

PARKING AT SHORELINE COMMUNITY COLLEGE **FREQUENTLY ASKED QUESTIONS**

1. I AM A FULL-TIME STUDENT. CAN I PARK FOR FREE AT SCC?

No. You must have a valid SCC parking permit to park in the main campus and the Greenwood lots. **Permits cost \$15.00 per quarter** and are required at all times. They are good for both day and night parking. Student vehicles must be legally parked in student lots during the day. After 4:00pm, students can park in Staff parking lots, as well.

2. HOW MUCH DOES IT COST TO PARK ON CAMPUS AND WHERE DO I BUY A PERMIT?

Quarterly permits are now at a reduced cost of \$15.00. Daily permits are no longer available. The new permits are the same for day and night students so you are able to visit the campus at anytime. You can purchase your permit at the Cashier's Office on the 2nd floor of the 5000 building, or at the Bookstore in the 9000 building.

3. WHAT DO I DO WITH THE PERMIT AFTER I PURCHASE ONE?

Your permit needs to visibly hang from your rearview mirror facing out. Be sure to read the instructions on the back of your permit. They are important so you do not receive a citation, also known as a parking ticket. If you do not have a rearview mirror, place the permit with the number side facing up on your dashboard. Be sure it is visible and facing up to avoid receiving a citation.

4. WHAT IF I CANNOT AFFORD A PERMIT?

There is FREE parking available that does not require a student permit at the rear of the Sears store, located off 160th and Aurora Ave. SCC provides free shuttle service to the main campus between the hours of 8:00am and 4:00pm, Monday through Thursday, and Friday 8:00am to 2:00pm. There is no shuttle service provided in the summer because there is adequate parking on the main campus. Here is a helpful map to the Sears lot:

<http://www.shoreline.edu/safetyandsecurity/searsparkingshuttle.htm>

5. WHERE CAN I PARK, ESPECIALLY IF THE MAIN CAMPUS IS FULL?

You can park in any of the Student parking lots with your valid permit, including the Greenwood parking lot, just north of the main campus. A valid permit is required for the Greenwood lot. You can also park in the designated lots behind the Sears store. See Question #4.

6. CAN STUDENTS PARK IN THE VISITORS LOT – I will only be here a few minutes?

NO. Parking is limited to 30 minutes for visitors only. There is no parking in the visitor lot for registered students or employees with **4 exceptions**:

1. You are an **“Online Only Student”** and you are visiting the campus for a very short visit, perhaps to buy or sell a book back. Online Only Students do not have a class that meets on campus. Parking Citations and fines will be issued

when we verify that you are not “Online Only.” It is not worth risking a \$50 ticket when a permit costs \$15.

2. You are not a registered student at the time of the visit, and you are registering for next quarter and purchasing your student parking permit. If you believe that this will take longer than 30 minutes, you must go into the 1000 building and get a visitor permit. The permit list may be monitored for abuse.
3. You are riding a motorcycle and you park in the area designated for motorcycles only.
4. You have a valid state disabled placard or disabled license plate AND a valid SCC parking permit. Park in the disabled space only.

7. CAN I PARK IN THE STAFF LOTS?

You can park in the Staff parking lots **AFTER 4pm**. A valid student parking permit is still required.

8. I HEARD ABOUT THE SEARS SHUTTLE, WHAT IS THAT?

The SCC Shuttle is a bus and van service that picks up students in the rear of the Sears parking lot and drops them off at the 1000 and 1900 buildings on campus. The shuttle also returns passengers back to the Sears lot after their class. While there is no exact schedule (due to traffic, weather, etc), there are multiple shuttles that operate from 8:00am to 4:00pm Monday through Friday. The shuttle does not operate on holiday, school breaks, finals week, and summer quarter. For a map and further information: <http://www.shoreline.edu/safetyandsecurity/searsparkingshuttle.htm>

9. WHAT IS CARPOOL PARKING?

Carpool parking is for those students who carpool with at least one other registered student and have morning classes between 7am and 11am, at least 3 days a week.

- Both students must be present when applying for the permit and you both must present student ID.
- Carpool permits are free, but have several stipulations.
- There are only 100 carpool permits issued during fall, winter, and spring quarters. Fifty (50) are issued summer quarter.
- The Security Department issues carpool permits the last week of the current quarter for the following quarter (fall for winter, winter for spring), except for the fall quarter.
- Fall quarter permits are issued starting the first 2 weeks before fall quarter.
- They are given on a first come, first serve basis.
- Students using a carpool permit must park in the Greenwood parking lot only. Vehicles parked on main campus with a carpool permit will be cited. (You can park at the Sears lot, as well.) The only exception is those vehicles with a disabled placard or license plate.
- There must be 2 or more students in the vehicle when parking.
- Drivers found to be parking alone will be cited and the carpool permit revoked.
- Permits are issued in the Security Department, Room 5102.

