



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 76.30, **Vehicle Registration**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish procedures for vehicle registration.

REVIEW: This HSC OP will be reviewed by June 1 of every year (EY) by the Director of Student Business Services, and the AVP of Regional Campus Operations, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations (EVPFO).

POLICY/PROCEDURE:

1. **Vehicle Registration.**

- a. In order to operate or benefit from the use of a motor vehicle on any campus, each member of the TTUHSC community must obtain, in his or her name, a vehicle registration permit. Vehicle registration is accomplished by completing the appropriate forms, paying the appropriate fee, and properly affixing the permit on the motor vehicle. Operation of a motor vehicle without a permit is a violation of the Student Affairs Handbook and TTUHSC policy. (Please reference Appendix A through E for additional specific campus information.)
- b. Any person giving false information or failing to complete the vehicle registration form is subject to appropriate disciplinary action and revocation of their motor vehicle registration permit and related parking privileges.
- c. Students, faculty or staff who operate a motor vehicle without a permit on any TTUHSC campus between 6:30 a.m. and 5:30 p.m., or the TTU campus between 7:30 a.m. and 5:30 p.m. (Lubbock), Monday through Friday, year-round, excluding official holidays, are in violation of institutional policy.
- d. When a change occurs in vehicle registration information and/or work location, it is the responsibility of the employee or student to update information on file in the appropriate TTUHSC Parking Services Office. This can be accomplished by visiting the office, by phone, email, or through the mail. With few exceptions, the individual is entitled, on request, to be informed about the information that the state governmental body collects about the individual; the individual is entitled to receive and review the information; and the individual is entitled to have the state governmental body correct information about the individual that is incorrect.
- e. All forms referenced in this HSC OP may be obtained by calling or visiting the appropriate office Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Abilene:	Finance and Administration	325-696-0678 / 325-696-0406
Amarillo:	Administration Office	806-414-9940
Dallas:	Finance and Administration	214-358-9003 / 214-358-9047
Lubbock:	Parking Services	806-743-2557 (8:30 am to 4:00 pm)
	www.fiscal.ttuhschool.edu/parkingserv	
Odessa:	Traffic and Parking	432-703-5229 (8:00am to 4:00 pm)

- f. Faculty and Staff. Faculty and staff are required to register their motor vehicles in the respective Parking Services Office on or before the date they commence operating a motor vehicle on campus (Attachment A). Employees should complete their registration online at www.fiscal.ttuhschool.edu/parking/dashboard. Upon termination of employment with TTUHSC, an employee's parking privileges will be canceled.

All vehicle registration shall be for the current fiscal year. Any space remaining after the needs of the faculty and staff are met, will be available for assignment to part-time instructors, graduate teaching assistants and graduate research assistants who hold contracts for one-half time or more. Such assignments may be revoked, as necessary, to accommodate the needs of regular faculty and staff. A refund for the unused portion of the permit may be requested through the respective Parking Services Office.

Faculty and staff whose dependents are students may allow those dependents to register a commonly-operated motor vehicle for a student permit in addition to the Reserved Space or Area permit. Faculty and staff whose dependents voluntarily work in an HSC department must obtain a volunteer permit and park in designated volunteer parking areas (A3 or F3).

Renewal Notices for persons assigned reserved and area spaces are sent out prior to September 1st of each year. The renewal and the fee for a reserved and/or area permit must be received in the respective Parking Services Office by the date stated in the renewal notice. Spaces that are not renewed by that time will be sold to individuals on the waiting list. If an employee plans to be absent from the campus during the summer, he/she should take care of parking arrangements before leaving.

All campuses' faculty and staff permits will automatically renew in August of each year.

- g. Students. Students are required to register each motor vehicle to be operated on campus in the respective Parking Services Office at the time they register for school or at the time they commence operating a motor vehicle on a campus (Attachment B). Students should complete their registration online at www.fiscal.ttuhsu.edu/parking/dashboard.

Only TTUHSC students may complete their vehicle registration with the TTUHSC Parking Services Office.

Persons who hold University commuter and residence hall ePermits may also park in Health Sciences Center student parking. The TTUHSC student parking is controlled with a hang tag rather than license plate. A hang tag is available in the TTUHSC Parking Services office for University parking ePermit holders who also need to park at the TTUHSC. This hang tag is available at no additional cost.

- h. Motorcycles. In the State of Texas, motorcycles are subject to the same rules and regulations as automobiles. Motorcycles must be registered in accordance with the guidelines outlined above for both faculty and staff and students.

