



## **Rowan University Parking Rules and Regulations** **Glassboro Campus**

### **General Information**

The Parking office is located in Bole Annex and can be reached at 856-256-4575 or [Parking@rowan.edu](mailto:Parking@rowan.edu). Business hours are Monday through Friday, 8:30 a.m. – 4:30 p.m. All parking information can be viewed online on the Parking webpage at <https://sites.rowan.edu/publicsafety/parking/index.html>

Parking and traffic rules and regulations are in effect at all times. This includes weekends, holidays, summer and when classes are not in session.

All students, faculty and staff, contract workers, volunteers, visitors and guests who park a vehicle on any authorized campus lot or garage must have a properly displayed valid parking permit or visitor parking pass.

Motorcycles are not required to display the permit. Officers will run the license plate number to determine whether the motorcycle is registered to a valid permit or pass.

A parking permit or visitor pass DOES NOT guarantee you a parking space at any given time or location.

All vehicles (including Motorcycles) must be properly parked within a designated **lined space** on paved surfaces which includes roadways and lots. If parked in a gravel lot, the vehicle must be parked in front of a parking bumper.

Freshman and sophomore resident students are not permitted to purchase a permit or park on campus unless they have a job or medical reason with an approved signed affidavit. All other requests may need approval through the office of the Dean of Students in coordination with the Parking office. For further information, refer to the “Freshman/Sophomore Residents” tab on the Parking webpage.

The internal shuttle service is free to Rowan students with a valid Rowan ID. An app is available to download to track the shuttle. All shuttle information can be viewed at: <https://sites.rowan.edu/shuttle-services/information.html>

No leafleting or solicitation is permitted in the parking lots/garages of Rowan University.

## **Visitor Parking**

A “visitor” is defined as a guest on campus not otherwise affiliated with the University or may be affiliated with Rowan at another location other than the Glassboro campus.

Visitor parking spaces are available by the Welcome Gate in Lot H on Rt. 322. These visitor parking spaces are signed and limited to parking for 45 minutes only. If present, see the guard at the guard booth for a pass.

Otherwise, visitors must obtain a temporary day pass to park a vehicle on campus. The only exception to this rule is when events are scheduled and parking is assigned through the Parking office. If you do not know where to park for an event, contact the Parking office by phone or email for information.

If you are a visitor/guest of a college or department on campus, please contact that college or department directly. They should arrange issuing an electronic temporary pass for you in advance. You will need to provide them with your full name and vehicle information (license plate number, state, make, model, year and color).

**A Temporary Day Pass** is free of charge and valid between the hours of 8:00 a.m. to 10:00 p.m. for Lot B only. For further information, refer to the “Request for Temporary Pass” tab on the parking webpage.

Once submitted, your request will be reviewed for approval during normal business hours Monday through Friday, 8:30 a.m. - 4:30 p.m. You may call or stop in the Parking office to follow up on your request.

**A Visitor Overnight Pass** is available for a fee and can be purchased online at [RowanU.thepermitstore.com](http://RowanU.thepermitstore.com) for a fee of \$5.00 per night and is valid until 8:00 a.m. the following morning. This pass allows your registered vehicle to be parked in Lot B ONLY. The pass must be properly displayed on the dashboard of the registered vehicle. Please refer to the “Overnight Visitor Pass” tab on the Parking webpage for instructions.

For your convenience, computers and printers are available at the Department of Public Safety (DPS) Communications Center lobby or the Parking office.

## **Handicapped Parking:**

Handicapped parking spaces are reserved for handicapped persons displaying a legal, state-issued handicapped placard or license plate which must be obtained through the New Jersey Motor Vehicle Commission (or equivalent agency from other states).

Temporary handicapped permits may be obtained through your local police department with appropriate medical certification.

The Rowan parking office cannot issue passes for handicapped spaces on campus.

Persons parking in a designated handicapped parking space on University grounds **must** also have a valid Rowan University parking permit or visitor parking pass.

## **Parking Permits**

Parking permits are obtained online. Please refer to the “Parking Permits” tab on the Parking webpage for detailed information and instructions for obtaining a valid parking permit.

Once the permit application is approved, print out a temporary parking pass to place on the dashboard of your registered vehicle. It can take up to ten days to receive the stickered permit in the mail. Please refer to the “Parking Permits” tab on the Parking webpage for detailed instructions on How to Print the Temporary Parking pass.