10. WHO IS THE VISITOR LOT FOR? IF SOMEONE IS MEETING ME CAN THEY PARK THERE?

Visitor parking is for visitors only. Registered Students and employees of the college are not allowed to park in this lot. **Parking is limited to 30 minutes. The exception: you can park for 30 minutes or less if you are attending next quarter and are here to purchase your quarterly parking permit.** (See Question #6.)

- If the visit will be longer than 30 minutes, then a free Visitor Permit must be obtained from the 1000 building. You will need your license plate number to register as a visitor and obtain a daily permit.
- The permit is only good for the same day it is issued.
- Once a visitor permit is obtained, the driver can move their vehicle to any regular student or staff parking space.
- Visitor permits are **not** valid in fire lanes, disabled spaces (unless a valid disabled placard is also present), daycare 20 minute zone, motor pool, reserved or restricted spaces, motorcycle parking, “no parking” zones, dental hygiene, or automotive program guest lot.

11. I AM AN ONLINE STUDENT. WHERE CAN I PARK?

If you are an “Online Only” student and you do not attend classes on campus at anytime, then you can park in the Visitor lot for 30 minutes or less. If you must be here longer, you will need to obtain a 1 day visitor permit from the 1000 building. If you do attend a class on campus, or you come frequently, then you must purchase a student permit for \$15. so you are able to park on campus.

12. I AM A STUDENT, BUT I DON'T HAVE A CLASS TODAY. CAN I PARK IN THE VISITOR LOT?

No. You are still a registered student and required to have a valid permit and park in student parking.

13. I HAVE A DISABLED PERMIT. DO I NEED A SCC PERMIT ALSO?

Yes. Every student vehicle parked on campus or the Greenwood lot must have a valid student permit. If you use disabled parking, you must visibly display your student permit and your disabled placard.

14. HOW DO I GET AN EMPLOYEE PERMIT?

Staff and Faculty permits are available in the Security Office, Room 5102.

- If you are full-time, permanent faculty or staff member, you can get a full-time permit for your vehicle. The permit is good for several years. If you have 2 vehicles that you drive to campus, you can transfer the permit from one vehicle to another.
- If you are a part-time employee, you can get a temporary staff permit, which is good for the current quarter.
- Both types of permits hang from your rearview mirror and can be placed in whichever vehicle you are driving to campus that day.
- Employee permits must be visibly displayed in “Staff Lots” so it is not assumed that you are a student parking in this lot.

15. I AM FACULTY/STAFF, WHERE CAN I PARK?

With a valid staff permit, you can park in regular staff or student parking. You cannot park in the visitor lot, reserved or restricted parking, dental hygiene areas, motor-pool, or daycare parking (unless you are dropping off or picking up a child and you are only there 20 minutes or less.)

16. I AM AN HOURLY EMPLOYEE. WHAT KIND OF PERMIT CAN I GET?

If you are also a registered student, you will need to purchase a student permit and park in student parking until 4:00pm. After 4:00pm, you can park in staff lots. If you are not a student, then you can obtain a temporary staff permit through your supervisor and the Security Office, and park in staff parking.

17. I AM A WORK-STUDY STUDENT; CAN I HAVE A STAFF PERMIT?

No. Work-study positions qualify for work study because you are a student. All students must obtain a permit to park in main campus or the Greenwood lots. After 4:00pm, you can move your car to a staff lot with a valid student permit, if you wish.

18. I GOT A NOTICE OF SOME KIND ON MY WINDSHIELD. I THINK IT'S A TICKET. WHAT DOES THIS MEAN?

If you received a yellow notice, that is a duplicate copy, then you have received a parking citation, also known as a parking ticket. It means that you have committed one or more parking violations. If you are a student, a hold will be put on your student records that prevent you from registering, adding or dropping classes, or obtaining grades or transcripts. If the ticket is not paid, you will eventually be sent to a collections agency.

19. WHAT OPTIONS DO I HAVE IF I RECEIVED A CITATION?

You have 2 options:

- You can pay the citation at the Cashier's Office on the 2nd floor of the 5000 building or if you believe the ticket was given in error, you can appeal the ticket in the Security Office, Room 5102.
- There is also an online appeal available that can be downloaded and dropped-off or mailed to the Security Department.
- **If you choose to appeal a ticket, you must do it within 5 days of receiving the ticket.**
- You need to bring your yellow copy of the citation, student ID or driver's license, and the completed appeal form to the Security Office. (You can fill-out the appeal form in the office if you didn't already download it.)
- Anyone who receives a ticket has the right to appeal it. You should have a valid reason for making an appeal. The officer or parking enforcement agent will often take a photo of the violation.
- **A completed appeal form is required. No changes to a ticket will be considered without an appeal form.**

- The person filing the appeal will be responsible for the amount of the citation unless the citation is suspended or dismissed. **It is the responsibility of the person filing the appeal to check back with the Security Department for the results. WE DO NOT CONTACT YOU.** For appeal results call: 206-546-4633.

