

# Parking and Transportation Services

Rules and Regulations  
2021–2022



## QUICK TIPS

- Parking Services utilizes virtual permits for Students and Faculty/Staff. After purchase, your license plate will serve as your permit.
- With virtual permits, you will be able to order your permit online and use it immediately.
- Students may park in “B” lots for free, without a permit, after 3:45 p.m. on weekdays and any time on weekends.
- Student parking is in “B” lots. Faculty/staff parking is in “A” lots.
- Visitors and students may park by the hour with mobile payment in any "B" lot space.
- Permits are not valid at hourly spaces.
- Student permits may be linked to up to three vehicles. Vehicle information must be registered with Parking Services.
- Manage your Parking Services account online at **[www.nvcc.edu/parking](http://www.nvcc.edu/parking)**.

## ALTERNATIVE PARKING OPTIONS

### Hourly Bundle (Passport Parking App)

- Students or visitors may purchase discounted bundles of hourly parking through our mobile payment app.
- View our parking website for more information and to download the mobile app.
- Students paying through the mobile payment app may park in any student “B” lot.
- Any remaining balance may be used in future semesters. All sales are final after first use; no prorated refunds.

## PERMITS AND REGULATIONS

### Student Permits

- Students are not required to have a permit while parked in a “B” lot after 3:45 p.m. on weekdays or any time on weekends.
- Students may purchase parking permits at any campus Parking Services office or online at [www.nvcc.edu/parking](http://www.nvcc.edu/parking).
- There is a \$10 discount for permits purchased online.
- Permits purchased online will be available for use immediately. Your license plate serves as your permit.
- Permits are valid for one semester.
- Permit requirements for off-campus locations vary. Please check with a campus Parking Services office before ordering for any off-site location.
- Campus Parking Services offices accept cash, credit, MasterCard, Visa and American Express.

SEMESTER	EXPIRATION DATE
Spring	5/31
Summer	8/31
Fall	12/31

### Faculty and Staff Permits

- Vehicles parked in "A" parking lots require a Faculty/Staff permit
- Full-time/adjunct/emeriti professors and classified staff employees are eligible for one free permit and must order their permit online at [www.nvcc.edu/parking](http://www.nvcc.edu/parking).
- Faculty/staff permits must be renewed every year.
- Part-time (P14) staff are eligible for one free employee permit, issued by semester, for up to three vehicles.
- Part-time employees and College Work Study students must order their permit online at <https://www.nvcc.edu/parking>.

- College Work Study students are eligible for one free student permit, issued by semester, for up to three vehicles.
- Federal Work Study students must purchase a student permit.
- College officials may request temporary permits for guests. Please contact a campus Parking Services office for more information.

### **Adding/Removing Vehicles**

- All vehicle information must be up to date prior to parking the vehicle on campus. To add or remove a vehicle to your permit, you can log in to your parking account online and update the information.
- If you purchased a new vehicle but transferred the license plate from your previous vehicle, please contact ***parking@nvcc.edu*** to update your information.
- If you are using a new vehicle temporarily, please ensure the vehicle is linked to the permit on your parking account by visiting ***www.nvcc.edu/parking***.
- When a rental vehicle has been returned and is no longer in use, the information should be removed from both the permit and the parking account as it may be rented and parked on campus by a different driver in the future. You may remove the vehicle from your permit in your parking account or you may contact ***parking@nvcc.edu***.

### **Handicap Permits**

- NOVA does not issue handicapped permits. Handicap permits issued by the Department of Motor Vehicles (DMV) in any state or the District of Columbia will be honored on campuses.
- It is not necessary to purchase a NOVA permit if a valid DMV handicap permit is displayed while parking in a NOVA handicap space or permit lot.
- Handicap permits must be valid and used only by the person to whom they were issued.
- The International Symbol of Access is required on all valid handicapped permits and plates.

### **Permit Regulations**

- Individuals obtaining a NOVA parking permit must not have any past-due citations and agree to all parking regulations outlined in the Parking Services brochure.

- Permits are not valid in hourly spaces.
- Student permits are valid for one semester and in “B” lots only.
- Students are not permitted to park in “A” lots.
- Motorcycles do not require a parking permit to park on campus. Each campus also has designated motorcycle parking spaces.

