CHAPMAN UNIVERSITY | PARKING AND TRANSPORTATION SERVICES

CHAPMAN UNIVERSITY PARKING POLICY

I. INTRODUCTION

Chapman University extends the privilege of operating motor vehicles on the campus to all duly registered employees, students, and visitors. All motor driven conveyances, whether automobiles, motorcycles, motor scooters or motor bikes, regardless of size, shape or number of wheels are herein defined as vehicles. All privately owned vehicles (as opposed to university-owned vehicles) while in operation or parked within the confines of Chapman University are restricted to the use of regularly designated parking lots and driveways. Chapman University reserves the right to withdraw motor vehicle privileges from any University employee, student, or visitor at any time for cause.

II. DRIVER'S LICENSE REQUIRED CVC 12500 (a)

The State of California requires that any person driving a motor vehicle must have a valid driver's license and the license must be for the type and class of vehicle being driven. Persons driving cars must have a class "C" license and persons driving motorcycles must have an M1 motorcycle license. Thus, Chapman University requires all persons requesting a parking registration (permit) to be a licensed driver.

III. RESPONSIBILITIES

A. The person in control of a vehicle registered on campus shall at all times be responsible for any and all parking penalties, fines, and liability of damage claims arising in connection with the possession or operation of the motor vehicle on campus. Any unpaid fines would be assessed against the registered owner of the vehicle.
B. For vehicles not registered with Parking and Transportation Services, but located on campus with or without permission, the registered owner as listed with the State Department of Motor Vehicles shall be responsible for any and all parking penalties, fines and liability of damage claims arising in connection with the possession or operation of the motor vehicle on campus.
C. Chapman University, including Public Safety and Parking and Transportation Services, and the University's officers, agents and employees assume no legal responsibility either written or verbally implied for the care or protection of any vehicle or its contents at any time, including the time it is on any property owned and/or operated by Chapman University or the time during which it has been impounded.
D. Registering for an annual parking permit (regardless of type) does not guarantee a reserved parking space for an individual. It does, however, give you the privilege to park and/or drive on property owned and/or operated by Chapman University.
E. It is the responsibility of all students and employees to obtain, read, and abide by the policies listed herein and to monitor the Parking and Transportation Services and Inside Chapman websites for parking lot closure and event parking information.
F. Parking Services retains the right to modify the Parking Plan where necessary.

IV. REGISTRATION PROCEDURES AND REQUIREMENTS

A. Students and employees of Chapman University who own, maintain or are in charge of motor vehicles on any property owned and/or operated by Chapman University, shall ensure their vehicles are registered with Parking and Transportation Services.
B. Employees, students and approved long term visitors shall renew their parking permit and vehicle registration at the beginning of the fall semester, at time of hire, or date of matriculation. Whenever a previously registered vehicle is replaced, it is the owner's responsibility to register the newly acquired vehicle prior to parking on campus.
C. A parking permit is issued once a school year and is valid through the following August.
D. A vehicle shall be registered in the name of the student or employee who is the legal owner, registered owner, or primary operator.
E. Any change of license numbers and/or vehicles must be updated online prior to the vehicle being parked on campus. Vehicles not properly registered to a valid permit are subject to citation.
F. Parking Permit registration must be completed online at vpermit.com/chapman. **All permits are virtual and are tied to the license plate. No physical parking permit will be issued.**
G. An annual parking permit is mandatory for all faculty, staff, administrators, and students. Anyone driving to campus or living on campus with a vehicle is required to obtain a parking permit and park in university owned or operated parking areas.

H. Anyone found parking on city streets (including those driving over and parking with an Area A permit), in public parking lots/structure (including the public library) or the Metrolink lot (in spaces not designated for Chapman use) may be subject to the following: Students in violation of this policy will be subject to conduct referral. Faculty violators will be reported to the Chancellor and Administrator/Staff violators will be referred to Human Resources.

