



Dear Students and Staff:

Welcome to the new school year. This pamphlet has been prepared to assist you in understanding and complying with the regulations and procedures relative to the use and parking of vehicles on the North Dakota State College of Science campus.

Due to the large number of cars on campus, it is necessary that orderly and safe traffic procedures be observed. There are a sufficient number of parking spaces provided if each of us fully adhere to the established parking procedures and regulations.

Please use this pamphlet for reference. If you have any questions or problems, please visit www.ndscs.edu/police or call us at 671-2233. Thank you for your cooperation and enjoy your time at NDSCS.

Aaron Berg, Sergeant
NDSCS Police

www.ndscs.edu

INFORMATION

For a full copy of the Parking Regulations please visit the NDSCS Police Web site at www.ndscs.edu/police. Any additions or changes to this pamphlet during the year will be published in the *Transmitter*, all-campus e-mail and mailbox flyers. An all-campus voice mail message will also be given and any other method deemed appropriate to reach the most amount of people. Questions should be directed to the NDSCS Police Department at 671-2233 or 3-2233, 24 hours a day.

CONTACT US

NDSCS Police Department
800 Sixth Street North
Wahpeton, North Dakota 58076

Phone: 701-671-2233
Fax: 701-671-2392

www.ndscs.edu/police



North Dakota State College of Science
800 Sixth Street North • Wahpeton, ND 58076

NDSCSTM Traffic & Parking Codes



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NDSCS POLICE OFFICE

The NDSCS Police office is located in Riley Hall within the Main Oval of the NDSCS campus. Any questions regarding the Traffic and Parking Code can be directed to the Campus Police office or by calling 701-671-2233 or 1-800-342-4325, ext. 3-2233.

PARKING PERMITS

A current and valid NDSCS parking permit is required and must be appropriately displayed on all vehicles parked anywhere on the NDSCS campus. Permits may be purchased at the NDSCS Police office. A copy of the vehicle registration card can be found at www.ndscs.edu/police/parking.jsp. To expedite your registration, you may complete this card and bring it with you to the NDSCS Police office. The costs for parking permits are:

- Full-Time Student Vehicles \$55
(12 or more credit hours)

Students living in Married Housing and the NW and SE College Complexes may purchase one permit and a second permit for half the price of the original permit.

- Part-Time Student \$27.50
(11 or less credit hours)

- Motorcycles/Scooters/Mopeds \$6
This permit allows these vehicles to park in the designated areas on campus.

- Trailers and Campers \$6
This permit is allowed to park in lots 9, 9B, 3 and 4.

- Temporary Permits \$1 per day
Handwritten temporary permits are only valid for two weeks.

- Move to Different Residence Hall Free
Students must obtain a new parking permit if moving to a different residence hall.

- Distance Education
Students will pay either the full-time student rate or the part-time student rate, depending on which category they fall into. If they are on campus for only a very limited time such as bookstore, etc., they will be assessed a fee of \$1 per day for a temporary permit. The dates may be extended at the discretion of the Campus Police Sergeant.

- Employees*
Full-Time: \$1.25 per \$1,000 of annual income
Part-Time: employees earning less than \$5,000 are assessed a minimum fee of \$15

Individual Employee Parking Space \$125 plus the cost of your permit

*Employee permits and employee parking privileges are not extended to student work study, resident assistants or student assistants.

*All persons must purchase own permit.

SPECIAL PERMITS

Parking privileges may be extended to individuals by the NDSCS Police office under special circumstances. The user of such a parking permit is subject to the express limitations indicated on the permit. Such permits will be valid only during the times and in the areas designated in writing on the permit at the time of issuance. No unauthorized individuals or departments may grant special parking privileges. Under emergency conditions, the NDSCS Police Director shall have authority to assign parking privileges as needed.

- Temporary Permits — If a vehicle is to be used on campus for two weeks or less, the operator must request a Temporary Permit from the NDSCS Police office. A charge of \$1 per day will be assessed. The permit shall be signed, dated and placed on the rearview mirror. The number on the permit must be visible to Parking Enforcement officers. If the permit is not properly displayed a \$15 fine will be assessed.
- Auto Body and Automotive Tech students and customers must make arrangements with these individual departments to park vehicles in their designated parking areas and must display the required special permits (customer hangtag permits). Students and staff can contact these departments at the following numbers:
Auto Body 671-2427
Auto Tech 671-2649

PERMITS PROPERTY OF NDSCS

Parking permits are the property of NDSCS and may be invalidated, revoked, canceled or recalled. The use of a parking permit is limited to the person who purchases the permit. Permits are not transferable except that they may be used for purposes of implementing ride-sharing programs.