The expiration date of each permit type is printed on the “stickered” permit and noted at the time of purchase. Or, please refer to the “Parking Permits” tab on the Parking webpage.

Students who become employees during their current academic semester may not be eligible for an adjunct or employee permit.

## **Displaying the Parking Permit:**

The ‘stickered’ permit must be displayed on the driver side, rear passenger window – on the inside bottom left corner of the window (*preferably, if available, place the permit on the small window portion that does not roll down*).

Only if this placement is not possible, place the permit inside in the back window in the bottom left corner.

If windows are tinted, making it difficult to view the permit, officers will run the license plate number to determine whether the vehicle is registered to a valid permit.

### **Lost or Stolen Parking Permits:**

Please review replacement fees in the Fees and Violation Section of this document.

### **Permit Transferability Rules:**

The Parking office issues one parking permit per parking patron. The permit is transferable to any vehicle owned or controlled by the permit holder. You may have up to three vehicles registered to the permit, although only one registered vehicle is permitted on campus at any given time. Student permit holders are required to transfer the “stickered” permit from one registered vehicle to the other with the exception of motorcycles. If you choose not to transfer the permit, then you must obtain a temporary pass. All vehicles displaying the permit must be registered to the permit in the Parking system.

Permits may not be lent, shared or sold by a permit holder to another individual under any circumstances. The permit holder could be subject to disciplinary action, fine, and/or immobilization.

### **Lot Designations and Permit Types:**

All authorized campus parking lots/garage have signage indicating the permit type required to park a vehicle. To view the location of the lots/garages listed below, refer to the “Glassboro Parking Map” tab on the Parking webpage.

Permit and Lot designations include Adjunct, Fellow, Employee, Commuter, 411 Ellis Street, Resident, Townhouse Parking Garage, Rowan Blvd. Parking Garage, Mick Drive Parking Garage, Resident Director/Graduate Coordinator, EMS, Senior Level Manager, Service and Recreation Center. For lot designation/parking permit purposes, Adjunct faculty and Fellows are considered “Employees.”

#### **Employee lots:**

Reserved for employees with a valid “Employee” <sup>(E)</sup>, “Adjunct <sup>(A)</sup>”, or Fellow <sup>(A)</sup> permit.

Lots are A-1, A-2, C-1, D-2, E, G, H, H-1, K, M, N, O-1, O-2, P, S, Spheen, T and Z-1.

Employees may park in student lots only when necessary.

Employees are not permitted to park in the parking garages.

### **Commuter Lots:**

Reserved for students with a valid “Commuter” © or “Resident” ® permit.

Lots are A, B-1, C, D, D-1, F-1, O, R, and Y and the 411 Ellis St. lot.

There is NO parking allowed in Commuter lots from 2:00 a.m. to 6:00 a.m.

**Evening commuter students** with a valid Commuter © permit may also park in employee lots H, O-1, P and Z-1 **only between 4:30 p.m. to 12:00 midnight, Monday through Friday.**

### **411 Ellis Street Lot:**

Reserved for commuter students with a valid “411 Ellis Street” permit. This is an off-campus lot. Free shuttle service is provided and this permit type is sold at a reduced rate.

The “411 Ellis Street” permit type allows your registered vehicle to be parked in the 411 Ellis Street lot **ONLY**.

Any vehicle with a Valid Rowan permit, (other than a garage permit), can park in the 411 Ellis Street lot. An express shuttle service is available.

There is NO parking allowed in the 411 Ellis Street lot from 2:00 a.m. to 6:00 a.m.

### **Resident lots:**

Reserved for students with a valid “Resident” ® or “Commuter” © permit.

Lots are B, Chestnut, Chestnut-1, Edgewood, F-Triad and W.

A “Resident” permit type is issued to students residing in Edgewood Park Apts, Chestnut, Magnolia, Mimosa, Triad and Willow halls. “Commuter” © permit holders cannot park in any resident or commuter lots from 2:00 a.m. to 6:00 a.m.

### **X Lot (Holly Pointe):**

Students residing at Holly Pointe that require accommodations to park in lot X, must obtain approval from the Director of the Academic Success Center & Disability Resources or the Asst. VP for Residential Learning & Inclusion. If approved, you would be required to come into the Parking office for a Lot X permit to be issued. An “X” permit does not allow your registered vehicle to be parked in any other campus lot. If you need to park in other authorized campus lots, then you are required to purchase a permit.

