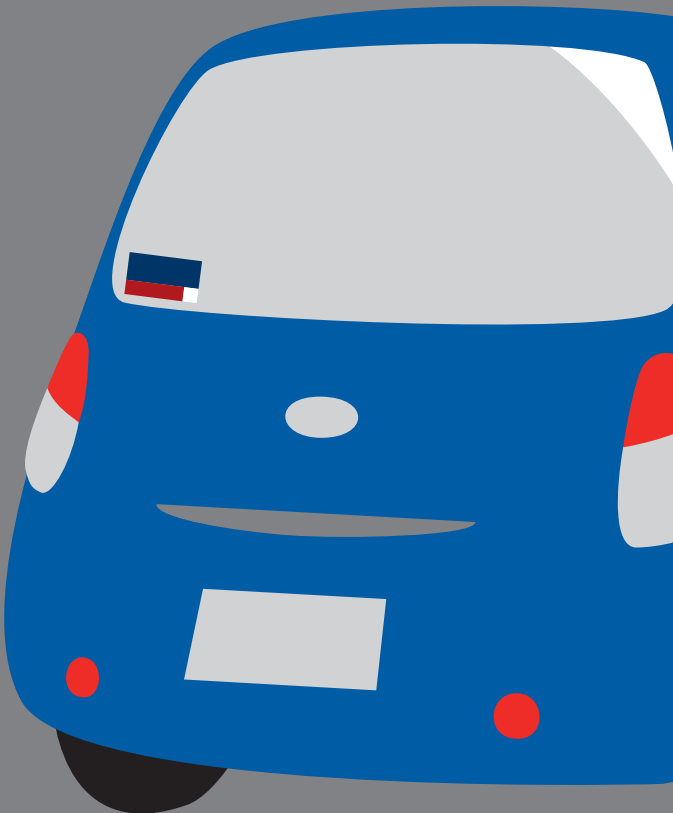
THE UNIVERSITY *of*
NEW ORLEANS

UNIVERSITY POLICE

PARKING AND TRAFFIC REGULATIONS



*Vehicle, motorcycle, bicycle and
other forms of transportation*



**THE PARKING AND TRAFFIC
REGULATIONS FOR THE
UNIVERSITY OF NEW ORLEANS
ARE IN EFFECT 24/7**

OPERATOR'S RESPONSIBILITY

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

Included in this brochure is the campus parking map. 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 getting 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.

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 at all times 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**



revised July 2014

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 and metered parking spaces in front of the University Center).
- The Traffic and Parking Regulations are in effect 24/7.
- Red decal= student decals and White decal=faculty/staff decals.
- To obtain a decal, pay for a decal at the Bursar's Office or online, then go to University Police to register your vehicle. University Police will issue a decal for your vehicle.
- Remember that a parking decal does not guarantee you a parking space; it only allows you to park on campus.
- Vehicles with current UNO decals cannot park in designated visitor parking spaces or at metered parking spaces.
- 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.
- All rules are in effect 24 hours a day, seven days a week, throughout campus, including the East Campus and the Arena.

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 will get a ticket.

Dual enrolled students at either Delgado or Nunez Community Colleges or SUNO who have a current decal from those institutions may park on the UNO campus in spaces designated for students only.

Students who are residents of student housing must obtain a free residential decal to park in the residential lot. To park outside of the residential lot, students must obtain the regular student decal.

Faculty/Staff Parking

Spaces in YELLOW and spaces with designated signs are approved for faculty/staff from 6:00 a.m. to 5:00 p.m.,

Monday-Friday. After 5:00 p.m. and on weekends students may also park in these spaces. RED lined spaces are reserved for faculty/staff 24 hours a day, seven days a week.

Faculty and staff members from Delgado Community College, Nunez Community College or SUNO who have a current decal from that institution may park on the UNO campus.

Reserved Parking

Special reserved spaces, designated with a sign or spaces which have "Reserved" painted on the pavement, are reserved 24 hours a day, seven days a week, for individuals with prior approval from the university administration.

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 DECAL and 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 (280-6222) 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 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 must park in white lines spaces only. The yellow-lined spaces in front of Pontchartrain Hall are reserved 24 hours a day/7 days a week for staff members.

