

# STUDENT

## Parking Rules & Regulations

**M** | LOGISTICS, TRANSPORTATION & PARKING  
UNIVERSITY OF MICHIGAN

Updated July 2023

## U-M STUDENT PARKING RULES AND REGULATIONS

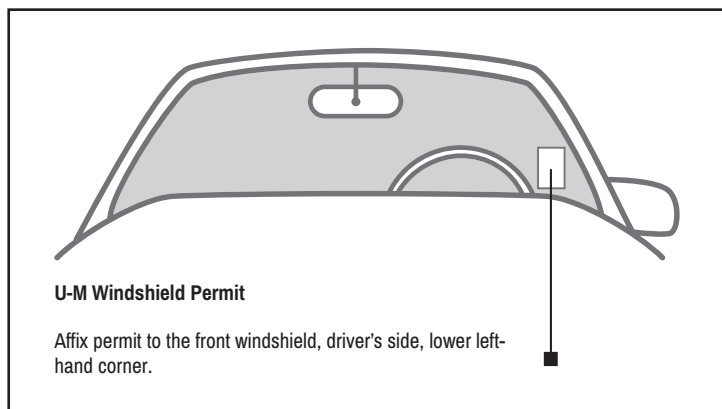
Welcome to the University of Michigan parking system. The information in this booklet will help you understand the parking system and your responsibility as a parking permit holder. It will also answer commonly asked questions.

For more details, please visit our website at [ltp.umich.edu](http://ltp.umich.edu), or email [umpark@umich.edu](mailto:umpark@umich.edu)

### Displaying Your Parking Permit

Parking permits must be properly displayed whenever your vehicle is parked in any University lot or structure during posted enforcement hours. Refer to the illustrations below:

**Note:** Permits must be displayed as illustrated to be valid. Non-display or display in any other manner is unacceptable. Vehicles parked without the appropriate permit or device displayed in accordance with instructions are subject to citations.



## How to Use Your Mcard for Structure Access...

If you have a "Student Blue" or "Student After Hours" or "Student Yellow After Hours" permit, you will have access some gated Blue parking lots and structures by using your Mcard. Other student permits cannot be used.

**There are two card reader types for access at Blue parking lots or structures:**

### Swipe Style Reader -

- Place the card at the top of the reader and swipe the card entirely through the reader (top to bottom) in a downward motion. The card should be face up when swiping (photo or picture facing the driver), with the magnetic stripe to the right and inside the reader.  
Hint: Applying slight pressure on the stripe side of the card when swiping ensures good contact with the reader head. This is especially helpful if your card is bowed.
- You must use your card both to enter and exit, even if the gate is open. Each entrance must have a corresponding exit. Remember to display your parking permit when you are parked in the lot or structure.

### Insert Style Reader -

- With card facing upward, insert and then remove from reader.
- You must use your card both to enter and exit, even if the gate is open. Each entrance must have a corresponding exit. Remember to display your parking permit when you are parked in the lot or structure.

If for any reason your card does not activate the gates, phone the AVI Helpline at (734) 763-5555 for assistance. The most typical reason a card may not work is failure to swipe in or out. Remember, each entrance must have a corresponding exit and vice-versa. If entry and exit do not "sync," your card may have to be reset to work correctly.

**Card reader locations are listed for each region of campus on the next page.**

**Central Campus**

Church Street Parking Structure	North entrance/exit at Church Street
Fletcher Street Parking Structure	Entrance/exit at Palmer Drive
Hill Street Parking Structure	Only one entrance/exit at Hill Street
Palmer Drive Parking Structure	East entrance/exit closest to Washtenaw
Thayer Street Parking Structure	North entrance-right lane; inner exit
Thompson Street Parking Structure	Main entrance (right lane) and exit on Thompson Street. No reader in middle lane. Entrance/Exit on Division

**Medical Campus**

Ann Street Parking Structure	East and west entrance/exit lanes on Ann Street
Catherine Street Parking Structure	Must enter and exit structure from the Ann Structure, Level 6
Glen Avenue Parking Structure	Entrance/exit at Catherine Street
North Entrance Parking Structure (P1)	West entrance/exit (Blue) at West Medical Center Drive
Wall Street Parking Structure	Entrance/exit at Wall Street and Maiden Lane

**North Campus**

NC60 Parking Lot	North and South Entrance/exit
NC43 Parking Lot	Blue Parking Entrance/Exit (not valid in Visitor section)

## General Information

### Parking Year

The parking year begins July 1 and runs through June 30. All annual parking options issued are for this period.

### Purchases

Only permits obtained from the Parking Customer Services (PCS) office are valid. Individuals are limited to the purchase of one parking permit only. There are no exceptions. The permit is for your use only and is not be to be sold or given to others. The only exception to this policy is for permits being shared by eligible members of a carpool.

**Please Note:** Reproduction of any parking option is prohibited. Individuals will be held accountable for inappropriate use in accordance with University policies.

### Color-Coded Parking

All U-M parking locations are color-coded: Gold, Blue, Yellow or orange. Parking permits in corresponding colors authorize access. U-M parking permits are not honored in visitor parking areas.