### **Permit Refunds**

- Requests for student permit refunds must be received by a campus Parking Services office within the published add/drop (census) date as listed in the *Schedule of Classes*.
- In the case of a student in classes with multiple census dates, a permit refund request must be received by the earliest add/drop (census) date.
- There is a \$10 processing fee for refund requests. The processing fee is waived if all of the student’s classes are cancelled or moved off campus by NOVA.
- If a class was moved or cancelled, refund requests must be submitted to a campus Parking Services office within three business days from the date the class was moved or cancelled.
- Students with financial holds or outstanding parking citations are not eligible to receive parking permit refunds.
- Once a student permit refund request has been submitted, the corresponding permit will be deactivated and will no longer be valid for use while the request is under review. Parking on campus without an active permit or without paying for hourly parking may result in a citation.

### **Senior Citizens**

- Senior citizens who are currently enrolled in a class through the college’s Senior Citizen Tuition Waiver process may obtain a student parking permit at no charge.
- Seniors can order their parking permits online 48 hours after registering at [www.nvcc.edu/parking](http://www.nvcc.edu/parking) or at any campus Parking Services office.

# PARKING ENFORCEMENT

## Citations and Fines

- Parking citations may be paid online at [www.nvcc.edu/parking](http://www.nvcc.edu/parking) or at any campus Parking Services office.
- NOVA enforces its parking regulations through citations to those who fail to comply with rules and regulations that control parking on any of its campuses.
- Fines must be paid within 30 calendar days from the date of issuance or a \$10 administrative fee will be added to the original fine.
- NOVA utilizes the services of a collection agency for all overdue debts owed to the College. The debtor is responsible for paying all fines, administrative fees and collection costs.
- Abandoned vehicles left on lots may be towed at the owner's expense.
- The registered owner or the current permit holder of a vehicle is responsible for any parking violations, regardless of the person driving.
- Vehicles parked across the line of a designated space will be subject to a "Parked Over Lines" violation.
- Faculty, staff and students may not obtain new permits without having paid all past-due parking citations on their records.
- Students with unpaid past-due citations on their accounts will have a hold placed on their student account and will not be able to register for the next semester or purchase a permit.
- The Northern Virginia Community College Board approves all parking fines and fees.
- Currently approved fines and fees can be found at [www.nvcc.edu/parking](http://www.nvcc.edu/parking) and are subject to change without notice.

## Appeals

- Parking citations may be appealed online at [www.nvcc.edu/parking](http://www.nvcc.edu/parking) or at any campus Parking Services office.
- A \$10 processing fee will be added to all denied appeals.
- Appeals must be submitted within 15 calendar days after issuance of the citation.

- All appeals must provide evidence that the facts of the citation are incorrect.
- Appeal decisions are final and will be emailed to appellants.

### **Vehicle Immobilization**

- A vehicle with three or more unpaid past due citations may be immobilized.
- Contact the campus Parking Services office for payment of citations, fees and boot removal.
- It is illegal to tamper with or remove a boot. The immobilization device is the property of the Commonwealth of Virginia and any damage shall make the offender liable for the destruction of state-owned property. Removing this device or moving this vehicle by any means before an official release is obtained constitutes a separate and additional offense.

## **PARKING FACILITIES AND HOURLY OPTIONS**

### **Parking Lots**

- “A” lots on all campuses are for faculty and staff use only.
- “B” lots are designated student lots. Individuals who purchased an hourly parking bundle may also park in the “B” lots.
- NOVA parking lot operating hours are from 6:00 a.m. to 12:00 a.m.
- Parking after hours without proper authorization is prohibited.

### **Parking in Garages**

- Hourly parking is available on levels 1, 2 and 3 in the Annandale Hourly Garage and levels 1 and 5 in the Medical Education Campus Garage.
- Hourly parking is available on all levels of the Beauregard Garage at the Alexandria Campus.



- Garage parking is not available for oversized vehicles. Requests to park an oversized vehicle must be made in advance through the campus Parking Services office.
- Hourly parking transactions are non-refundable.
- Hourly parking customers MUST PAY UPON ARRIVAL.
- Reference posted signage in garages for hourly payment instructions.