V. DISPLAY OF VALID PARKING PERMIT

A. Chapman University has a mandatory parking permit policy for all university constituents. This policy, mandated by the City of Orange, is designed to promote on-campus parking to lessen the impact on the residents living in close proximity to the university. Every vehicle parked in university owned or operated parking areas must have a valid parking permit; either virtual or physical.
B. Parking privileges for permit holders are tied to the license plate, meaning all vehicles must be parked **head-in only** unless the vehicle also has a front license plate. Car covers may not be used to cover license plates. If used, the license plate must remain visible from the drive aisle.
C. ***Whenever a vehicle is driven to campus other than the primary registered, you must add the vehicle to your online account/permit to avoid receiving a citation. The license plate will be used to confirm parking privileges.*** Only one vehicle per permit may be parked in university owned or operated parking areas at one time. More than one vehicle on campus at a time or failure to register the vehicle will result in a parking citation and/or disciplinary action. Parking without a valid parking permit (vehicle not registered in system) will result in a parking citation.
D. All vehicles parked in designated disabled spaces must display a valid disabled placard/plates, a valid (annual or short-term) University parking permit, and the placard owner must be present in the vehicle. Misuse of a disabled placard will be reported to local law enforcement.
F. Contractors/vendors are required to register with Public Safety, Parking and Transportation Services or Facilities Management and obtain a parking permit before parking on campus. Parking without a valid virtual permit will result in a citation and/or tow. Parking in restricted lots, spaces, or zones as well as in non-designated spaces will also result in a parking citation and/or tow.

VI. OPERATION AND PARKING OF MOTOR VEHICLES

A. The speed limit in all parking lots is 10 miles per hour and 5 miles per hour in the parking structures. Regardless of the posted speed limit, a vehicle operator shall not drive at speeds that are excessive or imprudent for existing road, pedestrian, and weather or traffic conditions.
B. Every vehicle shall be parked within a designated parking stall.
C. Every vehicle shall be parked head-in unless the vehicle has a front license plate. A registered license plate must be visible to the enforcement vehicle from the drive aisle and may not be obstructed by a cover.
D. **Faculty, staff, and students are not classified as visitors to the campus and are not eligible to park in Visitor designated stalls at any time.**
E. Pedestrians always have the right of way in any parking area.
F. All state and local laws are enforced on property owned and/or operated by Chapman University.
G. All traffic accidents shall be reported as quickly as possible to Public Safety.
H. All posted traffic signs are to be obeyed.
I. All parking regulations are enforced 24 hours a day, 365 days a year.
J. No vehicles are to be driven and/or parked in such a manner that obstructs the free movement of emergency vehicles on campus. If a vehicle is so parked, it is subject to immediate tow at the owner's expense.
K. **There is no overnight parking permitted in any commuter/faculty/staff parking areas.** All vehicles must vacate these locations by 2 AM. Vehicles left overnight are subject to citation and/or tow at owner's expense. Exceptions to this policy must be approved by Parking and Transportation Services. Commuter students may not store vehicles on campus at any time and Resident students may not store vehicles on campus over summer.
L. Public Safety and Parking and Transportation Services reserve the right to restrict access to parking lots, structures or spaces as needed. Parking in a temporarily restricted lot, structure or space may result in a parking citation and/or tow at owner's expense. It is the responsibility of the vehicle operator to abide by posted signage, to monitor Chapman E-mail for parking notices and to check the Parking and Transportation Services and Working@Chapman websites for updates.
M. Vehicle detailing, washing, maintenance and repairs are not permitted to be performed in campus parking lots or structures except for licensed businesses, with proof of insurance. Those with proper documentation are only permitted to perform windshield replacement, tire changes or jumpstarts. Individuals repairing or washing personal vehicles on university premises may be referred for disciplinary action. Additionally, individuals improperly disposing of hazardous materials (oil, power steering fluid, antifreeze, batteries, etc.) will be reported to the Department of Environmental Protection.

