



Policy Title
Vehicle Registration and Parking

Policy Number
2-004

Responsible Unit: Admission and Recruitment	Effective Date: July 26, 2021
Responsible Official: Associate Vice Chancellor for Enrollment	Last Reviewed Date: July 26, 2021
Policy Classification: Enrollment Management	Last Revised Date: July 26, 2021
	Origination Date: Before 2019

- I. Policy Purpose**
The purpose of this policy is to inform Law Center admitted and enrolled students of the parking procedures for the Southern University Law Center (SULC). This policy also helps to facilitate the safe and orderly movement of motor vehicles and provides a safe environment for pedestrians.
- II. Policy Scope**
This policy applies to all admitted and enrolled students of SULC.
- III. Policy Compliance**
New and revised policies introduced for approval after the effective date of this policy shall comply with this policy.
- IV. Policy Definitions**
- Motor Vehicle**—a road vehicle powered by an internal combustion engine; an automobile.
Pedestrians Crossing Sign—a warning sign that provides advance notice of areas of high pedestrian activity so drivers can slow down or stop.
Pedestrian—a person walking along a road or in a designated area.
Parking Permit (“Hang Tag”)—conveys specific parking privileges to the person to whom it is issued.
Hour of Zone Parking – the concept requires students to park their vehicles in a designate

parking; then walk, bicycle or ride the campus shuttle (Jag Train) between 7:00 am and 5:00 pm., Monday through Friday.

V. Policy Development and Implementation Procedures

SULC developed this policy to clearly inform prospective and admitted students and interested parties of the procedures for obtaining a campus parking pass, where the designated student lot is located, and other procedures for operating vehicles on University property.

VI. Policy and Applicable Procedures

Overview

Motor vehicles (including motorcycles, motor scooter, motorbikes, and mopeds) operated by Law Center students on the Southern University Baton Rouge Campus must be registered. The University requires all students to register their vehicles, regardless of ownership. The student vehicle registration fee is \$45 for the academic year. Registration of vehicles is completed online at www.permits.subr.edu.

Parking permits must be properly displayed. A permit must be hung from the rearview mirror with front facing the windshield, unobstructed by any other object. The permit may also be placed face up and visible on the dashboard. Law students residing in the University Apartments are issued a resident permit.

Mobility Impaired students with temporary or permanent impairments should contact the Louisiana Department of Motor Vehicles to obtain a mobility impaired hangtag.

Parking spaces are normally available for law students in parking areas west of the Law Center (Zone 105L) and on the east and west side of A.W. Mumford Stadium. A permit does not ensure the availability of a parking space but grants the privilege of parking in a designated area when space is available.

Vehicles must yield to pedestrians at all intersections and all designated crosswalks on the University streets. The use of vehicles by students, employees, and visitors is limited between 7:00 am and 5:00 pm Monday through Friday. These hours are designated as the hours of zone parking.

Operating or parking a vehicle on campus without a properly displayed permit will result in the issuance of an "unregistered vehicle" ticket. A vehicle receiving three or more such tickets will be immobilized and/or towed by Traffic and Parking at the owner's expense. A parking permit is required at all hours on weekdays, except for University-wide holiday when most offices are closed.

In addition to the University's parking regulations, a vehicle parked on campus must comply with all city ordinances and state laws relating to motor vehicles.

VII. Policy History and Review Cycle

This policy was created and became effective prior to the implementation of the uniform policy format, which was implemented in 2019. Because the policy is administrative in

nature, it does not require faculty approval. The policy, and any subsequent changes, are binding once signed by the Chancellor. The policy was reviewed and updated by the Associate Vice Chancellor for Student Affairs and the Associate Vice Chancellor for Enrollment on July 26, 2021. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Student Affairs.

VIII. Publication of Policy

This policy is published at <https://www.sulc.edu/page/sulc-policies>.

IX. Policy Approval

This policy was approved by:



John K. Pierre
Chancellor, Southern University Law Center

July 26, 2021
Date