INVALID PERMITS

An invalid permit may be one of several things: lost, stolen, canceled or expired permits, plates or placards. These permits may be confiscated or obliterated, by any reasonable method, by any member of the NDSCS Police Department. Any person who knowingly possess a lost, stolen, canceled or altered permit, plate or placard for the purpose of fraudulently obtaining parking privileges on the NDSCS campus may be subject to appropriate campus administrative action and/or to penalties set forth in the appropriate section of the North Dakota Century and Vehicle Codes. This may result in a fine in the amount of \$150.

RESTRICTED PARKING

Overnight parking on 5th Street (during winter restrictions), Main Oval, East Oval, West Oval and areas designated by signs is prohibited. Vehicles parked in yellow zones, reserved parking spaces and tow zones is prohibited. Vehicles in violation of this rule are subject to ticket and towing without prior notice. Tickets will be \$25.

The City of Wahpeton does have a snow removal ordinance that takes effect when the first significant snow fall arrives. This is then unabated until the accumulation is insignificant. The ordinance states NO PARKING on any streets, avenues or city lots between the hours of 2-6 a.m. When the ordinance goes into effect, the city will broadcast this on TV, radio and local newspapers.

VISITOR PARKING PASSES

A visitor permit is required for all vehicles parked on campus during the college business day. Such permit shall be properly displayed on the rearview mirror so the permit number and any expiration date are clearly visible to Parking Enforcement officers. Visitor permits are valid in all parking lots on campus and visitor parking areas designated by signs. In order to void a visitor parking citation, the citation along with the name of the visitor and the person forwarding the ticket must be forwarded to the NDSCS Police Department. Only the NDSCS Police Department has the authority to void parking tickets.

PARKING VIOLATIONS, PENALTIES AND MISCELLANEOUS CHARGES

Any violation of this code will result in a \$15 fine for each violation, unless specified otherwise. Any violation of State Law or City ordinance will be per their individual schedule of fines. A partial list of violations follows:

- Parking in area designated “No Parking midnight to 7 a.m. or 1 to 7 a.m.” \$15

- Parking in handicap zone \$100

- Parking in visitor zone \$15

- Parking in service vehicle zone (marked in yellow/vehicle subject to tow) \$25

- Parked in a crosswalk \$15

- Parking in a driveway or roadway (vehicle is subject to tow without prior notice) \$25

- Parking on lawn/landscaped area \$15

- Wrong area \$15

- Failure to register vehicle \$15

- Failure to display registration \$15

- Parking in a tow zone \$25 + cost of tow (cost set by tow company)

- Parked outside marked parking area \$15

- Parked in employee parking area \$15

- Parked in a reserved parking space (vehicle is subject to tow without prior notice) \$25

- Parked in violation of snow removal (vehicle is subject to tow without prior notice) \$25

- Unlock vehicle fee \$10
The NDSCS Police Department **will not** unlock vehicles with electric door locks or windows.

Operator must sign a release of liability form prior to any attempt to unlock vehicle.

- Vehicle jump start fee \$5

UNPAID FINES AND TICKET ACCUMULATIONS

1. Any person receiving an on-campus parking ticket must pay or appeal the ticket within 10 days of the date issued or the fine doubles. Failure to pay or contest the ticket within 10 days of the date of issue will be considered an admission of the violation.

2. Payment of tickets issued by the NDSCS Campus Police Department will be the responsibility of the registered owner of the permit or the registered owner of the vehicle.

3. Any person who has a vehicle registered with the Campus Police office and has received a permit, or any vehicle not registered with the NDSCS Police office, or any person displaying a permit, and accumulates three or more unpaid parking tickets will receive a letter from the NDSCS Police office, warning that if the tickets are not paid within three days of the date of the letter, the vehicle is subject to impound, until such time all fines are paid. In the event we are unable to determine who is the owner of a vehicle with three or more unpaid tickets the vehicle is subject to immediate impoundment.

4. Unpaid fines: If there is no response to the letter, the vehicle will be placed on an impound/tow list. If the vehicle is towed it will not be returned to the owner until all fines are paid in full including the tow and impound fee. For repeat offenders a second letter does not need to be sent. The vehicle can be towed immediately. No new permits will be sold to anyone until all unpaid fines are paid in full. For employee collections the President and appropriate Vice President will also be notified.