VII. DRIVING WHILE INTOXICATED

A. Driving while intoxicated on private property is a crime in the state of California. California Vehicle Code 23152 (a) & (b) states: "It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to drive a vehicle." and "It is unlawful for any person who has 0.08 percent or more, by weight, of alcohol in his or her blood to drive a vehicle."
B. It is a major safety hazard to you, as well as the University community, to drive a vehicle while intoxicated and will be treated as such. If, in the opinion of the Public Safety or Parking and Transportation officer, a person appears to be driving on campus while intoxicated, the Orange Police Department will be called to assist. A person may be arrested for driving while intoxicated and/or may receive punitive action from the University.

VIII. PARKING AREAS AND ZONES at or near the entrance of every lot on campus is a sign designating lot assignments. Parking is restricted and permits are issued for specific lots. All vehicles parked in unauthorized areas/spaces not valid for their permit type or without a valid permit will receive a citation. Please refer to the above parking plan for specific parking lot assignments.

i. **Disabled spaces** require the vehicle driver to display a valid disability placard in addition to a valid university permit. The placard must be issued to the Vehicle operator or a passenger in the vehicle at the time it is parked in a marked disabled space. Those with a valid university parking permit and disability placard, can park in any disabled space on campus or any regular space in an unrestricted lot/structure. Vehicles parked in non-disabled spaces in restricted lots (Memorial, Hashinger, or Conference Center Lot) even with a valid disability placard are subject to citation. For assistance with transportation to and from your vehicle, please contact Public Safety.
ii. **Reserved spaces** are restricted at all times unless a time is specifically posted on the space/sign. Parking in a reserved space will incur an $80 citation.
iii. **EV Charging Station Spaces** are located in the Anderson Structure, Barrera Structure, Becket Lot, Davis Lot, Jim Miller Structure, Knott Studios Lot, West Campus Structure, West Palm Industrial Lot, and the Rinker Campus. EV Charging stations on campus are restricted to Chapman constituent use only (QR code activation via Chapman login required before use) and a valid university permit is required for use of these spaces.
    i. **EV Space Regulations:**
        1. **The spaces have a strictly enforced three-hour charging limit** to allow maximum usage by all university constituents. Vehicles charging or parked beyond the 3-hour posted limit are subject to citation.
        2. **Vehicles parked in an EV space without actively charging are subject to citation**.
        3. **No parking is allowed in spaces where an EV Charging Station is out-of-order.** If a station is out-of-order, report to Facilities Management and move to another space. Vehicles parked in spaces where chargers are out-of-order are subject to citation.
        4. **Vehicles must be parked in marked EV spaces to utilize the charging stations**. Vehicles parked in non-EV designated spaces and charging, are subject to citation.
        5. **Electric Vehicles may not be charged using any outlet on campus**. Charging a vehicle at any location other than a designated EV Charging station will result in a citation.
        6. **Charging session stacking is not allowed**. Vehicle must be moved to a different station/space after the 3-hour limit is up. Unplugging and starting a new charging session at the same charger is not allowed. Vehicles are subject to citation.
        7. **It is not permitted at any time to unplug another's vehicle.** If it is reported or observed that a vehicle has been unplugged by an unauthorized party, the party in question is subject to referral to student conduct or Human Resources for Staff/Faculty.
        8. **The 3-hour charging limit in EV charging spaces in the dorm parking areas** (Chapman Court structure, Chapman Grand structure, Davis lot, Jim Miller Structure, or Panther Village Lot) **is only enforced 7AM – 11 PM**. Vehicles parked for over 3-hours in the dorm parking areas between 7AM and 11PM, are subject to citation.
iv. **Visitors** may park in the Anderson Structure (50 designated visitor spaces Level B1 SW corner), Barrera Structure (25 designated spaces Level 1), Becket Lot, Cypress Lot, Knott Studios Lot, Palm Lot, Rinker Campus, or the West Palm Industrial Lot in any unreserved space. Visitors parking in the Cypress Lot, Palm Lot or West Palm Industrial Lot will need to purchase a permit from the machine located in the Barrera Structure or the Knott Studios Lot prior to parking if not issued a permit by a department on campus. Visitors to the Rinker Campus may purchase a permit from the dispenser located by the emergency phone in the parking lot between 9401 and 9501. Monday – Thursday after 4PM and all-day Friday - Sunday visitors with valid parking permits may also park in unreserved

