



**NORWICH  
UNIVERSITY**



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*Expect Challenge. Achieve Distinction.*

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## IMPORTANT CHANGES FOR 2018-2019 RULES AND REGULATIONS

### PLEASE READ

There have been changes to some of the rules and regulations pertaining to parking on campus. Please read and make sure you understand them.

1. The cost of a student parking permit has risen to \$300.
2. Students can no longer park in Faculty/Staff parking lots during the weekend. This could result in being ticketed and towed. Students are never allowed to park in a Faculty/Staff lot.
3. Disney Field will now be a parking lot labeled Lot G. This parking lot is designated for Commuters and Faculty/Staff and temporary permits only.
4. Lot E, by the bridge, is now a Residential Student parking lot.
5. The cost for a temporary Parking Permit (24 hrs+) is \$20 for a maximum time frame of two weeks. Temporary passes may not be extended beyond two weeks.
6. Vehicle traffic will only be allowed on the UP between the hours of 7:00 AM and 7:00 PM with permission of NU Public Safety for the sole purpose of unloading and loading your vehicle ONLY. Please plan ahead and conduct your business during those hours.
7. For permits you will now apply online at [about.norwich.edu/offices-services/public-safety](http://about.norwich.edu/offices-services/public-safety). Public Safety will approve your request by the priority list set in conjunction with the Student Government Association (SGA). The priority list to get a permit is as follows: Students that have nursing clinical, student teachers, national guardsmen, student leaders. Then Seniors, Juniors and Sophomores. There is no priority list for Commuter students.

Please contact Public Safety at (802) 485-2525 if you have any questions!

## HOW TO AVOID A TICKET OR TOWED VEHICLE

1. **ALWAYS** park in the area that corresponds to your registration. Resident students cannot, at any time, park in Faculty/Staff or Commuter parking.
2. **NEVER** park in a reserved parking space, unless you are that person (i.e. carpool space, the President's space).
3. **NEVER** park in a spot not specifically designated for parking (i.e. in the grass or along a road).
4. **ALWAYS** follow the campus-wide speed limit of 15mph.
5. **NEVER** obstruct a gate or fire lane (i.e. Jackman, Goodyear and South Hall gates).
6. **ALWAYS** check *my.norwich.edu* and your school email for notices of parking changes. This is especially critical during the winter months. Notices will also be posted on the NU Public Safety FaceBook page, *www.facebook.com/NUPublicSafety/*.
7. **NEVER** park an unregistered vehicle on campus, unless you have first coordinated it with a Public Safety officer. This includes all visitors.
8. **CALL** Public Safety when you need permission to park in a restricted area for a short time.

**REMEMBER, it is YOUR responsibility to read and understand the university motor vehicle rules and regulations prior to bringing a vehicle on campus. Failure to comply will result in a ticket and could also result in the vehicle being towed without notice at the owner's expense. Be a safe and courteous driver. Norwich University has pedestrian traffic on all roads accessible by vehicles. Cadet formations, students and joggers, to list but a few, are everywhere.**

Need help with parking or with your car? Call Norwich Public Safety: (802) 485-2525.

## A. VEHICLE REGISTRATION.

Senior, junior and sophomore students (to include student teachers) are authorized to maintain and operate motor vehicles at the university provided they properly register their vehicle and obtain a NU Student Parking Decal with Norwich University Public Safety. Students must provide a valid driver's license, vehicle registration and proof of insurance to obtain a parking pass. Commuter students are asked to fill out additional address and contact information during the online registration process. Decals must be affixed to the motor vehicle for which they were issued. In certain cases, freshmen may register their car on campus but must get pre approval from the Commandant or Dean of Students before applying for a permit.

Students can apply for a permit through the Dept. of Public Safety online. The URL will be posted on *my.norwich.edu* and the Public Safety web page on *about.norwich.edu/offices-services/public-safety/*. Students will be notified of their approval and will be given instructions to receive and pay for their permit. Registration is not complete until students have an approval from the Dept. of Public Safety.

**NOTE: The ability to register a vehicle is not guaranteed. During the vehicle registration process, priority will be given to members of the National Guard, nursing clinical students, student leaders and student teachers. Availability will then be determined by academic class year. The number of student registrations issued may be subject to change, dependent on the availability of student parking.**

Students registering motor vehicles at any time during the first semester will be charged the annual fee and must display a Norwich University registration decal on the left rear window. If a student registers his/her vehicle at any time during the second semester a prorated fee will be charged. Any student registering a vehicle during the second semester and was ticketed while unregistered during the first semester will be charged the annual fee. No cash is required at the time of registration. Registration fees are outlined in detail in Section C (FEES).