**Color-coded parking permits are not valid and will not be honored in W32, W39, W40, or in any lots located south of Hill Street on home football game Saturdays, nor will they be honored at any lots located South of Hoover Avenue during home basketball games.**

**Park in Designated Spaces**

Parking is allowed in designated spaces only—striped on paved surfaces or at bumper blocks on gravel surfaces.

A parking permit does not guarantee you a parking space in a particular lot or structure. If the lot or structure you want to park in is full, you are responsible for finding a valid parking space in another parking area of either the same or a lower color tier.

**Smoking in Structures**

Smoking is prohibited in all University facilities, including parking structures.

**Storage Parking**

No person shall park a motor vehicle for forty-eight (48) or more consecutive hours in any parking area of the University of Michigan, except in designated Housing and Student Storage parking areas with a valid parking permit.

Housing and Student Storage parking areas include: Student Storage signed spaces in NC32 and SC34, Housing lots, and Northwood Community lots. In addition, there is NO overnight parking allowed on Ross Athletic/South Campus, or in W32, W39, or W40.

**Emergency Access to Gated Structures**

Those requiring access to gated structures during enforcement hours for tow trucks or emergency vehicles should contact the AVI Helpline at (734) 763-5555 or the Division of Public Safety & Security at (734) 763-1131 for assistance.

**Motorcycle and Moped Parking**

Motorcycle and moped parking is located in some Blue, Yellow and Orange lots and structures, in signed areas. These areas are indicated on the U-M Guide to Parking map. Motorcycles and mopeds may not park in regular vehicle parking spaces during enforcement hours or in bicycle racks (unless otherwise indicated).

**Trailers, RVs or any Oversize Vehicle**

Trailers, RVs or any type of oversized vehicles are not allowed to park in University parking lots or structures, unless permission is granted from the Parking Customer Services office. Exceptions for RV's are made for specifically designated parking areas for home football games and for patients' families at the U-M Hospital.

## Parking Enforcement

University of Michigan Police Department is responsible for enforcing the University ordinance to regulate parking. Regulations are in force throughout the calendar year except for the following:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following day
- Christmas through New Year's Day

The hours of parking enforcement vary between locations and are posted on the entrance sign at every lot and structure. The enforcement hours are also available online at [ltp.umich.edu](http://ltp.umich.edu).

### Enforced Violations:

- Expired Meters
- Parked over 48-Hour Legal Limit
- No Parking Anytime
- No Stopping or Standing
- Commercial Vehicle
- Bus Stop
- Double Parking
- Parking Within 15 ft. of Fire Hydrant
- Parking on Walk
- Left to Curb
- Blocking Driveway
- Blocking Crosswalk
- Handicapped
- Parked over 12 Inches from Curb
- Other (details printed under Remark 1 and Remark 2 on citation)
- No Permits U-M Lots
- Motorcycles Only
- Parked Upon or Across Line
- No Parking Fire Lane
- U-M Vehicle Only
- No Parking in Driveway
- Snow Removal

## Parking Fraud and Abuse

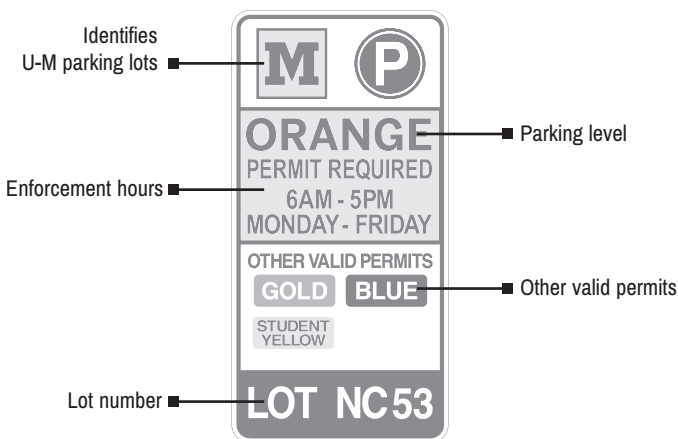
Parking fraud and use of parking options in disregard of the defined rules and regulations will result in severe penalties.

Any person found to be using, or to have participated in or facilitated fraudulent use of, any parking option in disregard of the rules and regulations governing its use, as stated in this guide, will be prohibited from obtaining a parking option or participating in a program through LTP. This penalty will be imposed in addition to any criminal charges or disciplinary actions from any other University department, school or college. Fees associated with the fraudulent use of an option will be charged, when applicable, and must be paid in full.

University of Michigan parking permits are intended for the use of faculty, staff and students who need to commute to and from work in their automobile. Using the university parking facilities beyond the intent of the parking program (for example: patterns of vehicle storage in a parking area) or other misuse can result in the loss of parking permit privileges.

## Parking Signage

University lots and structures are identified by signs located at the entrances. The signs indicate the parking color, permits required and enforcement hours. Below is an explanation of the sign format.