space in the Anderson or Barrera Structures. Guests with a valid disability placard/plate may park in the structures any time of the day with the purchase of a temporary guest permit. All visitors must purchase a short-term parking permit from one of the parking dispensers located in the lots/structures. The cost of a permit is $5 for three hours or $10 for twelve hours. Visitors have the option to pay-by-plate or pay and display. If the pay and display option is selected the permit must be displayed on the driver's side dash of the vehicle to be valid. Parking machines accept credit cards only. **Faculty, staff and students are not classified as guests and are not valid to park in any space designated for visitors permit parking.**

i. **Departments have the option of ordering electronic visitor PDF permits for their guests if the number of guests is fewer than ten**. Groups/guest numbers larger than 10 must be coordinated through Event Operations and use virtual parking permits.

1. The link to the Electronic Permit Request System is on the Parking Services website at https://webapps.chapman.edu/ParkingPermits/.

Electronic Permit Instructions are:

a. This permit must be displayed on the dash of the vehicle text side up, while parked on university property in order to be valid. Failure to properly display the pass will result in a parking citation.
b. The permit is only valid in the lot(s) indicated and on the date(s) and time(s) indicated.
c. The permit is **NOT** valid in **ANY RESERVED SPACE**. Parking in a reserved space, except Senior Staff Guests with permits for Memorial or Hashinger, will result in a citation. Minimum fine $80.
d. Parking in a disabled space without displaying a valid state issued placard will result in a citation and/or tow.
e. Parking in a fire lane or area not designated for parking will result in a citation and/or tow.
f. All vehicles parked on university owned or operated parking areas are subject to Chapman University's Parking Policy.
g. Permit is not valid for faculty, staff, or student use at any time.
h. Permit should be printed at original size on non-colored paper.
i. Visitor parking available at Anderson Structure (AN) (50 spaces Level B1 SW Corner), Barrera Structure (BA) (25 Spaces Level 1), Becket Lot (BE), Cypress Lot (CY), Jim Miller Structure (JM) top level only, Knott Studios Lot (KS), Palm Lot (PA), Rinker Campus (RI), West Campus Structure (WC)(Level B1 or 4 only), or the West Palm Industrial Lot (WP).
j. The original permit is on file in Parking Services. Alteration or unauthorized duplication will result in a parking citation for V.C. 509-misuse of a permit.
k. Parking on city streets is restricted and may result in a parking citation from the City of Orange.

2. **A virtual parking permit** is available with any event coordinated through Event Operations and with **a ticket purchase for events taking place on campus after 4pm Monday – Thursday or all-day Friday – Sunday**. To activate parking privileges, guests must register their license plates online at https://vpermit.com/chapman/ClaimableEvents/Claim.

a. Once you access the website, you must enter the validation code provided on your ticket to register for a virtual parking permit. If you do not have an event code, you will need to purchase a short-term visitor permit from a kiosk located in the visitor parking areas.
b. Direct links to the permit registration for each event can also be found on the ticket purchase/registration webpage.
c. Once completed, the vehicle is valid to park for the duration of the event. License plates will be scanned to validate parking privileges.

v. Certain designated parking spaces and lots are reserved for key personnel and departments. Only those persons and departments shall park in those spaces. Please refer to the Parking Plan, signage at the entrance to a lot/structure, signage posted at parking spaces, or markings painted on the ground to determine if your permit type is valid to park in that location

vi. Parking is prohibited in loading dock areas. University faculty, staff and students are not permitted to park in the 30-minute loading/unloading area east of Argyros Forum or any other loading dock on campus. Those areas are restricted to vendor/contractor loading and unloading only. There are 30-minute loading and unloading spaces designated in the Barrera Structure, Conference Lot, Hashinger Lot, Spaces on Cypress Street by The K (2 hour), and the West Palm Industrial Lot for any permit holder. There is also a designated 30-minute loading and unloading space in the Memorial Lot for faculty permit holders only. Vehicles parked beyond the posted limit are subject to citation, as are those with improper permit or no valid permit on file.

