

### VEHICLE REGISTRATION

Students, staff, and faculty are required to register all vehicles that they will use on the Emmanuel University campus. Vehicles used on a temporary basis should be registered, unless the vehicle is only used for a single day and is parked in a lot designated as a public parking lot. Vehicle registration services are offered each day during semester registration/move in days. Once classes resume, vehicle registration services are offered at specific days and times at the Athletic Center and by the campus parking coordinator. You may request assistance with parking by emailing [parking@ec.edu](mailto:parking@ec.edu).



### PARKING LOTS AND RESERVED PARKING SPACES

There are four types of parking lots on the Emmanuel University Campus.

**Public/visitor Parking Lots:** Public parking lots are used for general parking and may be used to park any legally operated vehicle by visitors on campus. Public parking lots are located at the Shaw Athletic Center, the Swails Center, Admissions/Welcome Center, Financial Aid office and at specific designated visitor spaces on campus. The library parking lot is designated a visitor parking lot after 3:30 pm each weekday and on weekends and holidays. Vehicle registration is not required of visitors at these parking lots.

**Standard Parking Lots:** Standard parking lots may be used by all students, faculty, and staff at any time, to park a registered vehicle. Only the standard registration sticker is required, and there is no charge to use these parking lots. Lots currently considered standard lots include the front and rear parking lots at the Shaw Athletic Center, the Swails Center parking lots (except the small front lot which is designated staff parking), the backside of the wrestling center, the gravel parking lot located adjacent to the old tennis courts on Aaron Street, and the parking lot between Hartsfield Hall and Melton Hall. Parking Lots designated as “Premium Commuter” parking lots become standard parking lots after 3:30 pm each day and on weekends and holidays.

**Staff Parking Lots:** Staff Parking lots are designated for use by employees and certain contracted staff and regular volunteers as designated by the University. A green staff registration sticker and green hang tag placed on the vehicle rear view mirror are required to park in lots or parking spaces designated for Staff parking. Students are not permitted to park in these parking locations unless they have been issued a staff parking hang tag as an employee of the University. Students working for the University with specific needs to park in staff parking may be issued a staff parking hang tag, but not all “work study” students are eligible to use staff parking. Staff parking lots are treated as standard and visitor parking lots between the hours of 5:00 pm and 7:00 am each weekday and on normal weekends when major activities are not taking place on campus. If major campus wide events are scheduled on a weekend (such as homecoming and graduation), staff parking will be enforced.

#### Student Parking Lots:

There are three types of student parking at Emmanuel University:

- Premium Resident
- Premium Commuter
- Standard

Parking Lots located adjacent to residence halls and other specific lots on campus have been designated as “premium” parking lots and have specific spaces numbered for use by students assigned to that reserved parking space. Students will be provided the opportunity to request assignment of a reserved parking space prior to the beginning of the Fall Semester (See Process for requesting Premium Parking below). There will be no additional charge for premium parking in 2024-2025. Students assigned the use of the reserved space are issued a “hang tag” that must be displayed on the vehicle rear view mirror. The hang tag will be color-coded to the appropriate lot and includes the specific parking space number to be used.



Students assigned a premium parking space in the Fall semester retain the use of that space in the Spring Semester provided the student is in good financial standing at the beginning of the semester. The space will automatically be assigned to the student in the Spring semester unless the student returns the hang tag prior to the beginning of the Spring semester, or requests and is approved a change to their assigned space.

The Emmanuel University Campus Parking Map shows all current parking lots available on campus.

### Premium or Standard Parking Rules

- Hangtags may only be used in vehicles which have been properly registered – Hangtags, and the registered vehicle they are placed in, must be registered to the same student.
- Our campus is relatively small and centralized. Students who are not assigned premium parking will find that even the standard parking is located closer to residence halls and classrooms than at most other campuses.
- Since premium parking spaces are limited, not all students will be eligible to park in the paid parking areas. Premium parking selection will be opened on a first come first serve basis beginning with students classified as “Seniors”, then Juniors, then Sophomores, and then Freshmen. The Residence Life Department will email students the premium parking selection schedule sometime prior to the beginning of the Fall Semester (end of June, first of July). Each class group will be given about 5 days to make their selection before the next class is permitted in the system. Once all classes are opened for selection, all students have opportunity to select spaces.
- Students are not permitted to assign or temporarily “allow” another student to use their assigned parking space. Students parking in another student assigned space may be ticketed, even if permission to use that space has been given by the student assigned to that space.
- ALL COMMUTERS TAKING CLASSES ON CAMPUS MAY OBTAIN A YELLOW HANG TAG THAT PERMITS PARKING IN THE PREMIUM COMMUTER PARKING LOTS. Commuters will obtain hang tags during the check in days prior to the semester or may contact the Parking Coordinator at parking@ec.edu.