The Human Performance Center front parking lot, white lined spaces only, and the rear gravel lot is designated as overflow parking for residents of Pontchartrain Hall.

Pontchartrain Hall residents are not allowed to park in the parking lot across from the Performing Arts Center by the Human Performance Center fields.

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 wish to park on campus outside of their designated residential lot, they must obtain a regular UNO parking decal.

Vendor Parking

During regular office hours, temporary parking tags, for vendors conducting business on campus, can be purchased per semester. The temporary parking tag is hung on the vehicle's rear view mirror.

Jefferson Center

Decals are not required to park at the Jefferson Center. Parking on the UNO main campus requires a current decal.

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 will 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.

APPROVED VISITOR PARKING

Pay Lots

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).

Metered Parking

Visitors may also park in metered spaces located at the University Center Horseshoe. No vehicle with a current decal can park at these meters. Vehicles parked at expired meters will be ticketed.

Visitors whose vehicles have appropriate state issued disability license plates or placards are exempt from fees while parked at pay meters for a period of two hours.

Motorcycle/Motor Scooter Parking

Motorcycles do not need a parking decal to park on campus but must park only in spaces designated for motorcycles or in striped areas of parking lots that do not 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.

Special 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.

Passenger Drop Off / Pick Up Areas

There are special cut away areas on Harwood Drive for vehicles to pull off the street and drop off/pick up passengers without interfering with traffic. These are not parking spaces and any unattended vehicle will be ticketed.

PARKING DECALS

All UNO students, faculty and staff who park a vehicle on campus are required to purchase a parking decal. 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) or by filling out the payroll deduction form at University Police. 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 Bursars 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
- Current driver's license
- Current motor vehicle registration (if a new vehicle, present your temporary license plate, which is attached to the back of your temporary registration papers)
- 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.

Decal Fees

	First Vehicle	Each Add'l Vehicle
Full Year Decal	\$100.00	\$50.00
Spring/Summer	\$85.00	\$43.00
Summer	\$60.00	\$30.00

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.

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 can receive a 100% refund if you request this by the date for 100% refunds as published in the Class Bulletin. After you have obtained verification from University Police that you did not receive a decal, the Bursar's Office will 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 that are approved through the appeal process. Contact the Office of Student Accountability and Advocacy for more information, 280-6222.

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 a 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 Car

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.

Violations and fines that will be enforced are:

Code	Violation	Fine
00	Warning	\$00
01	Unregistered vehicle	\$50
02	Student parking in F/S space	\$30
03	Unauthorized vehicle in disabled space	\$100
04	No parking zone/service drive	\$30
05	Vehicle not facing center line or curb	\$30
06	Overtime parking	\$30
07	Unauthorized vehicle in reserved space	\$30
08	Vehicle parked in traffic lane	\$50
09	Vehicle occupying more than one parking space	\$30
10	Vehicle parking on lawn/sidewalk	\$100
11	Failure to obey traffic signs	\$30
12	Speeding	\$50
13	Dangerous operation of vehicle	\$100
14	Failure to possess/display valid driver's license or state vehicle registration	\$100
15	Operating vehicle without license plate or temporary plate displayed	\$100
16	Failure to yield right of way	\$50
17	Action to avoid meter/pay lot payment	\$50
18	Repair to vehicle on campus (other than emergency repair)	\$30
19	Failure to obey a police officer	\$50
20	Leaving the scene of an accident without proper notification	\$30
21	False representation in vehicle registration	\$50
22	Service charge for immobilization/tow	\$30
23	Unauthorized removal/attempted removal of immobilization device	\$50
24	Other	\$30

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) at the Bursar's Office 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 night depository (located on the east side of the Administration Building), or through the mail. To ensure proper credit to your account, send a check or money order made payable to "UNO" and include the ticket number(s), your name, and your ID number. Do not send cash. 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 at the Bursar's Office 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 internal and external judicial action. Unpaid faculty/staff fines will be handled through payroll deduction, with your approval, or can be paid directly through the Bursar's Counter.

