The Chief Auxiliary Officer, pursuant to the authority of University of West Georgia (UWG) Policy 7.13, establishes the following procedures for Parking Services Management. UWG Parking and Transportation Services Department is delegated authority and responsibility for the administration of parking regulations and procedures designed to provide a safe and efficient parking system.

**A. Registration Procedures for Faculty, Staff and Students**

**General Information.** All faculty, staff, and currently enrolled students who park on the UWG Carrollton campus and Newnan Center are required to register with Parking and Transportation Services. Failure to register a vehicle will result in a citation being issued. Students taking only online classes and who visit either the Carrollton campus or Newnan Center either must have their vehicle registered upon arrival to campus, display a current University of West Georgia hangtag or follow the procedures found in Visitor Registration below.

1. **All Individuals.**
   a. **Where to Register - Main Campus.** Faculty, staff, and students may register their vehicle for either a decal or hangtag at [https://parking.westga.edu](https://parking.westga.edu), but all hangtags/decals must be picked up at the Parking Services Office located on the first floor of Row Hall during office hours. **Hangtags/decals will not be mailed to registrants.** Motorized carts or motorized scooters below engine size of 50 cc. or similar vehicles may not be registered as a personal vehicle except where Accessibility Services has determined such vehicle is necessary for mobility.
   b. **Where to Register - Newnan.** In conjunction with Parking Services, the Newnan Center Office/Manager/front desk staff will issue student and visitor hangtags as required. Upon request from the Senior Director/Chief Administrative Officer of Off-Campus Programs, Parking Services will establish a remote office at the Newnan Center to issue faculty/staff decals and student hangtags.
   c. **Fees.** Mandatory student fees include one parking permit. Annual employee fees are $15.00. The cost for replacing a hangtag/decal is $15.00 for students and employees. Refunds are not available once a permit has been purchased. The replacement cost for a lost or stolen gate access card is $10.00.
   d. **Displaying Tag/Decal.** Parking hangtags must be suspended from the windshield mirror anytime the vehicle is parked on campus. The hangtag must face outward from the vehicle and be totally unobstructed. If no mirror is available, the hangtag must be placed face-up on the driver-side dashboard. The hangtag must be used on any vehicle brought onto campus. Decals must be placed on the lower side of the passenger side windshield, face outward from the vehicle. A special decal will be issued for motorcycles.
e. Violations. The person on record for a registered vehicle and hangtag or decal is responsible for all parking violations involving that vehicle.
   i. Unregistered vehicles are subject to a citation being issued. Citations are issued to the hangtag/decal, not the vehicle. If no hangtag/decal is visible, the citation is issued to the vehicle. Courtesy warning tickets will be issued the first five class days of each semester for vehicles that do not display a current hangtag/decal.
   ii. Failure to use gate cards and special permits in accordance with this Parking Code may result in citations, impoundment, and revocation of cards/permits.
   iii. Vehicles may also be cited for violations of State Law and restricted parking such as handicap, red curb, yellow curb, faculty/staff, meters, and reserved parking.

2. Student Registration.
The payment of the student’s mandatory transportation fee covers the costs for a vehicle parking permit. Students are limited to one hangtag per academic year. Graduate assistants (GAs/GRAs), student assistants, and Federal Work Study Program (FWSP) students may not register as faculty/staff. Additionally, student assistants, may not park in designated faculty/staff areas until after 5:00 p.m., Monday through Friday. Family members of faculty/staff who are enrolled in classes on the University of West Georgia campus must register their vehicles as students. For disability parking, please refer to the section below on Registration for Persons with Accessibility Requirements. Please note that a temporary hangtag for students with Accessibility Needs allows parking in faculty/staff areas only, and not ADA parking spaces.

3. Employee Registration.
UWG Employees must register their vehicle immediately following the first contract date of the year or within one business day following the orientation for new faculty/staff. Faculty/staff and contract employees cannot renew a decal for a new academic year until all outstanding fines and any unpaid annual registration fee(s) are paid. Part-time employment- if under 30 days will get a temporary hangtag free of charge, over 30 days must purchase a Faculty/Staff decal.

4. Gate Cards and Special Permits.
Full-time faculty/staff may be issued a gate access card/remote upon request, which should not be used by anyone other than the issued employee. The card/remote remains the property of UWG and must be returned to Parking Services at the end of employment. Vice Presidents and College Deans can request from Parking and Transportation Services a “Special Parking Permit for Meters and Service Spaces” for selected individuals. This permit entitles the bearer to park in service and metered spaces while attending UWG meetings or office visits only, not for parking to access his/her building. This permit may only be displayed on a registered vehicle bearing a current Faculty/Staff decal. All other use is prohibited.