Motorcycles and mopeds may not park in bicycle racks.

2. **Permits.**

- a. Vehicle registration permits must be permanently affixed to the front windshield in the lower corner of the driver's side. All permits are self-adhering and application in any other manner may subject the motor vehicle to ticketing. Vehicle registration is not complete until the permit is properly and completely affixed to the motor vehicle of record. Motorcycle registration permits must be permanently affixed to the top of the front headlight, front fender, or shock absorbers.
- b. All outdated TTU and TTUHSC registration permits must be removed from the motor vehicle(s) prior to installation of the current year permit.
- c. Replacement vehicle registration permits will be issued when identifiable remnants or proof of loss or destruction of the decal are provided. The replacement fee indicated in the current fee schedule will be charged for each replacement permit.

- d. When there is a need to use another vehicle that does not have a valid registration permit, a temporary permit will be issued. Temporary permits are issued in accordance with Parking Services policies.
- e. Lost or stolen permits or the recovery of such permits must be reported immediately to the appropriate Parking Services Office and the Texas Tech Police Department.
- f. Faculty and Staff. Faculty and Staff are issued one of two types of vehicle registration permits.

“Reserved Space” permits are for assignment to a specific parking space in a specific lot and are issued to full-time faculty and staff and part-time staff not enrolled as students.

“Area” permits are for assignment to a specific parking lot with no specific space assignment and are issued to full-time faculty and staff and part-time staff not enrolled as students. Parking in the assigned lot/area may be in any space. The “Area” permit may contain the lot assigned to the registrant. Area parking spaces may be purchased by part-time employees (less than 20 hours a week) at half the specified cost, but must be paid in full at time of registration

Faculty and staff who hold Reserved Space and/or Area permits may obtain one duplicate permit at no additional charge. Additional permits may be purchased for the fee indicated in the current fee schedule. Duplicate permits do not allow for more than one motor vehicle to be parked on campus during the reserved period.

Persons who hold Health Sciences Center registration permits and are assigned to reserved or area spaces may also park on the Texas Tech University campus in Visitor and Time Limit spaces. TTUHSC employees must ensure their current vehicle registration information is on file with the TTUHSC Parking Services office. Enforcement of TTUHSC parking on the TTU campus will be done by license plate and a citation may be issued if the vehicle is not properly registered. Texas Tech University reserved and area permits will be honored in Health Sciences Center Employee/Student parking lots. Parking is restricted to use in the individual's capacity as an employee which does not include attending class as a student. If the employee's assigned work location is at TTUHSC and they have a TTU permit on their vehicle, they must park in the Employee/Student parking lots.

Faculty and staff who would like to change reserved lots may place their names on a waiting list maintained at the HSC Parking Services Office at each individual TTUHSC campus. When spaces become available, employees will be notified and given an opportunity to change their reserved lot. (Waiting lists are maintained on a first-come, first-serve basis. Priority is not given to any individual under any circumstances).

- g. Students. Commuter permits will be issued for motor vehicles belonging to students. These are issued to the individual vehicle and cannot be used by anyone other than the individual to whom it was issued. Violation of this regulation may result in ticketing, impoundment, and loss of all parking privileges on campus, including parking for the academic year for all parties involved.

Health Sciences Center commuter permits will be allowed in designated commuter lots on the TTU campus. TTUHSC students must ensure their current vehicle registration information is on file with the TTUHSC Parking Services office. Enforcement of TTUHSC parking on the TTU campus will be done by license plate and a citation may be issued if the vehicle is not properly registered. Health Sciences Center commuter permits will be honored in designated commuter parking areas at all TTUHSC campus locations.

3. **Fees.**

- a. The Texas Tech Board of Regents approves the assessment and collection of the vehicle registration fees. (See Attachment C). The applicable refund amount will be paid to the student or employee at the time the parking permit is returned to the respective Parking Services Office.

- b. Payment may be made by either cash or personal check. Odessa accepts MasterCard, Visa and Discover cards. Lubbock and Amarillo campuses accept MasterCard and Visa cards. Payroll deduction may be used as a payment option for vehicle registration at all campuses. Payment in Abilene can only be made by check or money order.

