



THE UNIVERSITY *of* NEW ORLEANS

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 and phone 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 Lots).
- 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 of Louisiana
Currently Dual-Enrolled High School Students

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.

Campus Affiliate Parking

Employees of contractors for the university and tenants renting office spaces at the university are required to have a **Campus Affiliate** decal. Campus affiliates may park in either the yellow lined or white lined spaces.

Reserved Parking

Reserved parking spaces are designated by a sign or parking spaces which have “Reserved” painted on the pavement. These 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. Students, Faculty/Staff, and Campus Affiliates must have a **UNO DISABILITY DECAL** to park in a disability parking space along with 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, 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 residential parking decal at no charge from University Police. These decals must be renewed each semester (fall, spring, summer).

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 to be ticketed.

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

Visitor parking is available in marked visitor parking spaces in front of The University Center, Performing Arts Center and in front of the University Computer Center

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 - for a maximum of two days. ***Faculty/staff, campus affiliates, and students cannot use these parking passes.***

PARKING DECALS

All vehicles parked 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.

Purchasing a Decal

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 registration, 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 (Computer Center Rm. 221). Once registered, University Police will issue the decal **in person**. Decals are not sent to students through the mail.

To register your vehicle, you must bring the following items to the parking office:

- **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)

Faculty/staff and students must ALSO provide:

- Receipt from completion of online application or payment receipt from the Bursar's Counter/proof of payment for decal
- Student or Employee I.D.



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

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.

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

****There is no fee for residential decals***

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 online Academic Calendar. After you have obtained verification 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. 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 of 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	\$0
01	Unregistered Vehicle	\$125
02	Student Parked in F/S Space	\$100
03	Unauthorized vehicle in disability space	\$250
04	No Parking Zone/Service Drive	\$100
05	Vehicle Not Facing Center Line or Curb	\$75
06	Overtime Parking	\$75
07	Unauthorized Vehicle in Reserved Space	\$100
08	Vehicle Parked in Traffic Lane	\$150
09	Vehicle Occupying More Than 1 Space	\$75
10	Vehicle Parked on lawn/sidewalk	\$175
11	Failure to Obey Traffic Signs	\$100
12	Speeding	\$175
13	Dangerous Operation of a Vehicle	\$200
14	Failure to possess/display valid Driver's License	\$175
15	Operating a Vehicle w/o License Plate	\$175
16	Failure to Yield Right of Way	\$100
17	Action to Avoid Pay Lot Payment	\$175
18	Repairing Vehicle on Campus (other than an emergency)	\$75
19	Failure to Obey Police Officer	\$200
20	Leaving Scene of Accident w/o Notification	\$125
21	False Representation of Vehicle Registration	\$150
22	Service Charge for Immobilization	\$150

23	Unauthorized attempted/completed removal of Immobilization Device	\$200
24	Other	\$125

**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 \$25.00 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.

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.

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.

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.

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.

CAMPUS MAP



General Parking and Traffic Inquires Parking and Traffic Section

**University Police
Computer Center Rm 221
New Orleans, LA 70148
(504) 280-6047**

Hours of Operation:

**Monday, Wednesday, Thursday, Friday
8:00am – 4:30pm**

**Tuesday
9:30am – 5:30pm**

Closed Daily 1:00pm – 1:30pm

After hours, decals can be obtained at Police Dispatch, Computer Center Rm 234.

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>