### Selecting Premium Parking Spaces

\*Go to your EU My Mane account, select your CHECKLIST, scroll down to the Parking and Auto registration window. Click GO TO VEHICLE REGISTRATION TO COMPLETE, enter vehicle information including tag number prior to obtaining decal. Make your selection for “premium” or “standard” parking and then click “Set my Parking Preference.” Returning students should review the vehicle registration information and verify the vehicle they intend to use on campus. If vehicle information has changed, the student may add the vehicle again with updated information. Normally just the tag number would need to be updated on existing vehicles.

- Students who have a properly registered vehicle and have been assigned a residence hall will have the option to select a premium parking space at their residence Hall. Students not assigned to the residence hall will not have the option of selecting spaces at that parking lot.
- Select the parking lot and click on the preferred parking space. The system will show if the parking space is available or already assigned.
- The parking assignment system will allow students to change their assigned space selection. Students must first delete their assigned space and then request another space. Be aware that you could lose your space and no other spaces are available, especially during the initial selection windows offered to each group of students.
- Students with large trucks or other unique situations may contact Residence Life or the Parking Coordinator during the space selection window to arrange for assignment to a parking space best suited for that vehicle. Certain spaces will be set aside to be assigned for those situations.
- HANG TAGS FOR ASSIGNED PARKING SPACES WILL BE ISSUED DURING MOVE IN DAYS AS STUDENTS ARE ASSIGNED KEYS TO THEIR RESIDENCE HALLS.

**Having a vehicle on the Emmanuel University campus is a privilege, not a right. The University does not accept responsibility for any loss or damage to any vehicle parked or operated on campus.**

### **PARKING POLICIES**

- All students operating or parking motor vehicles on campus must register their vehicles and must properly place a registration decal/hangtag on their vehicles.
- Failure to register a vehicle and have a properly placed decal/hangtag may result in monetary fines, the vehicle being towed, and/or the revocation of parking privileges.
- It is the student’s responsibility to become familiar with EU vehicle regulations and campus parking rules. The rules and regulations have been adopted and are enforced to protect everyone who uses campus streets and parking areas. Parking Plans and Policies are found on the EU website. Select the Student Life section and drop down to “parking.”
- Any student operating a vehicle on any part of the campus is required to obey the laws of the state and the regulations of the University campus.
- Students will only park in lots and specific parking spaces that correspond to the decal/hangtag

assigned to them. Students are not allowed to park in lots designated for faculty and staff.

- Commuting students may park in the premium commuter parking lots (Yellow Lots) if assigned a premium commuter hang tag or in the standard lots.
  - Resident students assigned to a premium parking space and issued a resident hangtag must park in their designated parking space or in the standard parking areas.
  - Students with standard parking decals and not assigned a premium parking space must only park in the standard lots indicated on the map. Students are not permitted to park in spaces designated for “visitors” during normal business hours.
  - To secure a parking permit, students can register their vehicle through the Office of Student Development or Campus Parking. Access to parking registration can be obtained on each student’s MY Mane account student checklist.
  - **Parking in Faculty/Staff designated areas by students will result in fines.**
  - **Parking is prohibited in designated Fire Lanes, by Fire Hydrants, or near any yellow or red marked area.**
  - Parking is prohibited in No Parking and/or Tow-away Zones.
  - Parking is prohibited in areas not identified for parking on the parking map. e.g., Students are not allowed to park on grass, sidewalks, city streets, near Waste Management dumpster access, etc.
  - Improper parking within parking lots will result in fines. Students should not leave vehicles parked outside of clearly marked parking spots. e.g., on grass, medians, double-parked, or blocking flow of traffic through parking lot, etc.
  - Parking in Handicap spaces without a proper permit will result in fines.
- Parking lots are provided for the benefit of students, faculty and staff; however, Emmanuel University is not responsible for damage to / theft of vehicles or theft of items in the vehicle. In the event of damage or theft a report can be filed with the Franklin Springs Police or Franklin County Sheriff’s Office by calling (706) 384-7118.
- Temporary parking permits can be issued for a limited time if the currently registered vehicle is out of service for a short period. Temporary permits can be obtained from the Office of Student Development during normal business hours.
  - During times of special events, Homecoming, Campus Preview, concerts, etc., students may not be able to park in the usual area. Students will be informed through a “campus message” via email or EC Alert if an event requires alterations to Emmanuel University’s parking plan.
  - For those establishing residency in Georgia, new residents in the state must register their automobile within 30 days.
  - Students can obtain registration and license plates in the Tax Commissioners Office near the

