

Parking and Transportation Services

Rules and Regulations
2023–2024



QUICK TIPS

- Parking Services utilizes virtual permits for students and faculty/staff. After purchase, your license plate will serve as your permit.
- With virtual permits, you will be able to order your permit online and use it immediately.
- Students may park in Student lots for free, without a permit, after 3:45 p.m. on weekdays and any time on weekends.
- Student permits are valid for one semester.
- Hourly parking options are available through the Passport Mobile App and at Pay Stations located on campus. Hourly payments **MUST BE MADE UPON ARRIVAL.**
- Permits are not valid at hourly spaces.
- Student permits may be linked to up to three vehicles. Vehicle information must be registered with Parking Services prior to parking on campus.
- Manage your Parking Services account online at www.nvcc.edu/parking.

PERMITS AND REGULATIONS

Student Semester Permits

- Students are not required to have a permit while parked in a student or hourly lot after 3:45 p.m. on weekdays or any time on weekends.
- Students may purchase parking permits at any campus Parking Services office or online at www.nvcc.edu/parking.
- Permits purchased will be available for use immediately. Your license plate serves as your permit.
- Permits are valid for one semester only.
- Permit requirements for off-campus locations vary. Please check with a campus Parking Services office before ordering for any off-site location.
- Campus Parking Services offices accept MasterCard, Visa, American Express, Discover and NOVACard.

SEMESTER	PERMIT EXPIRATION DATE
Spring	5/31
Summer	8/31
Fall	12/31

Faculty and Staff Permits

- Vehicles parked in faculty/staff parking lots require a Faculty/Staff permit
- Full-time/adjunct/emerti professors, classified staff and part-time (P14) employees are eligible for a faculty/staff permit and must order their permit online at www.nvcc.edu/parking.
- Faculty/staff permits are auto-renewed every year at the end of June.
- Faculty/staff obtaining a parking permit must not have any past due citations.
- College Work Study students must order their permits online at <https://www.nvcc.edu/parking>.

- College Work Study students are eligible for one free student permit, issued by semester, for up to three vehicles.
- Federal Work Study students must purchase a student permit.
- College officials may request temporary permits for guests. Please contact a campus Parking Services office for more information.

Adding/Removing Vehicles

- All vehicle information must be up to date prior to parking the vehicle on campus. To add or remove a vehicle to your permit, you can log in to your parking account online and update the information or email ***parking@nvcc.edu***.
- If you are using a new vehicle temporarily, please ensure the vehicle is linked to the permit on your parking account by visiting ***www.nvcc.edu/parking*** or email ***parking@nvcc.edu***.
- When a rental vehicle has been returned and is no longer in use, the information should be removed from both the permit and the parking account as it may be rented and parked on campus by a different driver in the future. You can remove the vehicle from your permit in your parking account or you can contact ***parking@nvcc.edu***.

Accessible Parking Permits

- NOVA does not issue accessible parking permits. Accessible parking permits issued by the Department of Motor Vehicles (DMV) in any state or the District of Columbia will be honored on campuses.
- It is not necessary to purchase a NOVA permit if a valid DMV accessible parking permit is displayed while parking in a non-reserved NOVA parking space.
- Accessible parking permits must be valid and used only by the person to whom they were issued.
- The International Symbol of Access is required on all valid accessible parking permits and plates.

Permit Regulations

- Individuals obtaining a NOVA parking permit agree to all parking regulations outlined in the Parking Services Brochure.
- Permits are not valid in marked hourly spaces.
- Student permits are valid for one semester and in student lots only.

- Students are not permitted to park in faculty/staff lots.
- Motorcycles do not require a parking permit to park on campus. Each campus has designated motorcycle parking spaces.

Permit Refunds

- Requests for student permit refunds must be received by a campus Parking Services office within the published add/drop (census) date as listed in the Schedule of Classes.
- In the case of a student in classes with multiple census dates, a permit refund request must be received by the earliest add/drop (census) date.
- If a class was moved or cancelled by the college, refund requests must be submitted to a campus Parking Services office within three business days from the date the class was moved or cancelled.
- Students with financial holds or outstanding parking citations are not eligible to receive parking permit refunds.

Senior Citizens

- Senior citizens who are currently enrolled in a class through the college's Senior Citizen Tuition Waiver process may obtain a student parking permit at no charge.
- Seniors can order their parking permits online 48 hours after registering at www.nvcc.edu/parking or at any campus Parking Services office.

HOURLY PARKING OPTIONS

Hourly Bundle (Passport Parking App)

- Students or visitors may purchase discounted bundles of hourly parking through the Passport Parking App.



Passport

Parking

<https://www.passportparking.com/>

- For instructions on how to download the Passport Parking App please visit our FAQ guide: https://www.nvcc.edu/parking/_docs/HourlyBundleFlyer.pdf
- Students paying through the mobile payment app may park in any Student or Hourly lot.
- Any remaining balance may be used in future semesters. All sales are final after first use; no prorated refunds.

PARKING ENFORCEMENT

Citations and Fines

- Parking citations can be paid online at www.nvcc.edu/parking or at any campus Parking Services office.
- NOVA enforces its parking regulations through citations to those who fail to comply with rules and regulations that control parking on any of its campuses.
- Fines must be paid within 30 calendar days from the date of issuance or a \$10 administrative fee will be added to the original fine.
- NOVA utilizes the services of a collection agency for all overdue debts owed to the College. The debtor is responsible for paying all fines, administrative fees and collection costs.
- Abandoned vehicles left on lots may be towed at the owner's expense.
- The registered owner or the current permit holder of a vehicle is responsible for any parking violations, regardless of the person driving.
- Vehicles parked across the line of a designated space will be subject to a "Parked Over Lines" violation.
- Students with unpaid past due citations on their accounts will have a hold placed on their student account and will not be able to register for the next semester.
- The Northern Virginia Community College Board approves all parking fines and fees.
- Currently approved fines and fees can be found at www.nvcc.edu/parking and are subject to change without notice.