PARKING & TRAFFIC TICKET APPEALS

If you receive a ticket that, in your assessment, was not justified or involved extenuating circumstances, you may file an appeal. To file an appeal, you should complete and submit the Parking and Traffic Appeal Form within 14 calendar days of the ticket date or notice date of the ticket. Appeals filed after that date or with incomplete information will not be reviewed.

Appeals based on the following are not acceptable:

1. Ignorance of the Parking and Traffic Regulations.
2. Inability to find a "legal" parking place.
3. Operation of the vehicle by another person.
4. Failure of officers to ticket previously for the same or similar offense.
5. Disagreement with the Parking and Traffic Regulations.

If the outstanding ticket restricts you from registering, receiving grades or graduating, the university will do everything it can to complete the appeal process quickly so as not to interfere with your ability to conduct other business with the university. It is your responsibility to begin the process as soon as possible, since we cannot always guarantee completion prior to the end of the semester.

How to obtain a copy of the Appeal Form:

- Online at www.uno.edu/upd/parking_services.aspx
- In person at the University Police Parking and Traffic Section
- From the Office of Student Accountability and Advocacy

How to submit the completed form:

- To the Office of Student Accountability and Advocacy
- By email at traffic@uno.edu (if you choose this option, the following information must be included: name, complete address, ID number, daytime phone number, UNO status [student, faculty, staff], UNO parking decal number and expiration date, all ticket information, and remarks to support your appeal).

All appeal forms will be processed in the Office of Student Accountability and Advocacy. The Appeals Officer will either void the ticket and fine or deny the appeal. During the process of appeal, your appeal form and other pertinent information will be reviewed. The Appeals Officer will render a decision within 14 calendar days. A letter of decision will be emailed (if a UNO community member) or mailed (to visitors, vendors, etc.).

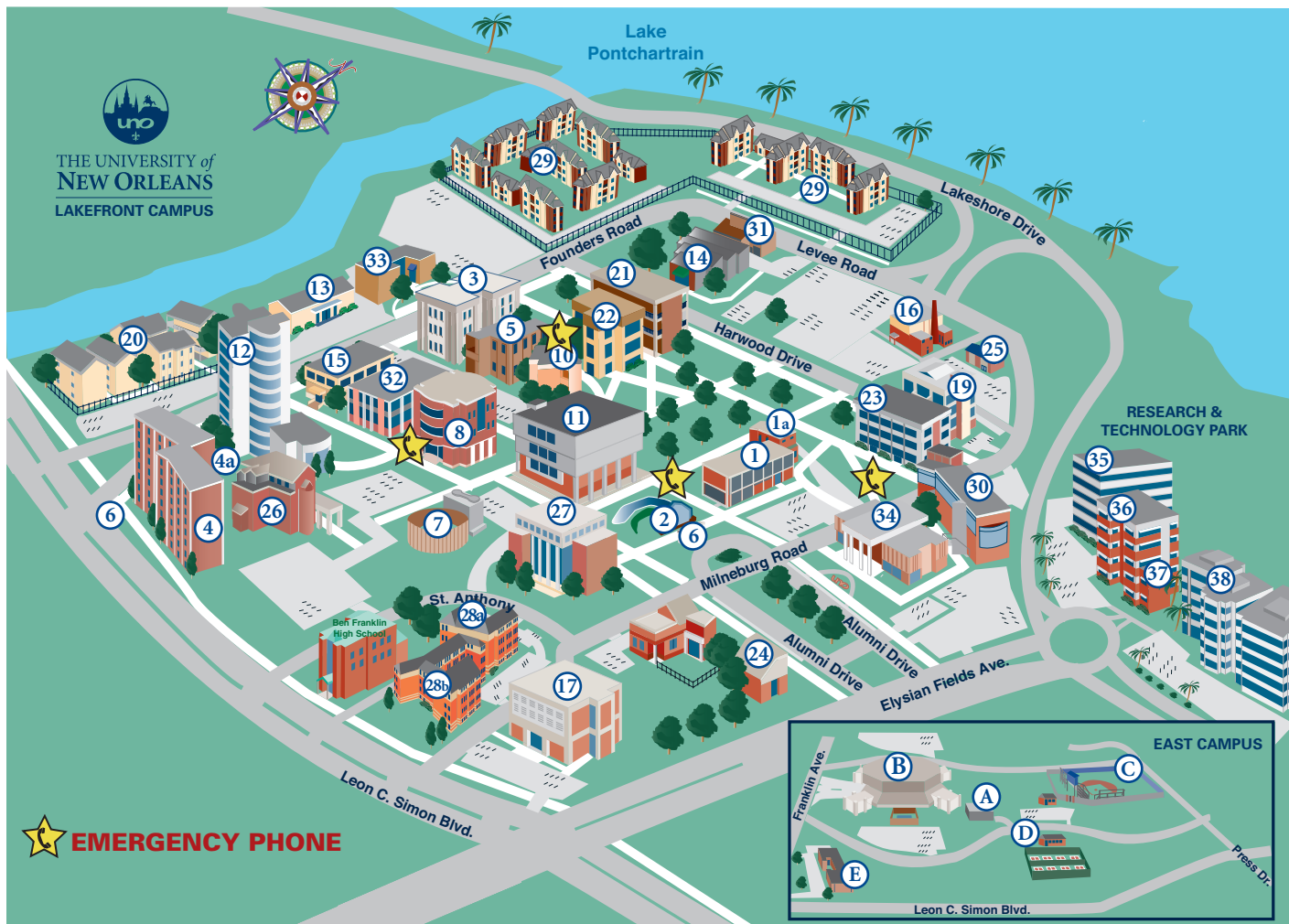
If the ticket is voided, there will be no fine. If the ticket has already been paid, a refund will be mailed to you or will be applied to any outstanding balance on your account. However, if your appeal is denied, you must pay the fine and late fee, if applicable.