B. Registration and Parking Procedures for Visitors

1. Where to Register.
a. Welcome Center. Visitors should contact the Welcome Center, Monday through Friday 8:00 a.m.-5:00 p.m., before or upon arrival to campus to register for a Visitor’s Parking hangtag. The Welcome Center is located in the Bonner House on Front Campus Drive. During business hours,
b. please call 678 839-2232 and register your vehicle.

c. Parking Services Office. See Paragraph A(1)(a) and 1(b) above for the location of the Parking Services Office. After business hours, registration for visitors may be made via voicemail to 678-839-6629, or via email addressed to parking@westga.edu.

d. Newnan Center. Please contact the Newnan Center Office Manager at the telephone number of (678) 839-2312 or (678) 839-2300.

e. Request by University Employees. Departments requesting visitor parking permits should contact Parking Services via email at parking@westga.edu or by telephone at 678-839-6629. Whenever possible, the request should be made at least two business days in advance and should include the vehicle description and license plate number. Permits can be sent to the requesting University employee through campus mail or picked up at the Parking Services Office in Row Hall. If reserved spaces are needed, please send that request at least ten business days in advance at parking@westga.edu.

f. Retired Faculty/Staff, Trustees, Alumni Board. University Advancement in conjunction with Parking and Transportation Services provides a Friend of UWG Hangtag upon request to these individuals.

g. Contractors and Vendors. Companies and individuals will coordinate directly with the respective UWG academic or staff department who will then request support including visitor hangtags and assigned parking locations from Parking & Transportation Services.

h. Vehicle Identifying Information Required. Visitors must provide vehicle information including make, model, and tag number as well as purpose of visit in order to receive a parking permit.

2. Displaying Tag/Pass. See Paragraph A (1) (d) above for hangtags/decals. Paper passes should be placed on the dashboard, permit side up, and should not be obstructed by other objects on the dashboard (including a sunscreen).

3. Visitor Parking.

a. Visitors are allowed to park in any area designated as University Visitor Parking or an open, metered, or parking space temporarily designated by Parking and Transportation Services.

b. Visitors are not allowed to park in any area that is designated as a tow away zone, reserved, restricted, red, or yellow curbs.

c. Visitors with ADA needs must have a state-issued Disability Parking permit in order to park in an ADA designated parking space and should notify Parking & Transportation Services at 678 839-6629 before arriving to campus.

4. What to do with Citations. If a citation is received, the visitor should follow the instructions printed on the citation. If possible, visitors should bring the citation to Parking Services on the same day the citation was issued. If this is not possible, please either email (parking@westga.edu) or call Parking Services at 678-839-6629 for instructions.
C. Registration Procedures for Persons with Accessibility Requirements

General Information. By state law, the person to whom the state-issued Disability License Plate or Disability Placard must be an occupant of the vehicle which displays the Disability License or Disability Placard. The University of West Georgia complies with the Americans with Disabilities Act (ADA) by providing designated parking spaces for persons with ADA Accessibility requirements:

Example:

![Reserved Parking]

In order for employees and students to park in these designated spaces, a special decal marked “ADA” is required from Parking Services which must be affixed to the driver’s assigned hangtag/decal. See more information below. Visitors should have a state-assigned Disabilities Parking tag in order to park in an ADA designated space, in addition to the hangtag/pass required for Visitor Parking on campus.

Under the Official Code of Georgia §40-6-226, it is illegal to utilize a State-issued Disability Parking Permit for fraudulent purposes. Violators’ vehicles may be cited and towed, and violators could be subject to fines as provided by Georgia law.

1. Registration for Temporary Accessibility Needs.
   a. How to Register. A special decal marked “ADA” may be issued for employees or students with temporary parking needs due to injury or other health issues covered by the ADA, including situations for which a person does not qualify for a state-issued disability parking permit. “Temporary” for the purposes of this Parking Code means any condition that is expected to improve or resolve such that the individual may utilize regularly designated parking at some point during an Academic Year. Employees will need to submit a request to Human Resources; students must submit a request to Accessibility Services. Documentation, at a minimum, should be on the physician’s letterhead and signed by that physician, and should clearly state the disability and the duration of the accessibility needs. Please refer to Human Resources and Accessibility Services for more information. HR and Accessibility Services, based upon the review of appropriate documentation, will inform Parking Services of the need for ADA/special parking only, and not the nature of the disability. If needed, persons with temporary disabilities may be issued a parking gate card/remote for the duration of their disability.
   b. Where to Park. Please note that a temporary disability hangtag for students or faculty with accessibility needs allows parking in faculty/staff and ADA designated parking spaces
   c. Duration of Permit. Temporary ADA permits will be issued with start, end dates, and with a maximum of 30 days; at least five days prior to the expiration of a temporary ADA permit, any employee or student with a continuing need for ADA parking must contact Human Resources or Accessibility Services with requested documentation to support the continued need.
   d. Display. The hangtag must be displayed in clear view, so a Parking Control Officer can see the
dates of the permit. The gate card/remote must be returned on the expiration date of their temporary permit. Failure to return the gate card/remote will result in a $10.00 charge and a hold placed on the UWG Banner account.

2. **Registration for Permanent Accessibility Needs.** The same requirements as set forth in registration for Temporary Accessibility Needs applies, except the duration of the decal will be for the length of the student’s enrollment or the employee’s employment at UWG.

3. **Failure to Register.** Non-registered vehicles belonging to students or employees that display a Disabled veteran license plate, Disability license plate or state-issued Temporary disability placard, Permanent disability placard or special permanent placard Permit may receive a warning citation to register their vehicle with Parking Services. Further violations may be subject to fines and impoundment until registration of the need is received by Parking Services. Parking Services will void or refund fines assessed for non-registration of vehicles upon proper approval by HR or Accessibility Services, back to the date the need was demonstrated by the student or employee.

*Issued by the Chief Auxiliary Officer, the [redacted] day of July, 2018.*

Signature, Chief Auxiliary Officer

Reviewed by Vice President of Business & Finance:

*Previous versions dated: 1.25.17, 2.23.15*