

## NCTA Parking Services

Employees and students parking on the NCTA campus must purchase a parking permit annually every August with the start of the school year by completing the vehicle registration form.

Students with permits are allowed to park in the student designated parking areas only, not in the faculty/staff or employee parking areas. Faculty/Staff/Employee parking areas require a permit, which is different from the student permits.

A permit is required for each vehicle parked on campus (if you have 2 vehicles, you will need 2 permits. If you drive different vehicles at various times to campus, you may move your permit to the vehicle you are driving that day (please list all vehicles on the registration form).

Parking permits are the property of the University of Nebraska – NCTA and are issued to a specific individual. Ownership is not transferable. By obtaining a parking permit, the permit holder agrees to become familiar with and abide by the rules and regulations.

Please remove any previous year's permits. Place the permit behind your rear view mirror with the information side facing the window. To avoid a violation the tag needs to be visible at all times. Vehicles will be ticketed without a valid parking permit.

Parking violations are issued, if you park in an undesignated area or if you do not have a valid permit visible. Parking fines are \$25.00 payable to NCTA in the Student Services Office in the Ed Center or in the Business Office in Ag Hall.

Upon receiving a violation, you have 15 days to pay. If the violation is not paid in 15 days, a hold is placed on the student's MyRed account. Holds prevent a student from registering for classes and/or checking out at the end of a semester. A hold can also prevent a student from participating in extra-curricular activities. You have 5 days to appeal the violation in writing to Randi Houghtelling (rhoughtelling2@unl.edu) in Parking Services with justification for overturning the violation. Within five days of your written appeal the Judicial Officer will send you a letter as to why or why not your appeal was granted. Please include the citation number on all correspondence.

In accordance with UNL-NCTA Parking Services policy, the following reasons are considered as frivolous and not valid as a basis for appeal:

- Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations;
- Other vehicles were parked improperly;
- Only parked illegally for a short period of time;
- Stated failure of parking officer to ticket previously for similar offenses;
- Late to class or appointment;
- Inability to pay the amount of the fine;
- No other place to park.

Permit holders are urged to protect their permits from theft by locking their vehicles. If a permit is lost or stolen, you are required to report the loss to the NCTA Business Office, in person, immediately. At that time a free temporary permit will be issued for two weeks. If the permit is not located within those two weeks, you will be required to purchase a new permit at the current price of the permit. If the original permit is recovered, the replacement fee will be refunded. **The use of any unauthorized, stolen, counterfeit, altered, or reproduced permit will result in confiscation of the permit, revocation of parking privileges for one calendar year, a fine of \$200 and a report filed with the NCTA Judicial Officer.**