Approved “S” permit holders can also park in lot X (Holly Pointe).

### **The Townhouse Garage:**

The first and second level only is reserved for Townhouse, Evergreen and Mullica resident students with a valid “Townhouse Garage” permit.

A “Townhouse Garage” permit allows your registered vehicle to be parked on the first and second level in the Townhouse Garage **only**.

A Townhouse Garage permit does not allow your registered vehicle to be parked in any other campus lot.

Students with a valid Townhouse Garage permit have access to the gates using their Rowan ID card.

Employees are not permitted to park in the Townhouse Garage.

### **The Rowan Blvd. Garage:**

Rowan University leases spaces in this garage which is owned and operated by Nexus Parking Systems, therefore, the Nexus Parking Rules and Regulations also apply.

These leased spaces are reserved for resident students with a valid “Rowan Blvd. Garage” permit purchased through [Rowan.thepermitstore.com](http://Rowan.thepermitstore.com).

A ‘Rowan Blvd. Garage’ permit type is issued to students residing in Holly Pointe, the Rowan Blvd. Apartments, Whitney and 220 Rowan Blvd. Apartments.

Starting on 8/1/2019, Rowan University will sell this permit on a first-come, first-served basis to residents of Holly Pointe, the Rowan Blvd. Apartments, Whitney and the 220 Rowan Blvd. Apartments. Once Rowan University exhausts their supply, students in these residences will need to order a permit for the Mick Drive Garage either directly through Rowan University while supply is available or directly through Nexus Parking Systems for the Mick Drive Garage.

A “Rowan Blvd. Garage” permit allows your registered vehicle to be parked on the 2<sup>nd</sup> and above levels in the Rowan Blvd. Garage **only**.

A “Rowan Blvd. Garage” permit does not allow your registered vehicle to be parked in any other Rowan University campus lot/garage.

### **The Mick Drive Garage:**

Rowan University leases spaces in this garage which is owned and operated by Nexus Parking Systems, therefore, the Nexus Parking Rules and Regulations also apply.

These leased spaces are reserved for resident students with a valid “Mick Drive Garage” permit purchased through [Rowan.thepermitstore.com](http://Rowan.thepermitstore.com).

A “Mick Drive Garage” permit type is issued to students residing in 114 Victoria St., 230 Victoria St., 57 Main St. and 223 High St.

Starting on 8/1/2019, Rowan University will sell this permit on a first come, first-served basis to residents of 114 Victoria St., 230 Victoria St., 57 Main St. and 223 High St. Once Rowan University exhausts their supply, students in these residences will need to order a permit for the Mick Drive Garage directly through Nexus Parking Systems.

For Nexus market rates and parking application, go to <https://www.nexusparkingsystems.com/mick-drive-parking.cfm>

A “Mick Drive Garage” permit allows your registered vehicle to be parked on the 2<sup>nd</sup> and above levels in the Mick Drive Garage **only**.

A “Mick Drive Garage” permit does not allow your registered vehicle to be parked in any other Rowan University campus lot/garage.

### **The “EMS” Permit Type;**

This permit type is issued to EMS students on campus and approval is submitted to the Parking office by the Chief of Rowan University Emergency Medical Services. For additional information, contact the Parking office.

This permit type does not allow your vehicle to park in the garages or lot X.

**The “Resident Director/Graduate Coordinator” <sup>(O)</sup> Permit Type:**

This permit type is issued when specific criteria is met and approval is submitted to the Parking office by the department head or designee. For additional information, contact the Parking office.

The “Resident Director/Graduate Coordinator” permit allows your registered vehicle to be parked in any Commuter or Resident lot **only**.

This permit type does not allow your vehicle to be parked in the garages.

**The “Senior Level Manager” <sup>(M)</sup> Permit Type:**

This permit type is issued to Senior-Level Managers (Deans, AVPs, and above) and requires approval from the Parking Administrator.

This permit type can park in any signed “Reserved” space on campus.

**‘Service’ Permit Type:**

“Service” permits are issued to contractors and/or vendors (including employees of the food service company contracted by Rowan and working on campus) and volunteers or uncompensated employees on campus for extended periods of time.