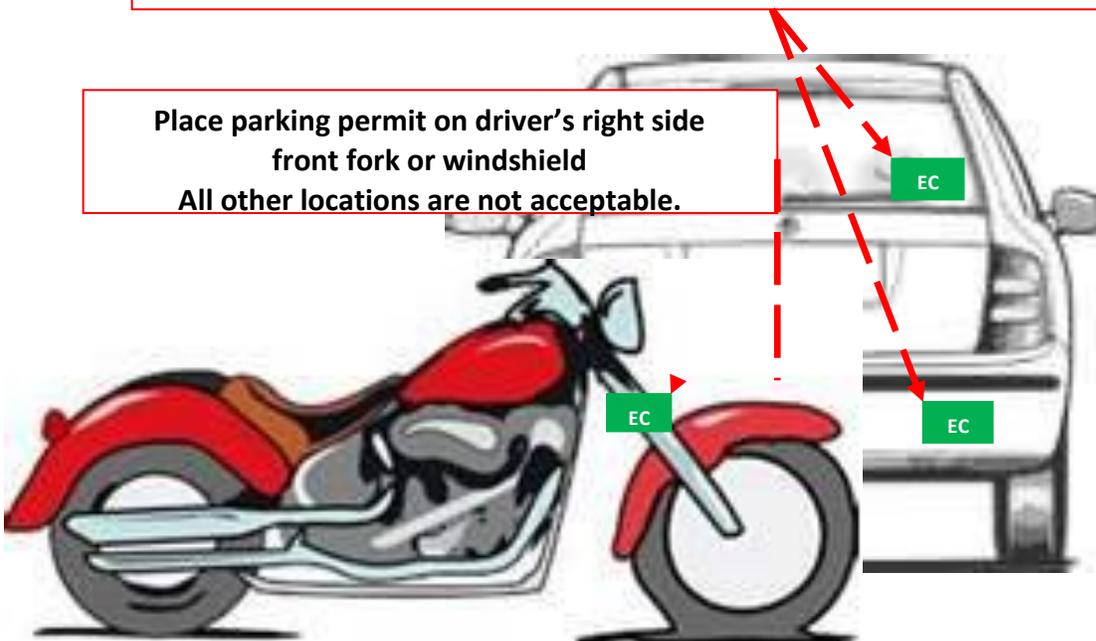
courthouse in Carnesville. Students must bring proof of liability insurance and a title or registration card from out of state to register a car. Students must change their driver’s license within 30 days. Students can obtain a booklet of rules from the Department of Motor Vehicles in downtown Toccoa or in Elberton.

**Parking Registration Permit Location**

Place parking permit in one of the locations indicated so the permit is unobstructed and can be clearly seen from behind the vehicle or in the case of a hangtag where it can be viewed easily through the windshield.

**Place parking permit in one of the locations indicated so the permit is unobstructed and can be clearly seen from behind the vehicle. In the case of a hang tag, ensure it can be viewed easily from inside the windshield. These locations are applicable to all vehicles  
All other locations are not acceptable.**

**Place parking permit on driver’s right side front fork or windshield  
All other locations are not acceptable.**



**Parking Violations**

- Parking violations are assessed and posted to the student’s account.
- Parking fines should be paid within 10 class days of the receipt of the ticket. Students with outstanding parking fines at the end of the semester may not be permitted to register for the following semester. Each violation will be assessed independently.
- Two or more fines may be applied if vehicle is in violation of more than one offense.

Parking Violations	Per Semester		
	1 <sup>st</sup> , 2 <sup>nd</sup> Offense Fine	3 <sup>rd</sup> -5 <sup>th</sup> Office Fine	6 <sup>th</sup> + Offense Fine
Parking in an Improper Lot for Parking Permit	\$25	\$50	\$250
Parking in a Fire Lane or Fire Zone	\$50	\$100	\$500
Blocking Access to a Fire Hydrant	\$50	\$100	\$500



## Parking Policy 2025-2026

Parking in a No Parking Zone	\$25	\$50	\$250
Parking in a Tow Away Zone	\$50	\$100	\$500
Parking in a Handicap Space without a Proper Permit	\$50	\$100	\$300
Parking in an Area not Marked for Parking	\$25	\$50	\$250
Parking Improperly	\$25	\$50	\$250
No Parking Permit Visible	\$50	\$100	\$500

### Parking Ticket Appeals

Parking tickets may be appealed through the Parking Appeals Process on My Mane. The Parking Appeals Committee meets as needed, and individuals who have submitted appeals will be notified by email.

- Appellate applications must be submitted using the MyMane Portal. Directions for submitting appeals are included in the email received if the student is issued a ticket. Appeals submitted via email, or voicemail are not considered valid appeals.
- Students must include a valid basis or *reasoning* for the appeal, for an application to be considered. Ability to pay, being late for class, or not knowing the parking policies are not valid reasons for appeals.
- Filing an Appellate Application does not guarantee the ticket will be forgiven or reduced.
- Applications for appeals must be filed within ten (10) class days of the receipt of the ticket. Any appeal application received after that time will not be considered.