Students are prohibited from registering a motor vehicle that is state-registered to another Norwich University student. Failure to register within the first two weeks of the academic semester will result in tickets, towing at the owner's/operator's expense, and possible forfeiture of vehicle privileges. Vehicle permits are non-transferable. A vehicle that is registered under false pretenses is considered a disciplinary or honor violation, depending on the circumstances. The Chief of Public Safety will report such incidents to the Dean of Students or Commandant as appropriate.

**Unregistered vehicles will be ticketed and towed at the owner's/operator's expense and without notice.**

## B. TEMPORARY REGISTRATION.

Enrolled student temporary registration is defined as two weeks or less. There is a charge of \$20.00 for a temporary registration for more than one day, when available. Vehicles on campus longer than two weeks will need to be registered as delineated in Section A (VEHICLE REGISTRATION). Students who apply for temporary registration must satisfy the requirements for regular registration and are required to display a temporary registration card in their motor vehicle at all times when on university grounds. All temporary permits are to parking Lot G.

**NOTE: Temporary parking space is NOT guaranteed. It is best to contact Public Safety prior to bringing a car to campus.**

## C. FEES.

Vehicle registration for the academic year	\$300.00
Vehicle registration for a semester	\$150.00
South Hall Premiere Student Parking, 1 year	\$500.00
Temporary registration (two weeks or less)	\$20.00
Visitor/Guest temporary registration	NO FEE
Parking/Traffic violation ticket	\$30.00
On-campus parking ticket plus tow (registered vehicle)	\$30.00 + cost of tow
Lost vehicle registration sticker	\$100.00
Faculty/Staff registration	NO FEE

**NOTE: Any student, registering a vehicle during the second semester and ticketed while unregistered during the first semester, will pay the annual fee.**

## D. VISITORS/GUESTS.

Students are responsible for ensuring their visitors/guests park in student lots or as permitted by the on-duty Public Safety officer. Visitor registrations (free of charge) is provided by Norwich University Public Safety. Visitor/guest vehicles parked in unauthorized areas will be ticketed and/or towed without notification. Visitor's and guest's can apply online for a visitor permit at no cost. Students may be held responsible for any fines incurred by their visitors/guests. All visitor/guest will Park in Lot G.

## E. ABANDONED VEHICLES.

An unregistered vehicle left unattended on campus for more than fourteen (14) days will be considered abandoned and will be removed from University property at the owner/operators expense.

## F. VEHICLE CONDITION/WINTER CONDITIONS.

Central Vermont is susceptible to weather extremes, particularly in the winter months. Students are expected to maintain their cars in good working order. Be prepared for difficult, and at times dangerous, weather conditions. Norwich University strongly

recommends that ALL vehicles (including front wheel and all-wheel drive vehicles) be equipped with snow tires from October 15 through April 15. It is also recommended that all vehicles be equipped with a collapsible snow shovel.

## G. SNOW REMOVAL.

Norwich University clears snow in a strict order as follows:

1. Campus safety roads to permit access for maintenance and emergency vehicles.
2. Pedestrian routes and stairs.
3. Campus roads.
4. Faculty/Staff parking lots.
5. Commuter parking lots.
6. Resident student parking lots.

Clearing snow from the resident student parking lots requires communication and coordination. Car owners are expected to read and heed ALL notices and instructions, which are posted at [my.norwich.edu](http://my.norwich.edu). Clearing snow from the resident lots requires students, when instructed, to move their cars to temporary parking. Facilities Operations will plow the lot and Public Safety will announce when the parking lot is open for parking. This process will repeat itself until all the student lots are cleared of snow.

## H. TRANSFER OR SALE OF MOTOR VEHICLES BETWEEN STUDENTS.

Prior to transfer of ownership or sale of a vehicle from one student to another the original owner will:

1. Remove the student registration decal and turn it into Public Safety.
2. Inform Norwich University Public Safety of the transfer of ownership.

**The new owner will:**

1. Register the vehicle with Norwich University Public Safety.
2. Affix the new student registration decal.

## I. VEHICLE SEARCHES.

The Norwich University Administration reserves the right to search student vehicles whenever reasonable suspicion exists that University policies or state laws are in violation. For more detailed information, reference the Norwich University Student Rules and Regulations (NUSRR), Chapter 4, Section XII: Room, Vehicle and Personal Area Searches.

## J. ACCIDENTS.

Students, faculty or staff involved in an on-campus motor vehicle accident MUST immediately notify Norwich University Public Safety.