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 and external processes.



Lakefront Campus

- | | |
|-----------------------------------|-------------------------------------------------------------|
| 1. Administration Bldg. | 19. Kirschman Hall |
| 1a. Administration Annex | 20. Lafitte Village |
| 2. Amphitheater | 21. Liberal Arts Bldg. |
| 3. Bicentennial Education Ctr | 22. Mathematics Bldg. |
| 4. Bienville Hall | 23. Milneburg Hall |
| 4a. The Commons | 24. Newman Center |
| 5. Biology Bldg. | 25. North Central Plant |
| 6. Bus Stop | 26. Oliver St. Pé Center (TRAC) |
| 7. Central Utilities Plant | 27. Performing Arts Center |
| 8. Chemistry-Sciences Annex | 28a. Pontchartrain Hall North |
| 10. Computer Center | 28b. Pontchartrain Hall South |
| 11. Earl K. Long Library | 29. Privateer Place |
| 12. Engineering Bldg. | 30. Recreation & Fitness Ctr |
| 13. Facility Services | 31. School of Hotel, Restaurant
and Tourism Admin. Bldg. |
| 14. Fine Arts Bldg. | 32. Science Bldg. |
| 15. Geology & Psychology
Bldg. | 33. The Cove |
| 16. Homer L. Hitt Alumni Ctr | 34. University Center |
| 17. Human Performance Ctr | |

East Campus

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|-------------------------------------------|
| A. East Campus Utilities |
| B. Lakefront Arena |
| C. Maestri Field at First
NBC Ballpark |
| D. Tennis Center |
| E. Athletic Complex |

Research & Technology Park

- | |
|----------------------------------------------|
| 35. Advanced Technology Ctr |
| 36. Center for Energy Research
Management |
| 37. Lindy C. Boggs Conference
Center |
| 38. Navy Info Tech Center |

QUESTIONS OR PROBLEMS

General Parking and Traffic inquiries:

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

Hours of Operation:

Monday – Friday: 8:00 a.m. – 4:30 p.m.

Parking and Traffic Ticket Appeals inquiries:

**The University of New Orleans
Office of Student Accountability and Advocacy
New Orleans, LA 70148
(504) 280-6222**

Please note, the most recent parking regulations and information can always be found at
www.uno.edu/upd/parking_services.aspx