vii. Scooters licensed for street use must be registered to a valid parking permit and park in motorcycle or regular designated parking spaces on campus. Parking at bike racks or driving onto campus beyond the bollards which an electric scooter is prohibited.

viii. Vehicles shall not be parked in fire lanes (whether painted red, indicated by posted signage or designated as such on the campus map) and shall not obstruct fire department connections, fire protection control valves or equipment. Vehicles are not to be parked in areas that would obstruct egress from building exits, disabled access ramps or in the direct path of discharge from a building exit. Vehicles parked in a fire lane are subject to citation and immediate tow.

ix. There is an official approval process outlined for vendors to gain access to drive and park on campus beyond protective bollards. The link for the guidelines which includes a link to the online request form is: https://www.chapman.edu/faculty-staff/risk-management/driving-on-campus-procedures-guidelines.pdf.

x. Vehicles shall not use University Drive for loading, unloading, parking, or turning around. The only vehicles allowed access on University Drive are Chapman University Shuttles servicing Chapman Grand, Panther Village and the Parking Lots or emergency response vehicles. All other vehicles are subject to citation for being in a restricted area/fire lane. Signage is posted at the entrance. The east side curb on Glassell street, north of Schmid Gate has been designated by the City of Orange as a Passenger Loading and Unloading Zone. Please obey posted signage.

xi. The City of Orange enforces parking on city streets, but only along the curb line furthest from the campus. The City of Orange requires that all vehicles parked on the residential streets surrounding the university display a neighborhood-Area A parking permit issued by the City. University faculty, staff and students are not permitted to park on the residential streets while doing business with the university. It is important that the university maintains good relations with our neighbors. The University requires that all faculty, staff, and students who drive to campus must park in university owned or operated parking areas in the appropriately designated lots. **It is unacceptable for members of the campus community to park in the neighborhood or public lots including the Orange Public Library or the Metrolink lot when coming onto campus. If you bring a vehicle to campus you must register for an annual parking permit and park in areas designated for that permit type. Driving to campus and parking in Area A with an Area A permit for the purpose of attending classes, events, working or teaching at the university, is a violation of our Parking Policy**. Those found doing so are subject to referral to Student Conduct or Human Resources for violating a university policy as are those found parked on city streets outside the restricted zone or in public lots.

CHAPMAN UNIVERSITY | PARKING AND TRANSPORTATION SERVICES

2026/2027 PARKING PLAN

Chapman University's city mandated parking plan requires all Chapman University Faculty, Staff, and Students to park on university owned or controlled property when attending classes, events or working at the University. Permits are required 24 hours a day, 365 days a year.

Please note that all annual permits are valid at both campuses in designated lots.