## **Hourly Parking**

- Hourly Parking customers MUST PAY UPON ARRIVAL.
- Students or visitors may purchase discounted bundles of hourly parking through our mobile payment app.
- Students paying through the Passport Parking mobile app may park in any student “B” lot space.
- Visit [www.nvcc.edu/parking](http://www.nvcc.edu/parking) for more information and to download the Passport Parking mobile app.
- A limited number of hourly parking spaces are available at all campuses.
- Permits are not valid in hourly spaces.
- Hourly parking is free after 3:45 p.m. on weekdays and any time on weekends.
- Hourly parking transactions are non-refundable.

## **Loading Zones**

- Parking is not permitted in loading zones without a valid loading zone permit.
- Vehicles must be registered prior to parking in Carpool/Vanpool spaces.
- A loading zone permit for vendors or individuals unloading equipment or supplies may be obtained from a Parking Services office.
- Vehicles must be moved immediately after loading or unloading.





### **Carpool/Vanpool Parking**

- Vehicles must be registered prior to parking in Carpool/Vanpool spaces.
- Vehicles must have a valid permit for the lot where the space is located, unless otherwise posted on signage.
- Vehicles with active hourly paid time may park in Carpool/Vanpool spaces located in student "B" lots if registered for a Carpool/Vanpool permit.
- Carpool/Vanpool spaces should be used by vehicles arriving with a minimum of two occupants.

### **Liability Disclaimer**

- NOVA does not assume responsibility for any vehicle or its contents when parked on College property. NOVA does not assume responsibility for damage to vehicles that are booted, immobilized or towed due to violations incurred or as a result of other policy violations.

## CURRENT PARKING FEES

Hourly Parking	\$2.00
Daily Max (Hourly Parking)	\$10.00
Semester Student Parking Permit: Over-the-counter	\$90.00
Online	\$80.00
Discounted Hourly Bundles See <a href="http://www.nvcc.edu/parking">www.nvcc.edu/parking</a> for more details	
Permit Refund Processing Fee	\$10.00
Citation Admin Fee (30 days)	\$10.00
Returned Checks/Insufficient Funds: Less than 30 days	\$35.00
More than 30 days	\$50.00
Appeal Processing Fee (if denied)	\$10.00
Collections Fee	25% (of outstanding balance)

*Parking fees and regulations may change during the year. Changes will be posted with as much notice as possible.*

*NOVA enforces its parking regulations through citations to those who fail to comply with rules and regulations that control parking on any of its campuses.*

## CURRENT PARKING FINES

Improper Parking	\$45.00
Parked Over Lines	\$45.00
Hourly Parking Violation	\$25.00
Parked in a Roadway, Fire Lane or Yellow Curb	\$75.00
No Loading Zone Permit	\$75.00
Parking in a Reserved Space	\$45.00
Boot Fee	\$25.00
No Valid Permit	\$75.00
Shared Permit Violation	\$75.00
Parking in Handicapped Space Without Valid Authorization Displayed	\$150.00
Tampering With Immobilizer/Boot	\$150.00
Use of Stolen or Counterfeit Permit	\$300.00
Exceeding Posted Time	\$45.00

Manage your Parking Services account online at [www.nvcc.edu/parking/](http://www.nvcc.edu/parking/). For assistance with your online parking account, please contact Customer Support at **703-323-3123**.

**ALEXANDRIA CAMPUS**

5000 Dawes Avenue, Bisdorf 189  
Alexandria, VA 22311  
Phone: 703-845-6499

**ANNANDALE CAMPUS**

8333 Little River Turnpike, CA 103  
Annandale, VA 22003  
Phone: 703-323-4267

**LOUDOUN CAMPUS**

21200 Campus Drive, LV1-109  
Sterling, VA 20164  
Phone: 703-450-2523

**MANASSAS CAMPUS**

10950 Campus Drive, Howsmon Hall 312  
Manassas, VA 20109  
Phone: 703-257-6650

**MEDICAL EDUCATION CAMPUS**

6699 Springfield Center Drive, Room 204  
Springfield, VA 22150  
Phone: 703-822-6688

**WOODBRIIDGE CAMPUS**

2645 College Drive, Seefeldt 126  
Woodbridge, VA 22191  
Phone: 703-878-5815