4. **Handicap Accessible Parking.**

- a. Persons with disabilities may be issued disability access motor vehicle registration permits designed to assist them in campus mobility. TTUHSC disability permits cannot be purchased online. Please contact the appropriate Parking Services Office for assistance.
- b. Parking in spaces reserved for persons with disabilities requires the correct motor vehicle registration permit and the appropriate state-issued placard or license plate.
- c. State placard or license plates must be displayed at all times when a vehicle is parked in these areas.
- d. All rules and fees for vehicle registration still apply.
- e. The designated disability parking areas are reserved 24 hours daily.

5. **Abandonment.**

If a motor vehicle or bicycle is parked on TTUHSC property and is not moved for a period of 30 days, TTUHSC may deem the same to be abandoned. Abandoned motor vehicles or bicycles may be impounded and disposed of in the manner prescribed by law. This includes those motor vehicles which have a valid registration permit. Impounded motor vehicles and bicycles are subject to impoundment fees as approved by the Board of Regents.

6. **Hospital Parking.**

Staff and students of TTUHSC shall not use any hospital parking facilities unless hospital policy allows use of parking.

7. **Bicycles.**

- a. In the State of Texas, bicycles are subject to the same rules and regulations as automobiles. Operators are subject to a moving violation.
- b. Bicyclists are encouraged to register their bicycles with the Texas Tech Police Department. Registration will assist in the return of the bicycle to its owner in the event that it is stolen and recovered. In Lubbock, bicycle registration is conducted free of charge 24 hours a day at the Texas Tech Police Department. Bicycle registration forms at the El Paso campus are obtained at the Texas Tech Police Department. Registration forms at the Odessa and Amarillo campuses may be obtained at the Parking Services Office.
- c. Bicycles should be parked in racks whenever available. Use of shrubs, trees, or any architectural structures to secure bicycles is prohibited. Bicycles are not permitted in TTU or TTUHSC academic or administrative buildings. Any bicycle found in violation of the above items may be impounded by the Texas Tech Police Department at the owner's expense.
- d. No person shall operate a bicycle or any other vehicle upon a sidewalk or sidewalk area except those vehicles expressly designed for the transport of persons with disabilities and bicycles operated by officers of the Texas Tech Police Department when necessary to fulfill their lawful duties. Bicycles operating on a shared-use pathway must yield right of way to pedestrians and operate at a speed and in a manner consistent with public safety.

APPENDIX A

Lubbock Campus Information

Vehicle Registration must be completed online at www.fiscal.ttuhsu.edu/parking/dashboard. Credit card information (Visa and Master Card) may be entered directly in this site. This site is "secure" and all data entered will be protected. Cash and personal check payments can be processed in person in the Parking Services office 1B429."

If a faculty, staff or student needs to drive a vehicle to the TTUHSC campus other than the vehicle that they have registered with Parking Services, they must park in their designated area and provide Parking Services with the year, make, model and color of the temporary vehicle. Once this information is provided, a temporary pass will be provided. This can be done in person in the Parking Services office or it can be emailed to parking@ttuhsc.edu.

Faculty and Staff

Faculty and staff members at TTUHSC cannot use a Reserved Space and/or Area permit issued to a faculty or staff member at TTU to park at the HSC building, Texas Tech Medical Center-Southwest, or Combest Center. A parking permit must be obtained for the appointed work location.

Furthermore, faculty and staff members whose appointed work location changes from Texas Tech Medical Center-Southwest or Combest Center to the HSC building, or vice-versa, must change permits.

Faculty and Staff Permit Options

Area Parking

Area permit holders on the TTUHSC Lubbock campus are not assigned to a specific lot, so they may park in any of the designated Area parking lots on the campus. These parking lots are available on a first-come first-serve basis.

E-1 Reserved Area

Faculty and staff on the TTUHSC Lubbock campus may purchase an E-1 Reserved Area parking permit. E-1 Reserved Area permit holders may park in any space in the designed E-1 Reserved Area parking lot. Space assignment is not guaranteed, but permit holders are guaranteed space within this parking area.

Space Reserved

Faculty and staff on the TTUHSC Lubbock campus may purchase a Space Reserved parking permit. Once the space is selected, the Space Reserved permit holder is the only person allowed to park in this space. The permit holder cannot give permission to any other employee, student, or visitor to park in their space. Each parking space is designated by the paint on the curb or bumper block and each space is numbered to match the assigned parking permit.

Texas Tech Medical Center-Southwest and Combest Center

All employees who work at Texas Tech Medical Center-Southwest or Combest Center must register their vehicle to park at that facility. Employees who hold a TTMC-Southwest or Combest Center permit should park in designated Employee/Student parking lots when parking at the Lubbock HSC campus.