## About Your Permit

### Parking Options Exchanges

Student parking options may be exchanged at any time throughout the permit year. The first exchange during a permit year will be done free of charge; thereafter each additional exchange will have a \$10 fee that must be paid in full at the time of the transaction.

### Parking Option Replacements

Responsibility to secure parking options from loss or theft, both when in use and away from campus, rests solely with the purchaser. To replace a lost or stolen option, you must complete a Parking Permit Affidavit. Misrepresentation of the information provided on this legal document by the customer may result in the loss of parking privileges, disciplinary action and criminal prosecution, if appropriate.

If a parking option that was previously reported lost or stolen is found, it must be immediately returned to the PCS office at 523 South Division.

### Permits Ordered Online

Annual parking permits will be mailed to a home address the next business day and may take 2-5 business days to arrive. If the permit is not received within 5-8 business days, please contact the Parking Customer Services office at (734) 764-8291 or [umpark@umich.edu](mailto:umpark@umich.edu). If the permit is not reported lost within 10 business days of ordering the permit, full payment for a new permit at the prevailing rate will be charged for permit replacements. **Note: If a Student Storage Permit is not received and not reported as lost within 10 business days, the purchaser will be required to join the wait list before purchasing a replacement.**

### Defective Permits

Free replacements for defective or damaged permits are available provided you return them to the PCS office at 523 South Division.

## About Your Permit

### Lost Permits

Full payment of a new permit at the prevailing rate will be charged for permit replacements. If a "lost" permit is found and returned to PCS within 30 days of being replaced, a refund will be processed for the remaining value of the permit. Payment may be made by check or credit card (VISA, MasterCard, Amex or Discover).

### Stolen Permits

**First Occurrence:** No fee will be assessed if the loss is reported to either DPSS or a local law enforcement agency. You must provide a police report number in order to obtain a free replacement.

**Subsequent Occurrences:** Full payment of the prevailing permit cost will be charged. Fees for replaced permits may be paid by check or credit card (VISA, MasterCard, American Express or Discover).

If a stolen permit is recovered and returned to PCS within 30 days of being replaced, a refund will be processed for the remaining value of the permit.

### Parking Option Returns

Parking options may be returned to the PCS office at 523 South Division at any time. Refunds, if due, are limited to amounts pre-paid excluding the month the option is returned.

## Frequently Asked Questions

**Q. Are students paying higher parking fees than faculty and staff?**

- A. No, the rates for student permits are equal to those paid by faculty and staff.

**Q. One of my parents works here. May I use their permit occasionally?**

- A. No, the permit is for your parent's work-related use. The University has a strict eligibility criteria to help manage the parking system. As such, students are not eligible for faculty/staff parking options. Please note that this policy also extends to U-M Retiree permits.

**Q. If I no longer need my permit, can I sell it to someone else?**

- A. No, the permit may not be resold or given to others. If you don't need your permit any more, return it to the PCS office at 523 South Division. Remember: it is to your advantage to return the permit as soon as possible, since you will receive a prorated refund.

**Q. How do I return my permit to Parking Customer Services?**

- Visit the Parking Customer Services office at 523 South Division Street, between Packard & Jefferson.

Office hours are:

Monday - Friday

7:30 a.m. to 4:00 p.m.

- Use the Permit Drop Box housed at the back door of the Parking Customer Services office on the inner west wall of the Thompson Street Parking Structure. Please complete the Return form and put your permit inside. Take the inner yellow copy for your record, and then drop the form with your permit in the Drop Box.
- Mail your permit back. We recommend that you return it via US Mail - Registered Mail, with a return receipt. This way if it is lost in the mail, you have proof and a tracking number to help find it. Please include with your permit, your full name, UMID#, mailing address and reason for the return. Mail your permit and information to:

Parking Customer Services  
523 South Division Street  
Ann Arbor, MI 48104-2912

**Q. When is the best time to return my permit?**

- A. You must return your parking permit by the end of the month, so you are not charged for the new month. If you return your permit mid-month, you can obtain a temporary parking permit that will be valid through the end of the month.

**Q. How are permit refunds calculated?**

- A. All refunds are based on a monthly proration. PCS will subtract the value of the permit from the total amount paid by you for your permit. The remaining amount is the refund.

**Q. I am a graduate student with a University appointment. Am I eligible for faculty/staff parking options?**

- A. No. As a graduate student, you are only eligible for graduate student parking options. These options were created to optimize your parking options at a reasonable cost.

**Q. Can I share a permit with my friend?**

- A. We allow student carpools to exist if the users have the same address (either on or off campus), and have a shared vehicle. These carpools must be registered with PCS when purchasing your permit. If unauthorized sharing of a permit is found it would be considered parking fraud or abuse, and would result in penalties listed previously, on page 8.

**Notes:**

## Questions or comments?

### Please contact us at:

Logistics, Transportation & Parking

University of Michigan

523 South Division

Ann Arbor, MI 48104-2912

Phone: (734) 764-8291

Fax: (734) 763-4041

Email: [umpark@umich.edu](mailto:umpark@umich.edu)

Online: [ltp.umich.edu](http://ltp.umich.edu)

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