APPEALING A PARKING TICKET

All parking tickets must be appealed within 10 calendar days of ticket issuance.

Appeal forms may be obtained on the Web at www.ndscs.edu/police or picked up at the NDSCS Police office in Riley Hall. If you wish to appeal this in person, please indicate this on the appeal form and wait to be contacted.

The appellant is informed of the hearing decision.

All decisions are final and binding. If you choose to do nothing, you will receive an automatic conviction and possible denial of vehicle permit renewal.

A lost ticket, forgetfulness, parking (even momentarily) where prohibited, failure to display a permit, and/or not seeing a sign or “I didn’t know” are all unacceptable grounds for an appeal. The appeal must be completed in an accurate, brief and specific manner.

EXTENSIVE AUTO REPAIR PROHIBITED

1. No motor vehicle shall be parked or left standing in any parking facility in order that extensive repairs may be undertaken on it, when such repairs cause the vehicle to remain in the parking lot in excess of 72 consecutive hours. Emergency repairs of short duration are accepted.

2. In cases of hardship, a special permit may be obtained upon application to the NDSCS Campus Police Department.

TIME ZONE RESTRICTIONS

Ten-minute zones are located at Robertson Hall, on the Main Oval in front of Old Main, the southwest corner of Lot No. 1, the south side of Lot No. 1 on the curb that runs east and west, and on Eighth Avenue North south of Schulz Hall. One-hour parking zones are located on Fifth Street west side and Lot No. 5 unless marked otherwise. These areas are strictly enforced.

ESCORT SERVICES

The Campus Police is proud to provide escort services to and/or from vehicles, residence halls or work-study positions on campus to a student’s or employee’s residence hall or vehicle. The Campus Police Department provides this free service to students and employees whenever they may need it.

PARKING ASSIGNMENTS BY PERMIT

	C	H	M	N	P	W	E
Lot 1			*	*	*	*	*
Lot 2	*	*	*	*	*	*	*
Lot 2 Row A & South Edge			*	*	*	*	*
Lot 3	*	*	*	*	*	*	*
Lot 4	*	*	*	*	*	*	*
Lot 5	*	*	*	*	*	*	*
Lot 5B	*	*	*	*	*	*	*
Lot 6	*	*	*	*	*	*	*
Lot 7	*	*	*	*	*	*	*
Lot 8	*	*	*	*	*	*	*
Lot 9N	*	*	*	*	*	*	*
Lot 9S	*	*	*	*	*	*	*
Lot 10	*	*	*	*	*	*	*
Lot 11	*	*	*	*	*	*	*
Lot 12	*	*	*	*	*	*	*
Lot 14	*	*	*	*	*	*	*
Lot 15	*	*	*	*	*	*	*
Lot 16	*	*	*	*	*	*	*
5th Street East Side May to Oct. All Day	*	*	*	*	*	*	*
Oct. to April 7:45 a.m. to 4:45 p.m.	*	*	*	*	*	*	*
5th Street East Side 4:45 p.m. to 1 a.m.	*	*	*	*	*	*	*
5th Street West Side Timed Parking Where Signed	*	*	*	*	*	*	*
East Oval	*	*	*	*	*	*	*
Main Oval	*	*	*	*	*	*	*
West Oval	*	*	*	*	*	*	*
East Drive	*	*	*	*	*	*	*
Center Drive	*	*	*	*	*	*	*
West Drive	*	*	*	*	*	*	*

- C Commuter Student Permit
- E Employee Permit
- W Walton/Schulz/Forkner Permit
- M Babcock/McMahon/Satterlee Permit
- N Nordgaard/Roberston Permit
- P Part-time Commuter Student Permit
- H NW/SE and 36 College Complex Resident Permit — Parking in these areas is restricted to students’/employees’ assigned spots. Guests of the above residence must park in Lot No. 9 or 9B.
- A Handicap Permit — Parking is available where signed. Individuals who possess valid DMV placards/plates are permitted to obtain this permit. The A hangtag along with your placard/plate must be displayed in order to park on campus in the restricted spaces/areas. With a doctor’s note students may receive a temporary A permit.
- B Motorcycle/Scooters/Moped Permit — These vehicles must display a B permit to park in designated motorcycle parking areas. These vehicles may not park in automobile spaces unless permission has been provided by the Campus Police Director.
- R Retired Employee Permit — Retired employees are able to park in the same areas as an Employee hangtag.
- S Day Care Permit — assigned parking spots.
- I Individual Parking Permit — assigned parking spots.