Appeals

- Parking citations may be appealed online at www.nvcc.edu/parking or at any campus Parking Services office.
- A \$10 processing fee will be added to all denied appeals.
- Appeals must be submitted within 15 calendar days after issuance of the citation.
- All appeals must provide evidence that the facts of the citation are incorrect.
- Appeal decisions are final and will be emailed to appellants.

PARKING FACILITIES AND HOURLY OPTIONS

Parking Lots

- NOVA parking lot operating hours are from 6:00 a.m. to 11:00 p.m.
- Parking after hours without proper authorization is prohibited.

Parking in Garages

- Hourly parking is available on levels 1, 2 and 3 in the Annandale Hourly Garage and levels 1,2,3 and 5 in the Medical Education Campus Garage. *Level 4 at MEC is reserved for faculty/staff only.*
- Hourly parking is available on all levels of the Beauregard Garage at the Alexandria Campus. In addition to permit parking, hourly parking is available on all levels of the Dawes and Beauregard garages
- Garage parking is not available for oversized vehicles. Requests to park an oversized vehicle must be made in advance through the campus Parking Services office.
- Hourly parking transactions are non-refundable.
- Hourly parking customers MUST PAY UPON ARRIVAL.
- Reference posted signage in garages for hourly payment instructions.



Hourly Parking

- Hourly parking customers MUST PAY UPON ARRIVAL.
- Students or visitors can purchase discounted bundles of hourly parking through our mobile payment app.
- Students paying through the Passport Parking mobile app may park in any student or hourly lot.
- Visit **www.nvcc.edu/parking** for more information and to download the Passport Parking mobile app.
- A limited number of hourly parking spaces are available at all campuses.
- Permits are not valid in hourly spaces.
- Hourly parking is free after 3:45 p.m. on weekdays and any time on weekends.
- Hourly parking transactions are non-refundable.

Loading Zones

- Parking is not permitted in loading zones without a valid loading zone permit.
- A loading zone permit for vendors or individuals unloading equipment or supplies can be obtained from a Parking Services office.
- Vehicles must be moved immediately after loading or unloading.

Carpool/Vanpool Parking

- Vehicles must be registered prior to parking in Carpool/Vanpool spaces.
- Vehicles must have a valid permit for the lot where the space is located.
- Vehicles with active hourly paid time may park in Carpool/Vanpool spaces located in a student or hourly lot if registered for a Carpool/Vanpool permit.
- Carpool/Vanpool spaces should be used by vehicles arriving with a minimum of two occupants.



Liability Disclaimer

- NOVA does not assume responsibility for any vehicle or its contents when parked on College property. NOVA does not assume responsibility for damage to vehicles that are booted, immobilized or towed due to violations incurred or as a result of other policy violations.

CURRENT PARKING FEES

Hourly Parking	\$2.00
Daily Max (Hourly Parking)	\$10.00
Student Parking Permit	\$80.00
Discounted Hourly Bundles See www.nvcc.edu/parking for more details	
Citation Admin Fee (30 days)	\$10.00
Returned Checks/Insufficient Funds Less than 30 days	\$35.00
More than 30 days	\$50.00
Appeal Processing Fee (if denied)	\$10.00
Collections Fee	25% (of outstanding balance)

Parking fees and regulations may change during the year. Changes will be posted with as much notice as possible.

NOVA enforces its parking regulations through citations to those who fail to comply with rules and regulations that control parking on any of its campuses.

CURRENT PARKING FINES

Improper Parking	\$45.00
Parked Over Lines	\$45.00
Hourly Parking Violation	\$25.00
Parked in a Roadway, Fire Lane or Yellow Curb	\$75.00
No Loading Zone Permit	\$75.00
Parking in a Reserved Space	\$45.00
Boot Fee	\$25.00
No Valid Permit	\$75.00
Shared Permit Violation	\$75.00
Parking in Handicapped Space Without Valid Authorization Displayed	\$150.00
Tampering With Immobilizer/Boot	\$150.00
Exceeding Posted Time	\$45.00

Manage your Parking Services account online at www.nvcc.edu/parking/. For assistance with your online parking account, please contact Customer Support at **703-323-3123**.

ALEXANDRIA CAMPUS

5000 Dawes Avenue, Bisdorf 189
Alexandria, VA 22311
Phone: 703-845-6499

ANNANDALE CAMPUS

8333 Little River Turnpike, CA 103
Annandale, VA 22003
Phone: 703-323-4267

LOUDOUN CAMPUS

21200 Campus Drive, Reynolds Building, LR 222
Sterling, VA 20164
Phone: 703-450-2523

MANASSAS CAMPUS

10950 Campus Drive, Howsmon Hall 312
Manassas, VA 20109
Phone: 703-257-6650

MEDICAL EDUCATION CAMPUS

6699 Springfield Center Drive, Room 204
Springfield, VA 22150
Phone: 703-822-6688

WOODBRIIDGE CAMPUS

2645 College Drive, Seefeldt 126
Woodbridge, VA 22191
Phone: 703-878-5815