

**NOVA**

Northern Virginia  
Community College

# Parking and Transportation Services

Rules and  
Regulations  
2019–2020



## QUICK TIPS

- NOVA Shuttle is free to ride with your NOVACard! Check online at [www.nvcc.edu/shuttle/](http://www.nvcc.edu/shuttle/) for route schedules and information.
- 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 may park by the hour with mobile payment in any “B” lot, metered space or hourly pay garage.
- Daily hangtags are available online or at campus Parking Services offices.
- Parking at a broken meter is not allowed.
- Student and faculty/staff hangtags must be displayed from the rearview mirror or on the dashboard with the front side fully visible.
- Permits and hangtags are not valid at meters.
- Student hangtags are transferrable and may be registered to two 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 Flex Bundle (Passport Parking App)

- Students or visitors may purchase discounted bundles of hourly parking (30 or 60 hour bundles) through our mobile payment application.
- View our parking site for more information and to download the mobile app.
- Students paying through the mobile payment app may park in any student “B” lot or metered space.
- Any remaining balance may be used in future semesters. All sales are final after first use; no prorated refunds.
- The Hourly Flex Bundle is not valid at the Medical Education Campus garage.

## PERMITS AND REGULATIONS

### Student Permits

- Students are not required to display a permit while parked in a “B” lot after 3:45 p.m. on weekdays or any time on weekends.
- Students may purchase “B” 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 mailed to the applicant’s home address on record and a temporary 21-day parking pass can be printed for use while awaiting delivery.
- 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, check and credit card payment.

### Faculty and Staff Permits

- Vehicles parked in faculty and staff “A” parking lots must have a valid “A” hangtag or permit displayed at all times.
- Full-time/adjunct/emeriti professors and classified staff employees are eligible for one free hangtag and must order their permit online at [www.nvcc.edu/parking](http://www.nvcc.edu/parking).
- Faculty/staff hangtags must be renewed every year.
- The hangtag will be mailed to the applicant’s home address on record and a temporary 21-day parking pass can be printed for use while awaiting delivery.
- Part-time (P14) staff and College Work Study are eligible for one free hangtag, issued by semester, for up to two vehicles.
- Part-time employees may request their permit from any campus Parking Services office.
- Federal Work Study students must purchase student “B” permits.

## Temporary Permits

- Temporary hangtag permits may be requested for current permit holders for up to two weeks. Temporary hangtags are available at campus Parking Services or online (for employees only) at [www.nvcc.edu/parking](http://www.nvcc.edu/parking).
- There is a limit of two temporary hangtags per semester for students and two temporary hangtags per semester for faculty/staff.
- There is no cost for temporary hangtags issued to valid permit holders.
- Documentation may be required if requesting a permit for longer than two weeks.
- College officials may request temporary permits for guests and visitors. Please contact a campus Parking Services office for more information.

## Handicapped Permits

- NOVA does not issue handicapped permits. Handicapped 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 handicapped permit is displayed while parking in a NOVA handicapped space or permit lot.
- Handicapped permits must be valid and used only by the person(s) to whom they were issued.
- The International Symbol of Access is required on all valid handicapped permits and plates.

## Permit Regulations

- Individuals registering for a NOVA parking permit must not have any past due tickets and agree to all parking regulations outlined in the Parking Services brochure.
- Permits are not valid at meters.
- Student permits are valid for one semester and in “B” lots only.
- Students are not permitted to park in “A” faculty lots.
- Motorcycles may park in surface parking lots only (MEC has a dedicated motorcycle entrance to the garage).

- Any vehicle information changes, including license tag numbers, make and model must be reported to a campus Parking Services office.
- Employees terminating from the College must return all current parking permits to a campus Parking Services office.
- Retiring employees may retain their permits until the permits expire.

### **Permit Display Regulations**

- Permits must be clearly displayed in one of the following manners:
  - Hangtags must be hung from the rearview mirror of the vehicle with the front of the permit facing the outside of the vehicle or displayed on the dashboard with the front side fully visible.
  - Temporary permit printouts must be displayed on the front dash. The permit information must be visible from outside of the vehicle.
  - Failure to properly display a permit may result in an “Improper Display” or “No Valid Permit Displayed” violation.

### **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.
- Permits must be returned intact.
- 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.

## Permit Replacement

- Lost or stolen permits must be reported to a campus Parking Services office immediately. Additionally, stolen permits should be reported to Police. A replacement fee will be charged for all replacement permits. Permits will only be issued to the original permit holder.
- Missing permits are deactivated in the parking system and will be identified through routine scanning of parking permits if displayed.
- The permit holder must submit a Permit Replacement Request form, acknowledging that the use of the missing permit will result in a citation, to be considered for a replacement permit.
- If a missing permit is recovered, it must be returned to a campus Parking Services office immediately.