TTUHSC North Campus

All employees who work at TTUHSC North Campus must register their vehicle to park at that facility. Employees who hold a TTUHSC North Campus permit should park in designated Employee/Student parking lots when parking at the Lubbock HSC campus.

Green Building and Other Off-Campus Locations

Employees who work at the Green Building and other off-campus locations not owned by TTUHSC are not required to register their vehicles to park at their assigned work locations. If employees will be operating their vehicle on the HSC Campus, they must register their vehicle through the Parking Office to obtain a permit.

Students

Only Lubbock HSC commuter students may register their vehicles online with the Lubbock Parking Services Office.

Texas Tech University students that need to park on the TTUHSC Lubbock campus for non-medical reasons must register their vehicle with the Texas Tech University Transportation and Parking Office.

Health Sciences Center commuter permits from Abilene, Amarillo, El Paso, and Odessa will be honored in designated commuter student parking lots on the Lubbock campus.

Covenant Branch TTUHSC students must have a valid permit if they plan on operating and parking a vehicle on the TTUHSC Campus. Temporary permits are available for purchase in the TTUHSC Parking Services office.

APPENDIX B

Amarillo Campus Information

Vehicle Registration must be completed online at www.fiscal.ttuhsu.edu/parkingserv. Credit card information (Visa and MasterCard) can be securely entered directly into this site. Personal checks and cash will be accepted at the Parking Registration office in SOM/SHP Suite 4900.

The Amarillo Physical Plant Office will be responsible for enforcement of all parking regulations and all parking enforcement related issues. Please visit the following link for Amarillo Traffic and Parking related information including campus parking maps: <https://www.ttuhsu.edu/campus/amarillo/parking/default.aspx>

- Fees:** Reserved Area Permits: All reserved area permits are \$176.40 for full time faculty and staff, \$120.00 for 12-month students and \$90.00 for 9-month students. Part-time employees at less than 20 hours a week pay half the rate for area parking.
- Reserved Space Permits: All reserved space permits are \$450.00 for full time faculty and staff. Reserved spaces are not available for students.
- Payment of fees may be accomplished by personal check, cash (exact change only), payroll deduction or by credit card (MasterCard and Visa).
- Permits:** Report of lost, stolen or recovered permits must be reported immediately to the Parking Registration Office.
- Refunds:** The appropriate refund amount will be paid to the student or employee upon receipt of the current permit, which has been removed from the vehicle, and returned to the Parking Registration Office. The refund payment will be electronic or via a check mailed to the address provided for payroll.
- Changes:** Any changes to vehicle registration information will be reported to the Parking Registration Office.
- Parking:** Employees who have properly registered their vehicles receive a permit for a specific space or parking area. When visiting another HSC location, employees should first seek a parking space in an open Reserved Area or, if none are available, in a visitor's space. In no instance should an employee park in a numbered Reserved Space.
- Waiting List:** The waiting list for employees wishing to change from Reserved Area status to a Reserved Space, or for new employees who wish to purchase a Reserved Space when none are available, shall be maintained in the Parking Registration Office. Position on these lists shall be based on first-come, first-serve basis.

Renewals: Parking permits for faculty and staff are permanent and remain valid year after year without the need for renewal. Faculty and staff currently elected in payroll deduction will automatically continue for the next year. Individuals who choose to discontinue payroll deduction must submit their request either in writing or in person to the Parking Registration Office.

Motorcycles: Motorcycles will be registered in the same manner and rates as vehicles online at www.fiscal.ttuhsc.edu/parkingserv.

APPENDIX C

Odessa Campus Information

Vehicle registration must be completed online at <https://www.fiscal.ttuhsc.edu/Parking/Dashboard>. Questions emailed to parkingservicespermianbasin@ttuhsc.edu or in the Traffic and Parking office located in the parking office 1208 in the Clinic Building. This office will maintain files of all completed documents and accept all documents related to change in demographics. This office is also responsible for all parking regulations.

Fees: Reserved area permits are \$120.00 for full time faculty, staff, and students. Part-time employees at less than 50% pay half the rate for area parking with verification from Human Resources. Student rates can be pro-rated at \$10.00 per month.

Reserved space permits are \$432.00 for full time faculty and staff. Reserved spaces are not available for students.

Registration & citation fees can be paid online www.fiscal.ttuhsc.edu/Parking/Dashboard or in person in the parking office (RM 1208) by credit card (Visa or Master Card only), cash, check or money order. The online payment site is secure and all data entered will be protected.

