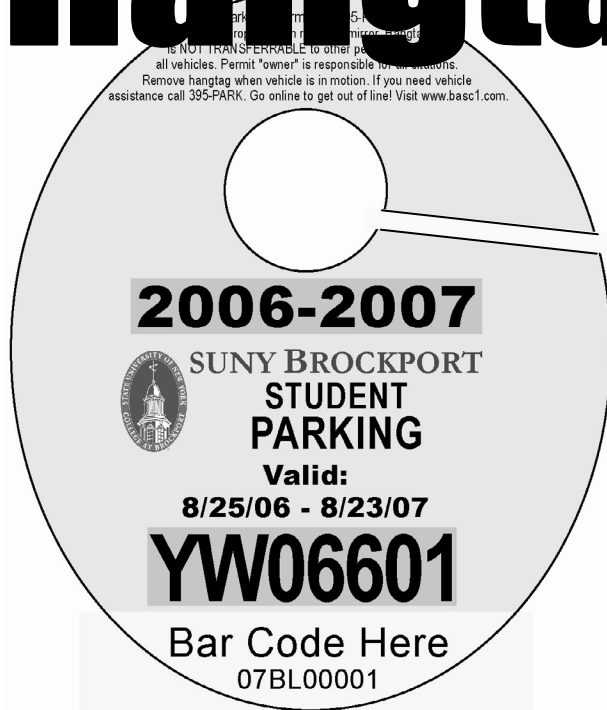


For a hassle-free parking experience, follow these...

# Hangtag Guidelines



1. Register all vehicles you plan on driving to campus with Parking Services. You may be requested to submit copies of the vehicle registrations for each vehicle.
2. DO NOT register a vehicle belonging to or driven by another student, faculty/staff, or anyone who is affiliated with the College. All students and employees must register their own vehicles and pay the proper fee.

3. Do not lend out your pass to anyone! Example: If you are having mechanical problems with your primary car, you may transfer the tag to your mom's car as long as the vehicle has been properly registered with Parking Services, and your mom is not a student or employee of the campus. Your parking privileges may be suspended should you attempt to register another student's or employee's vehicle.
4. Do not use a pass that is not yours! If you are found to be using someone else's pass that was reported lost or stolen, you may be charged with criminal possession of stolen property.
5. The hangtag MUST be displayed properly from the rear-view mirror or a citation will be issued. Contact Parking Services if the permit does not fit on the rear-view mirror. *(Remember to remove the hangtag prior to operating the vehicle.)*
6. Should you **forget** to transfer the hangtag to another properly registered vehicle before coming to campus, you may stop at the Conrad Welcome Center for a temporary pass. This courtesy will be extended free of charge the

first two times. After that, a fee may be imposed. After hours you may go to University Police in Lathrop Hall.

7. Before you sell or dispose of your vehicle be sure to remove the permit and transfer it to your new vehicle. Also, **remember you MUST notify us** of new vehicle information for the permit to be valid.
8. A \$25 replacement fee will be assessed for lost or misplaced permits. For stolen permits, a report **MUST** be filed with University Police. Charges may be filed for falsifying an official document.

Follow all parking rules to avoid suspension of your parking privileges. All abuses will be reported to campus judicial.

A complete listing of parking rules and regulations can be found at [www.basc1.com](http://www.basc1.com).