## 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 and the debtor is responsible for paying all fines, administrative fees and collection costs.
- Unidentified 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 over a designated space or parked in a non-designated space will be subject to an “Improper Parking” or a “Parked Over Lines” violation.
- Faculty, staff and students may not obtain new or replacement permits without having paid for all parking citations on their records.
- Students with unpaid 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 METERS**

### **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 flex bundle may also park in the “B” lots.
- NOVA parking lot operating hours are from 6:00 a.m. to 12:00 a.m., except at the Annandale and Medical Education Campus garages where hours are posted.
- Parking after hours without proper authorization is prohibited.

### **Parking in Garages**

- A current NOVACard and valid parking permit are required to access the Permit Holder lanes at the Medical Education Campus garages.
- Faculty and staff parking in the Medical Education Campus garage is available on levels four and five only.
- Visitors must enter the garages through the visitor lanes only.
- Visitor parking is available only on levels one and two in the Annandale garage and levels one and five in the Medical Education Campus garage.
- Garage parking is not available to oversized vehicles. Requests to park an oversized vehicle must be made in advance through the campus Parking Services office.
- Garage transactions are non-refundable.
- Reference posted signage in garages for hourly payment instructions

### **Parking at Meters**

- Hourly metered parking must be paid upon arrival.
- Students or visitors may purchase discounted bundles of hourly parking (30 or 60 hour bundles) through our mobile payment application.
- Students paying through the mobile app may park in any student “B” lot or metered space.
- View our parking site for more information and to download the mobile app.





- A limited number of hourly parking spaces are available at all campuses.
- Permits and hangtags are not valid at meters while pay parking is in effect.
- Hourly parking is free after 3:45 p.m. on weekdays and any time on weekends.
- Meter payments made after 3:45 p.m. are non-refundable.
- Parking at a broken meter is not permitted and may result in a Meter Violation.
- Meter transactions are non-refundable.

### **Loading Zones**

- Parking is not permitted in loading zones without a valid loading zone permit issued by NOVA.
- 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**

- Carpool/Vanpool spaces may be used by vehicles arriving with a minimum of two occupants.
- Vehicle must be registered for Carpool/Vanpool spaces at [www.nvcc.edu/parking](http://www.nvcc.edu/parking).
- Vehicles must display a valid permit for the lot where the space is located, unless otherwise posted on signage.

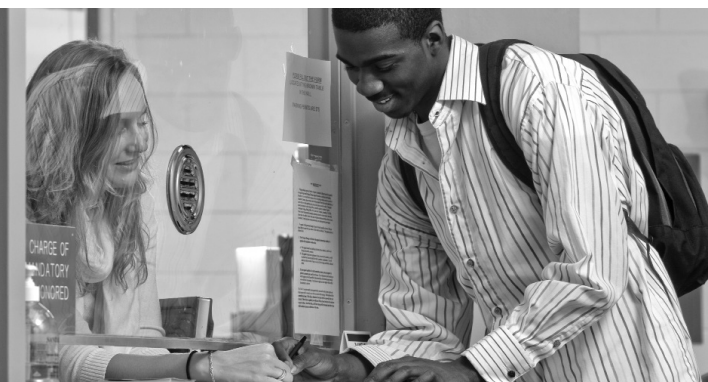
### **Liability Disclaimer**

- 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 Parking	\$10.00
Semester "B" Parking Permit: In person	\$90.00
Online	\$80.00
Hourly Flex Parking Bundle: 30 Hours	\$40.00
Hourly Flex Parking Bundle: 60 Hours	\$70.00
Permit Refund Processing Fee	\$10.00
Citation Late 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	20–25% (of outstanding balance)
Permit Replacement Fee	\$25.00

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



## CURRENT PARKING FINES

Failure to Pay on Exiting Garage	\$5
Permit Improperly Displayed	\$25
Exceeding Posted Time	\$45
Improper Parking	\$45
Parked Over Lines	\$45
Expired Meter	\$25
Parked in a Roadway, Fire Lane or Yellow Curb	\$75
No Loading Zone Permit	\$75
Parking in a Reserved Space	\$45
Boot Fee	\$25
No Valid Permit Displayed	\$75
Unauthorized Transfer of Permit	\$75
Unauthorized Use of NOVACard at Garage	\$75
Parking Within 15 Feet of a Fire Hydrant	\$150
Parking in Handicapped Space Without Valid Authorization Displayed	\$150
Tampering With Immobilizer/Boot	\$150
Use of Stolen or Counterfeit Permit	\$300

*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.*

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 22030  
Phone: 703-323-4267

### **LOUDOUN CAMPUS**

21200 Campus Drive, Reynolds 241  
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

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