These permit holders are permitted to park in lots A-1, A-2, C-1, D-2, E, G, H, H-1, K, M, N, O-1, O-2, P, S, Shpeen, T and Z-1. Lot X only if approved.

Service permit holders may park in student lots only when necessary.

Service permit holders are not permitted to park in the parking garages.

Please refer to the “Parking Permits” tab on the Parking webpage for ordering instructions.

**The “Recreation Center” <sup>(B)</sup> Permit Type:**

Members of the Recreation Center, not otherwise affiliated with the University, are required to have a Recreation Center permit to park on campus.

Members must see the Recreation Center staff and they will order the permit for you. Recreation Center permit holders are permitted to park in Lot M from 6:00 a.m. to 7:00 a.m. and Lots B or C at other times.

The Rowan University Parking Rules and Regulations apply to all Recreation Center members.



**Fees and Violations:****Permit Fees:**

<b>Category</b>	<b>AY 19-20</b>
Commuter student	\$ 140 / Fall-Spring Semesters \$ 80 / Each Semester
Resident / Overnight student	\$ 215 / Fall-Spring Semesters \$ 125 / Each Semester
Townhouse / Rowan Blvd. / Mick Drive Parking Garages	\$ 340 / Fall-Spring Semesters \$ 185 / Semester
411 Ellis Street (off campus Commuter parking at a reduced fee – shuttle service provided)	\$ 80 / Fall-Spring Semesters \$ 40 / Each Semester
EMS / EMS students on campus	\$ 50 / Academic Year \$ 25 / Each Semester
Service / Vendor/Contract/Volunteers/Uncompensated employees on campus for an extended period of time.	\$ 50 / Academic Year \$ 25 / Each Semester
Senior-Level Managers (Deans, AVPs, and above)	\$ 300 / Academic Year
Summer Semester	\$ 50
Recreation Center Member	\$ 25 / Academic Year
A permit replacement fee	\$ 25
Visitor Overnight Pass (expires at 8:00 a.m. the following morning)	\$5.00 / day
Visitor Day Pass (valid between the hours of 8:00 a.m. to 10.00 p.m.)	Free of Charge

*\*Price includes any taxes if applicable*

**Other Fees:**

<b>Category</b>	<b>AY 19-20</b>
Non-Sufficient Funds Check Processing  Will be billed to Student's Bursar account  Non-Sufficient check amount may be billed to Student's Bursar account	\$ 40 Per Transaction
Chargeback (Dispute on Credit Card) Credit Card Blocks Account Overdraw  Will be billed to Student's Bursar account	\$ 40 Per Transaction
Refund and/or Exchange Fee  <b>Refunds are issued Before:</b> October 3 Fall Semester only February 22 Spring Semester only  Subtracted from price of Permit	\$10 Per Transaction

**Violations:**

<b>Violation</b>	<b>Violation Fee</b>
Parking in Handicapped space without a proper handicap permit	\$ 250.00
Parking in a handicapped space with a handicap permit but not a valid Rowan Permit	\$75
Displaying a stolen or counterfeit parking permit  Transferring, lending, or selling a permit by a permit holder	\$ 275.00 <i>Will also result in referral to the appropriate disciplinary committee and/or criminal charges, towing, or immobilization.</i>

<p>Administrative Violations, including:</p> <ul style="list-style-type: none"> <li>• Failure to obey parking instructions as given by a Public Safety / Parking Officer</li> <li>• Parking in other than a designated space</li> <li>• Parking in other than a designated lot</li> <li>• Parking on other than designated level</li> <li>• Failure to obey regulatory signs</li> <li>• Failure to properly display a valid Rowan permit</li> <li>• Parking on sidewalks, landscaped areas</li> <li>• Parking along a curb in a non-designated lined space</li> <li>• Blocking, moving, or parking within Rowan University barricades</li> </ul>	<p>\$ 50 (with valid Rowan University parking permit displayed)</p> <p>\$ 75 (without valid Rowan University parking permit properly displayed)</p>
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### **Excessive or Unresolved Parking Tickets:**

Any vehicle receiving three or more citations within an academic year is subject to being towed or immobilized. Additionally, students may be referred to the Dean of Students for disciplinary action.