Status/Permit Type	2026/2027 Annual Virtual Permits Valid 8/15/26 – 8/13/27 in the Following Locations
Student - Main Campus Housing Resident	Davis/Harris Lot, Jim Miller Structure, Pralle Underground, and Sandhu Garage. *After 4PM weekdays/all day weekends: Cypress lot, Knott Studios lot, and West Palm Industrial Lots.* **No vehicle storage allowed. No overnight parking is allowed in commuter area.**
Student – The K	West Campus Structure in K designated spaces *only*. *Anderson Structure weekdays between 4PM – 12 AM only.* **No vehicle storage allowed. No overnight parking is allowed in Anderson.**
Student – Panther Village	Panther Village Lot and Commuter Parking Areas. Limited Shuttle Services Available. **No vehicle storage allowed. No overnight parking is allowed in commuter areas.**
Student – Chapman Court (Virtual & Numbered Hangtag)	Numbered Parking Space at Chapman Court (assigned by Residence Life) **Additional Numbered Hangtag Required** and Panther Village back lot. Commuter Parking Areas (day-use only) Limited Shuttle Services Available. **No vehicle storage allowed. No overnight parking is allowed in commuter areas.**
Student – Chapman Grand	Chapman Grand Structure and Commuter Parking Areas. Limited Shuttle Services Available. **No vehicle storage allowed. No overnight parking is allowed in commuter areas.**
Student – Commuter	Anderson Structure, Barrera Structure, West Campus Structure (Levels B1 (LL),1 and 4), Becket Lot, Daniele C. Struppa Research Park Lot, Cypress Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Jim Miller Structure (top level only), and Rinker Health Sciences Campus. **No overnight parking allowed.**
Faculty	Anderson Structure, Barrera Structure, West Campus Structure (Levels B1 (LL), 1, and 4), Becket Lot, Cypress Lot, Daniele C. Struppa Research Park Lot, Hashinger Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Jim Miller Structure (top level only) and Rinker Health Sciences Campus. There are faculty reserved spaces located in Barrera, Knott Studios and Hashinger. **No overnight parking allowed.**
Adjunct Faculty/Lecturer	Anderson Structure, Barrera Structure, West Campus Structure (Levels B1 (LL), 1, and 4), Becket Lot, Cypress Lot, Daniele C. Struppa Research Park Lot, Hashinger Lot, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Jim Miller Structure (top level only) and Rinker Health Sciences Campus. There are faculty reserved spaces located in Barrera, Knott Studios and Hashinger. **No overnight parking allowed.**
Staff	Anderson Structure, Barrera Structure, West Campus Structure (Levels B1 (LL), 1, and 4), Becket Lot, Cypress Lot, Daniele C. Struppa Research Park Lot Elliott Alumni House, Knott Studios Lot, Palm Lot, West Palm Industrial Lot, Chapman Offices in houses, 544 N. Cypress, Jim Miller Structure (top level only) and Rinker Health Sciences Campus. **No overnight parking allowed.**
Handicap Placard Holders	Must have a valid state issued disability placard/plates **and** a valid university parking permit. Placard valid in **any disabled designated parking space** in any lot or any unreserved space in a non-restricted lot. Person placard registered to must be present.
Restricted Lots	**Memorial, Hilbert Museum and Conference Center Lots** are restricted at all times. Special permits are required.

Register for an annual parking permit at https://vpermit.com/chapman

Head-in Parking ONLY in all lots/structures unless vehicle has a front plate. Plate must be visible from the drive aisle. All structures have Max Weight Restrictions. Vehicles exceeding posted Max Vehicle Weight (6,000 lbs. all structures except West Campus, which has a Max vehicle weight of 8,000 lbs.) must park in surface lots. Violators are subject to citation/tow at owner's expense.

IX. PENALTIES AND FINES

A. Parking violations for the following will incur a **$40.00 fine**:
VC 200-No valid permit visible/displayed
VC 201-Parking permit expired
VC 202-Vehicle not registered to park
VC 203-No valid physical or virtual parking permit
VC 300-Parked in a no parking zone (posted or painted)
VC 301-Tenant Parking Only
VC 302-Parked in area not designated for parking (sidewalks, grass areas, etc.)
VC 303-Motorcycle Parking Only
VC 305-Not parked within stall lines
VC 306-Vehicle backed-in with no front license plate
VC 309-Vehicle inoperative for more than 15 days or has not moved from a commuter parking lot in 15 days is subject to tow
VC 311-Parked exceeding posted time
VC 316- Permit not valid this lot/space
VC 401-Parked blocking loading zone/dock
VC 511-Parked Violating CU Parking Policy
VC 603-Improper permit
VC 604-Illegally parked in a restricted lot
VC 606-Permit not properly displayed
VC 607-Vehicle parked overnight in a restricted lot/structure

B. Violations of the following will incur a **$60.00 fine**:
VC 308-Parked blocking the flow of traffic
VC 310-Visitor parking only
VC 312-Parked in an EV Space without charging
VC 313-Charging from a non-EV designated space
VC 314-Non-EV Vehicle parked in EV space
VC 400-Parked blocking Shuttle Stop
VC 405-Parked blocking a fire lane/zone
VC 509-Use/misuse of another's decal

C. Violations of the following will incur a **$80.00 fine**:
VC 317-EV charging session stacking
VC 605-Parked in a Reserved Space/Lot

D. Violations of the following will incur a **$125.00 fine:**
VC 608-Parked in a Senior Staff/Senior Staff Guest Reserved space