20. I AM NOT HAPPY WITH THE RESULTS OF MY APPEAL. WHAT CAN I DO NOW?

If your fine is \$50 or less, the Security Director or their designee's decision is final. If your fine is more than \$50, and after doing the initial appeal process, you are unsatisfied with the results, you may request a meeting with the Vice President of Student Services. The decision of the Vice President of Student Services will be final.

21. WHAT HAPPENS IF I DON'T PAY MY TICKET(S)?

If you have multiple unpaid citations, your vehicle may be wheel-locked until you pay your fines. A \$50 impound fee will also be added to your total. Your student record will be on hold until all fines are paid. If you don't pay your fines, you will eventually be sent to a collection agency. The Security Department also has the right to revoke your parking privileges on campus.

22. I HAVE A HOLD ON MY STUDENT RECORD, MY FINANCIAL AID, AND I NEED TO REGISTER (ADD OR DROP CLASSES.) WHAT DO I DO NOW?

You must pay for any owing tickets. If you are waiting for the results of an appeal, you must still pay for the tickets in order to register, add or drop classes, as well as to process receiving financial aid. If the appeal is decided in your favor (the citation amount was lowered, suspended, or dismissed), you will be issued a refund for the difference.

23. I HAVE A MOTORCYCLE, DO I NEED A PERMIT? WHERE DO I PARK?

You must park in designated motorcycle parking areas. They are located:

- West of 1700 building
- South of 1000 building in the Visitor lot
- South of the lower level of the 2000 building
- Northeast of the 9000 building
- Directly north of the 3000 building

You do not need a permit, but if you are parked in an area other than a motorcycle area, you will be cited.

24. MY FRIEND AND I HAVE CLASSES IN THE SAME BUILDING AT THE SAME TIME. CAN I PARK BEHIND HER? WE ARE NOT BLOCKING ANYONE.

No. You cannot park behind another car, even if you know the person or have class at the same time. Others will see this and assume they can do the same, possibly blocking cars in or creating a road hazard. This same rule applies to

employees of the college. There is only 1 area that has been given permission to park like this and that is the staff area directly in front of the 800 building.

25. I'VE LOST MY PERMIT. WHAT CAN I DO?

You must purchase another quarterly permit to park on campus or park at the Sears lot for free until the quarter ends. The cost of a \$15 student permit is less than the least expensive parking citation of \$25. You could also consider reporting it to the Security Department in case the permit was turned in. The permits are numbered and assigned, so if it is turned in as found property, we can return it to you.

26. MY PERMIT WAS STOLEN. WHAT CAN I DO?

If your permit was stolen, you must file an incident report with the Security Department. If your stolen pass is found on any vehicle on campus, that vehicle will be wheel-locked and issued a citation for illegal use of a permit.

27. I AM USED TO THE OLD SCC PARKING, SO I LEFT A DOLLAR BILL AND A NOTE ON MY DASHBOARD FOR THE OFFICER TO SEE. WHY DID I GET A TICKET?

A note or a dollar bill left on your dashboard does not replace a valid permit. Valid permits are required on all vehicles on campus Monday through Friday. Vehicles without permits will be cited. If you have a special circumstance, you must come to the Security Office in Room 5102 to discuss it with an officer. Exceptions may be made on a case-by-case basis.

28. I HAVE TO GO ON A TRIP OUT OF TOWN AND WOULD LIKE TO LEAVE MY CAR ON CAMPUS OVERNIGHT. CAN I DO THIS?

No. There is no overnight parking allowed on the main campus, the Greenwood lot, or the Sears lot. This is for safety and crime prevention reasons. The Greenwood lot is locked each night at 10:00PM. If there is a special circumstance, such as supervising a college-related activity and you will be late getting back to campus, you must contact the Security Office in advance to discuss it with the Director of Safety & Security.

29. I AM A DEAN HAVING A SPECIAL ADVISORY MEETING COMING-UP. THERE WILL BE A FEW GUESTS FROM ANOTHER COLLEGE AND A GUEST SPEAKER. WHERE SHOULD I TELL THEM TO PARK?

Well in advance of your meeting, (2 week notice preferred), you should notify the Security Department via email about the meeting details. A customized, new, 1 page E-Permit can be created for the occasional meeting. It will be emailed to you, and you forward it to those guests attending. The E-Permit allows your guests to have a one-day parking permit in advance. When they arrive on campus, they can park in staff or student lots. The E-Permit also provides email links for directions to campus and information on additional parking available at Sears.