Any vehicle parked in such a manner as to interfere with or obstruct University operations may be towed from the campus without warning.

The person or permit holder to whom a vehicle is registered will be held responsible for any parking or traffic penalties or any liability or damage in which the vehicle is involved.

### **Accidents:**

Dangerous conditions or other parking problems should be reported to The Department of Public Safety (DPS) at 856-256-4922 and press 1.

### **Abandoned Vehicles:**

All vehicles parking on campus must be in working condition, display a valid state license plate, and where required, a valid inspection sticker. If your vehicle breaks down, contact the Department of Public Safety (DPS) at 856-256-4922 and press 1 with the vehicle information and location and have the vehicle removed from the premises as soon as possible.

### **Processing of Violations:**

All students, faculty and staff, contract workers, visitors and guests are responsible for all fines due to illegal parking. Vehicles issued citations that are not registered in the Parking system will be researched and assigned appropriately. Tickets can be appealed by following the procedures noted below.

Fines should be paid online at [Rowan.thepermitstore.com](http://Rowan.thepermitstore.com) or (if necessary) mailed to:

Rowan University  
Attn: Parking Office  
201 Mullica Hill Road  
Glassboro, NJ 08028

**Make check payable to:** Rowan University

Checks must include the citation number and/or license plate number when mailing payment.

All unresolved fines must be paid within 10 calendar days of receiving the citation.

Failure to resolve unpaid parking tickets may include the following actions:

- Fines transferred into your Bursar account and late fees may be assessed
- Denial of University services (i.e. unable to register for classes, unable to obtain transcripts, unable to participate in Graduation services)
- Your vehicle being placed on a tow list
- Your parking privileges revoked
- Future parking permits denied until all outstanding violations are resolved
- Your information turned over to a collection or state agency for collection efforts

**Note:** For fines transferred into your Bursar account, payment arrangements may be made through the Bursar's office in lieu of suspension or revocation of parking privileges.

## **Appeals:**

- **Appeal Process for Rowan University Citations (Administrative Citations):**

If you feel a citation was issued in error, you may appeal the administrative citation online at [Rowan.thepermitstore.com](http://Rowan.thepermitstore.com) within ten (10) calendar days.

Appeals cannot be submitted after (10) calendar days of issuance date.

Any appeal not appealed online at Rowan.thepermitstore.com will not be accepted.

**There are no “in-person” appeals.**

All appeals are reviewed by the Parking Appeals Committee which consists of a student, faculty and staff member. The Parking Appeals Committee will notify you via email of their decision. If you disagree with the decision of an appeal, you have five (5) days to request that your appeal be reviewed again by the Parking Appeals Committee by responding online to the appealed decision.

**The Parking Appeals Committee is the final authority for resolving appealed tickets.**

- **Appeal Process for Municipal Citations:**

Municipal citations (summons) must be addressed at the municipal court listed on the summons.

## **Disclaimer:**

Rowan University nor any of its officers, directors, employees, or student workers assumes any liability for damage to, or theft of, property or motor vehicles or personal injury on campus.

Nexus Parking Systems and Rowan University specifically disclaims any liability or responsibility for damage or loss due to fire, theft, collision, vandalism or otherwise to the vehicle and its contents, however caused, or personal injury in the Rowan Blvd. Parking Garage and the Mick Drive Parking Garage.

Rowan University reserves the right to modify or change these rules and regulations under existing guidelines as deemed necessary.

**Legal Authority:**

These administrative rules and regulations are necessary and proper for the administration and operation of the University and have been adopted and promulgated in accordance with a resolution of the Board of Trustees of Rowan University # 2013.06.20 adopted on June 12, 2013 pursuant to N.J.S.A. 18A:3B-6b; N.J.S.A. 18A: 64-3, N.J.S.A. 18A: 64-6(m); N.J.S.A. 18A: 64-7 and N.J.S.A. 18A: 64-18c.

Student Ticket Writers, Security Guards, Security Officers, Police Officers, and supervisory and administrative staff members of the Public Safety Department are authorized by the Board of Trustees to write administrative tickets on behalf of Rowan University and enforce these rules and regulations.

Pursuant to 18A:6-4.7 University Police Officers are additionally authorized to issue municipal tickets (summons) for violations of the Motor Vehicle and Traffic Laws of the State of New Jersey (N.J.S.A. Title 39).