E. Violations of the following will incur a **$350.00 fine**:
VC 22507.8-A&B-Unlawfully parked in a disabled space
VC 22507.8 C-Parked in disabled crosshatch loading space

F. Violations of the following will result in referral to the Provost's Office, Human Resources or Student Conduct; whichever office is applicable:
VC 500-Excessive speed (over 10 MPH or excessive or imprudent for existing road, weather, or traffic conditions). Will result in referral to Student Conduct/the Chancellor's Office or Human Resources.
VC 501-Exhibition with a vehicle (losing traction and/or squealing of the tires)
VC 502-Driving while intoxicated (subject to arrest)
VC 503-Misuse of vehicle (driving a vehicle in a quad area, sidewalk, or grass area). This includes motorcycles, mopeds, and scooters.
VC 505-Reckless driving (driving a vehicle in a manner that endangers life or property. Two or more moving violations constitutes reckless driving)
VC 506-Driving on the wrong side of the lot or driveway
VC 507-Driving against a one-way sign
VC 508-Failure to stop at a stop sign
VC 510-Failure to stop for a Public Safety or Parking and Transportation Services Officer
VC 511-Parked Violating CU Parking Policy

X. CITATIONS

A. Citations for violations are ordinarily issued directly by an employee of Public Safety or Parking and Transportation Services to the driver of a vehicle. Parking and/or registration citations are attached to the vehicle. NOTE: The

City of Orange Police and Fire Departments reserve the right to issue citations and tow vehicles for violations of state and local laws.

i. Persons who have received five (5) or more citations issued by the University may have their on-campus driving privileges revoked and could also have their vehicle towed from the campus at the owner's expense.

ii. Failure to respond to a citation by payment or appeal to the Parking Administration will result in a charge amounting to the prescribed violation fine plus penalty fees and may result in the withholding of your vehicle registration by the Department of Motor Vehicles until such fees are paid. This applies to vehicles registered in any state.

iii. Payment cannot be made in person. Payment must be made within 21 days of issuance at www.CitationProcessingCenter.com or by mailing exact fine amount by check or money order to:

- Chapman University, C/O Citation Processing Center, PO Box 10479, Newport Beach, CA 92658-0479.

B. Administrative Review:

Citations issued for parking violations may be appealed online (or via mail for late appeals). Anyone wishing to contest a violation must do so within 21 days of the date of issuance of the citation. The review process begins by submitting a letter of appeal online at: www.CitationProcessingCenter.com.

XI. REMOVAL OF VEHICLES

The Chief of Public Safety or the Assistant Director of Parking and Transportation Services may cause the removal of any vehicle inoperative for 15 days or more, any vehicle left parked in a lot for 15 days or more without leaving the lot (storing on campus), any vehicle ***abandoned or left on property owned and/or operated by Chapman University when the academic year ends***, upon revocation of privileges, when a vehicle is found blocking the free movement of emergency vehicles; or causing a safety hazard to people, traffic or property. Any vehicle with five (5) or more citations may be removed from the property. When lot closure notification has been posted and/or e-mailed to all university constituents, vehicles left parked in a lot that is subject to closure may be towed. The costs of any removal and storage will be charged to the person whose name the vehicle is registered.

XII. PUBLIC SAFETY AND PARKING AND TRANSPORTATION SERVICES

The function of Public Safety and Parking and Transportation Services is to protect life and property, to help maintain the desired academic environment on the campus, to enforce vehicle rules and to perform other related duties.

Public Safety is located at 418 N. Glassell Street, Orange, CA 92866. The department is open 24 hours a day, 7 days a week, including summers and holidays. The telephone number is (714) 997-6763.

The Parking and Transportation Services Office is located at 348 N. Olive, Orange, CA 92866. The Parking and Transportation Services Office is open Monday – Friday, 9:00 a.m. – 4:00 p.m. The telephone numbers are (714) 997-6560 or (714) 997-6543.

E-mail: parking@chapman.edu
Website: www.chapman.edu/parking
For parking space availability information, visit our website.