Permits: Report of lost or stolen permits must be reported immediately to the Office of Traffic and Parking. Duplicate permits do not allow for more than one motor vehicle to be parked on campus during the reserved period.

Refunds: For faculty and staff that pay in full, the appropriate refund will be processed and a check will be mailed to address given by the student or employee when the permit is returned to the Traffic and Parking office.

Changes: Any changes to vehicle registration information should be reported to the office of Traffic and Parking by emailing parkingservicespermianbasin@ttuhsc.edu.

Parking: Employees who have properly registered their vehicles receive a permit for a specific space at another parking lot. When visiting another HSC location, employees should first seek a parking space in an open Reserved Area or, if none are available, in a visitor's space. In no instance should an employee park in a numbered Reserved Space.

Renewals: The renewal associated fee must be received by the date stated on the renewal notice. Faculty and staff currently elected in payroll deduction will automatically continue for the new fiscal year. For reserved space permits, if the renewal form has not been received by the specified date, individuals will lose their spots

Motorcycles: Motorcycles will be registered in the same manner as vehicles by registering online and paying the appropriate fees to the Traffic and Parking Office.

Visitor

Parking: Students, faculty, and staff are prohibited from parking in Visitor Parking.

Citation

Disputes: If an individual received a citation and wish to dispute; log in to the parking dashboard by scanning the QR code or go to the website on the back of the citation. Please provide any supporting documentation to help your case to parkingservicespermianbasin@ttuhsc.edu. The dispute is a confidential committee that reviews parking policy and will make a judgement.

Disabled

Parking: All campus personnel intending to utilize a disability designated parking space must submit a copy of their state disabilities parking placard or state disabled person license plate verification, along with a completed vehicle registration form.

APPENDIX D

Abilene Campus Information

Registration: Vehicle Registration must be completed online at www.fiscal.ttuhsc.edu/parking/dashboard.

Fees: Fees can be paid by credit card (Visa or Mastercard – online only), cash check, money order, or payroll deduction (employees only). The online payment site is secure and all data entered will be protected. Cash, personal checks, and money orders should be brought to the Finance and Administration suite, located in School of Population and Public Health building, Suite 2100. Part-time employees at less than 50% will pay half the rate for area parking with approved copy of ePAF, and are not eligible to enroll in Payroll Deduction.

Permit Information: Report of lost, stolen or recovered permits must be reported immediately to abileneparking@ttuhsc.edu. Duplicate permits do not allow for more than one vehicle to be parked on campus during normal business hours.

Disabled Parking: All campus personnel intending to utilize a disability designated parking space must submit a copy of his/her state disabilities parking placard or state disabled person license plate verification, along with a completed vehicle registration form.

Refunds: An appropriate refund amount will be remitted to the individual upon return of the current permit to HSC Finance and Administration Office (applicable to student permits only). Permit holders will be refunded for cost of unused months, minus administrative fee

Changes: Any change to vehicle registration information must be entered on the Abilene Parking Dashboard. Employees and students can add or delete vehicles on their record, but only Finance and Administration personnel can update information for currently – registered vehicles. Failure to report updated information could result in a citation, and the citation will not be waived.

Renewals: Employees are issued non – expiring permits, so there is no yearly renewal. Deduction cancellations go into effect immediately upon receipt of request to cancel, and would be in place by the next payroll processed, whether or not that is after the first of the month. Students: If students will be operating their vehicle on any Health Sciences Center campus during business hours (Monday – Friday, 8:00 am – 5:00 pm), they must register their vehicle and obtain a parking permit. This includes, but is not limited to: being on campus to attend class, grand rounds, clinicals, and any other academic/student related activities or events. Registration is submitted online via the Parking Registration Dashboard.

Motorcycles: Individuals are required to register motorcycles in the same manner as vehicles.

Off-Campus Parking Restrictions: TTUHSC students, staff and faculty are prohibited from parking in any of Hendrick Medical Center's surrounding 27 parking lots. This includes all Hendrick lots located adjacent to the TTUHSC campus. In addition, parking in the lots surrounding businesses and in front of neighborhood homes is also prohibited.

Temporary Vehicles: Individuals with parking permits who need to park a non – registered vehicle on campus for a single day should send an email to abileneparking@ttuhsc.edu with the make, model, color, year, and license plate of the temporary vehicle. If parking is needed for more than one day, a temporary permit should be obtained from HSC Finance and Administration Department.

Visitor Parking: Students, faculty, and staff are prohibited from parking in Visitor Parking.