**K. DISCIPLINARY ACTION.**

Disciplinary action for motor vehicle violations may be imposed as follows:

1. A student who is arrested and convicted by the civil authorities for a motor vehicle violation may be denied the privilege of operating or maintaining a motor vehicle at the university for a period to be determined by the Dean of Students or Commandant. The Chief of Public Safety is to be consulted.
2. A student who operates a motor vehicle on campus in a careless, reckless or negligent manner may, in addition to any disciplinary action assessed by the Dean of Students or Commandant, be denied the privilege to operate or maintain a motor vehicle at the university for a period to be determined by the Chief of Public Safety.
3. Any student who habitually violates the motor vehicle regulations, or receives more than a total of five parking violations, may have their vehicle operating privileges revoked by the Chief of Public Safety.
4. Appeals to parking and traffic violations are made to the Chief of Public Safety. Appeals must be submitted on the appeal form available in the Public Safety Office. Appeals must be submitted within 15 days after the violation has occurred. Copies of the appeals denied by the Chief of Public Safety are forwarded to the Director of Facilities Operations.
5. The Director of Facilities Operations is the final authority on all disputed appeals.

**L. MISCELLANEOUS INFORMATION.**

Norwich University Public Safety reserves the right to block off any parking area at any time as deemed necessary by the Administration. The campus is a busy community. Students must be aware that parking schemes change due to construction, weather and events. All changes in campus parking schemes, winter parking rules, or any other motor vehicle notices are posted on the current campus portal [my.norwich.edu](http://my.norwich.edu).

Students are expected to read and comply with these notices. The university continually uses video surveillance in and around many campus parking lots. Loitering in any parking areas owned by Norwich University is not permitted.

**M. STUDENT PARKING AREAS.**

Authorized parking areas for residential students are Lots B, C, D & E. Commuter students may park in Lots F and G (Disney Field). Commuters may also park in Plumley Armory, and Kreitzberg Arena lots. Commuter students may park in "Visitor Parking" at Jackman Hall only for the purpose of conducting business at Jackman Hall. It is the responsibility of the owner/operator to properly park in designated parking. Students requiring assistance for parking in any other authorized parking areas must

first request and receive permission from the Chief of Public Safety. A list of parking lots and who may park in the lots is detailed in Section N, (DESIGNATED PARKING).

**N. DESIGNATED PARKING.**

Listed below are the University parking lots and who may park in these lots. All members of the University are expected to park in accordance with the Norwich University Motor Vehicle Rules and Regulations and signage as posted about the entrances to these parking lots. These parking areas are in effect 24 hours a day/ 7 days a week.

Parking Lot	Faculty /Staff	Commuter Student	Resident Student
Jackman Hill	X		
Jackman North	X		
Jackman West	X		
Sabine	X		
Webb	X		
Wise Campus Center	X		
Roberts	X		
Hayden	X		
Communications	X		
Alumni House	X		
Library	X		
Army Supply	X		
Plumley Lot	X	X	
Lot A	X		
Lot B			X
Lot C			X
Lot D			X
Lot E			X
Lot F	X	X	
Lot G (Disney Field)	X	X	
Kreitzberg Arena	X	X	
MACK Hall	X		

**Parking Area Notes:**

1. *Between October 15 and April 15, there is no overnight parking in Commuter and Faculty/Staff Lots. This will expedite snow plowing. Commuter vehicles parked elsewhere and encumbering plowing will be ticketed/towed at the owner's/operator's expense.*
2. *The area due north of the old North Gate, adjacent to Central Street and Garrison House, is not a parking area. Students parked in this area will be ticketed and/or towed at the owner's/operator's expense.*

**O. RESTRICTED AREAS.**

Vehicular traffic is restricted to established roads and drives. Driving or parking vehicles on grassed areas or walkways is prohibited. Student owned or operated vehicles are not permitted on the Upper Parade Ground (UP) or in front of South Hall unless granted permission by a Public Safety officer. If students or employees need access to the UP and South Hall, it will only be allowed between the hours of 7:00 AM and 7:00 PM or on days announced by the Senior Vice President for Student Affairs or designee and the Dept. of Public Safety. When UP access is granted, it will be for the express purpose of loading or unloading baggage, provided the vehicle does not block the roadway. Vehicles will depart the area immediately following loading/unloading.

Overnight parking on the UP or in front of South Hall is prohibited. For the purposes of clarification of the Motor Vehicle Section, the UP is designated as all university property inside the Goodyear and Jackman Gates. Residential Students are not permitted to park in the Jackman Lot without permission from the on-duty Public Safety officer. Vehicles violating these restrictions may be ticketed and towed at the owner's/operator's expense.

**P. TRANSPORTATION.**

All students should be aware that when they elect to use their own vehicle for transportation to or from university sponsored events, or to supplement university provided vehicles at those events, do so on their own and remain wholly responsible for their actions. Norwich University does not agree to indemnify nor hold harmless the student driver in those circumstances where the student elects to drive his or her vehicle to the university sponsored event and an accident occurs.

**IMPORTANT NOTICES**

1. 15 MPH speed limit on campus. Drive with courtesy, there are numerous pedestrians.
2. Norwich University is **NOT** responsible for damage, theft, vandalism, or breakage to vehicles parked on university premises; nor shall the university be responsible for articles lost or stolen from said vehicles.