Visiting Faculty/Staff: Visiting Faculty and Staff members should park in Faculty/Staff or General (any permit) parking. Institutional vehicles and personal vehicles with a valid campus permit do not need any additional permits. Those driving a rental vehicle should place his/her TTUHSC business card on the driver's side dash of the vehicle. (This does not apply to Abilene Faculty/Staff.) Visiting Faculty/Staff in a personal vehicle with no valid permit should contact abileneparking@ttuhsc.edu to request a guest permit.

Speed Limit: The speed of all vehicles operated on the campus shall not exceed ten (10) miles per hour. This restriction applies 24 hours a day and 365 days a year.

HSC Finance and Administration is located in the TTUHSC Abilene Public Health building, Suite 2100. Any correspondence regarding parking should be sent to abileneparking@ttuhsc.edu.

APPENDIX E

Midland Campus Information

Employees who work at the Midland Campus location are not required to register their vehicles through the Texas Tech University Health Sciences Center to park at the Midland Campus.

If employees will be operating their vehicle on any Health Sciences Center campus, they must register their vehicle and obtain a parking permit. This would include being on campus to attend meetings, teach courses and any other job-related duties.

Any correspondence regarding parking should be sent to: parkingservicespermianbasin@ttuhsc.edu

APPENDIX F

Dallas Campus Information

Registration: Vehicle Registration must be completed online at www.fiscal.ttuhsc.edu/parking/dashboard.

Fees: Fees can be paid by credit card (Visa or Mastercard – online only), or payroll deduction (employees only). The online payment site is secure and all data entered will be protected. NO cash, personal checks, or money orders, will be accepted. Part-time employees at less than 50% will pay half the rate for area parking with approved copy of ePAF, and are not eligible to enroll in Payroll Deduction.

Permit Information: Report of lost, stolen or recovered permits must be reported immediately to dallasparking@op7630ttuhsc.edu. Duplicate permits do not allow for more than one vehicle to be parked on campus during normal business hours.

Disabled Parking: All campus personnel intending to utilize a disability designated parking space must submit a copy of his/her state disabilities parking placard or state disabled person license plate verification, along with a completed vehicle registration form.

Refunds: An appropriate refund amount will be remitted to the individual upon return of the current permit to HSC Finance and Administration Office (applicable to students permits only). Permit holder will be refunded for cost of unused months, minus an administrative fee.

Changes: Any change to vehicle registration information must be on the Dallas Parking Dashboard. Employees and students can add or delete vehicles on their record, but only Finance and Administration personnel can update information for currently – registered vehicles. Failure to report updated information could result in a citation, and the citation will not be waived.

Renewals: Employees are issued non – expiring permits, so there is no yearly renewal. Deduction cancellations go into effect immediately upon receipt of request to cancel, and would be in place by the next payroll processed, whether or not that is after the first of the month.

Students: If students will be operating their vehicle on any Health Sciences Center campus during business hours (Monday – Friday, 8:00 am – 5:00 pm), they must register their vehicle and obtain a parking permit. This includes, but is not limited to: being on campus to attend class, grand rounds, clinicals, and any other academic/student related activities or events. Registration is submitted online via the Parking Registration Dashboard.

Motorcycles: Individuals are required to register motorcycles in the same manner as vehicles.

Temporary Vehicles: Individuals with parking permits who need to park a non – registered vehicle on campus for a single day should send an email to dallasparkg@ttuhsc.edu with the make, model, color, year, and license plate of the temporary vehicle. If parking is needed for more than one day, a temporary permit should be obtained from HSC Finance and Administration Department.

Visitor Parking: Students, faculty, and staff are prohibited from parking in Visitor Parking.

Visiting Faculty/Staff: Visiting Faculty and Staff members should park in Faculty/Staff parking. Institutional vehicles and personal vehicles with a valid campus permit do not need any additional permits. Those driving a rental vehicle should place his/her TTUHSC business card on the driver's side dash of the vehicle. (This does not apply to Dallas Faculty/Staff.) Visiting Faculty/Staff in a personal vehicle with no valid permit should contact dallasparking@ttuhsc.edu to request a guest permit.

Speed Limit: The speed of all vehicles operated on the campus shall not exceed five (10) miles per hour. This restriction applies 24 hours a day and 365 days a year.

HSC Finance and Administration is located on the 7th floor in offices 715 and 719. Any correspondence regarding parking should be sent to dallasparking@ttuhsc.edu.