



## Campus Map Legend

- F faculty & staff
- C commuting student
- R residential student
- O overflow
- P resident advisor

- V visitor
- VS future spartan
- ♿ handicap

- A. John C. Stockwell Administration Building
- B. Library
  - Richard E. Tukey Theatre
- C. G.B. Hodge Center/Arena
- D. Upstate Rotary International Peace Park
- E. Media Center/WRET-TV
- F. Horace C. Smith Science Building
- G. Humanities & Performing Arts Center
  - Curtis R. Harley Art Gallery
- I. Arts & Sciences Building
- J. Burroughs Building
  - International Studies
  - Honors Program
- K. Olin B. Sansbury, Jr. Campus Life Center
- L. P. Kathryn Hicks Visual Arts Center
- M. Dr. Lawrence E. Roël Garden Pavilion
- N. Susan Jacobs Arboretum
- O. Science Trail
- P. The Villas
- Q. Palmetto House
- R. Magnolia House
- S. John M. Rampey Center
- T. Health Education Complex
  - Spartan Rec Center
  - Mary Black College of Nursing
  - College of Education, Human Performance, and Health
  - Enrollment Services
  - Bookstore
- U. Smith Farmhouse/Athletic Annex
- V. Soccer Fields
- W. Health Services
- X. University Public Safety
- Y. University Readiness Center/S.C. National Guard
- Z. Louis P. Howell Athletic Complex
- AA. Cyrill Softball Stadium
- BB. Cleveland S. Harley Baseball Park
- CC. County University Soccer Stadium
- DD. Facilities Management Complex
- EE. University Services Building
- FF. Intramural Field



# 2024 - 2025 USC UPSTATE PARKING

DEPARTMENT OF PUBLIC SAFETY

219 North Campus Boulevard  
Spartanburg, SC 29303  
Phone: 864-503-7777 | Fax: 864-503-5873

**EMERGENCY PHONE: 911**

Office Hours: Monday - Friday  
8 a.m. - 5 p.m.

[uscupstate.edu/police](http://uscupstate.edu/police)



## PARKING

Welcome to the University of South Carolina Upstate! It is our sincere desire that your experience here will be challenging, rewarding and fulfilling. For your safety, parking rules and regulations are enforced at all times and apply to all persons operating motor vehicles on or around campus. For detailed information on all USC Upstate Parking Regulations call the USC Upstate Department of Public Safety at **864-503-7777** or visit **[www.uscupstate.edu/parking](http://www.uscupstate.edu/parking)**.

## WHO NEEDS A PARKING PERMIT

Anyone who parks on campus must register his/ her vehicle with University Police in order to receive a parking permit. This permit must be displayed on the vehicle in order to park on university property. Exceptions may be made for special events as defined by the Chief of Police. **All visitors who will be parking on campus need to stop by the Department of Public Safety and pick up a Visitors Parking Pass.** Once registered, visitors to campus may park in the designated visitor parking spaces around campus. Anyone visiting a residential student on campus overnight must register with the housing office. All other visitors must register with university police.

## IMPORTANT PARKING & TRAFFIC REGULATIONS

- Unless otherwise posted, the campus speed limit is 25 mph. The maximum speed limit in parking lots is 10 mph.
- Parking is prohibited at fire hydrants, on sidewalks, behind trash bins, in fire lanes, all curbs, areas designated with “No Parking” signs, loading zones, around the circle of the fountain, designated handicapped parking areas, and all lawn or landscaped areas. **Backing into a space or pulling through is prohibited.**
- Visitor parking at the CLC is reserved for short term 60 minute parking. The “HEC circle” parking lot is limited to 30 minutes only. The “Burroughs lot O11” student parking is limited to 2 hours.
- **Parking decals must be clearly visible on the outside lower driver’s side rear window.**

## PARKING PERMIT INFORMATION

To register your vehicle, you will need:

1. **Go to [uscupstate.edu/vehiclereg](http://uscupstate.edu/vehiclereg) and have the following information available:**

- A. Driver’s License
- B. Vehicle Registration Card
- C. Proof of Insurance

**Replacement and additional parking decals are \$10. This fee can be waived if you peel off and turn in your old decal.**

Once your vehicle is registered, you are responsible for knowing all parking rules and regulations. Student parking permits are valid for one academic year and must be renewed prior to the beginning of each fall semester. The 2024-2025 parking decal will expire on August 1, 2025. If you change enrollment status from either commuter student to residential student or vice-versa, you must procure a new parking sticker within seven days. If you drive an unregistered vehicle on campus, you must first pick up a temporary parking pass at the Department of Public Safety. These passes are free and can be issued for up to two weeks. **Should you drive an unregistered vehicle on campus after 5 p.m. or on the weekend, you will need to park your vehicle in lot O10 across the street from the Rampey Center.** You must register your car by 8:00 a.m. the next business day. You must present up to date proof of insurance in order to obtain a temporary hang tag. Temporary hang tags must be visible at all times and facing up so the dates are visible.

## WHERE CAN I PARK?

Parking lots are color-coded with signs designating the type of permit required to park in each area. Faculty/Staff parking is labeled by green curbs and/or signs. Park only in areas designated for your permit:



faculty & staff



resident advisor



commuter student



residential student

## IF YOU RECEIVE A PARKING CITATION

The driver and/or registered owner of a vehicle is responsible for all violations incurred. Parking citations must be paid within 30 days of the date on the citation. After 30 days, fines will increase and holds will be placed on student accounts. Holds will not be released until all citations are paid. If the citation has not been paid within 30 days, a notice letter will be sent to the registered owner of the vehicle. If the citation is not paid within 15 days of the date on the notice letter, the citation will be sent to the Williams & Fudge collections agency for further action. If the citation has already been sent to collections, you must call **Williams & Fudge at 1-800-849-9791** in order to pay the citation. Online and in-office payments for tickets sent to collections will not be accepted. If you wish to appeal a parking citation, you must do so within three business days from the date of issuance. **Handicap and fire lane violations may NOT be appealed.** The online appeal form can be accessed at **[www.uscupstate.edu/parkingappeal](http://www.uscupstate.edu/parkingappeal)**. **All appeal decisions are final.** If you would like to pay a citation with a credit or debit card, you must do so online at **[www.remit-online.com/864001](http://www.remit-online.com/864001)**. If you are obtaining a new parking permit, all citations must be paid or appealed before a decal can be issued.

## VEHICLE BOOTING

The Department of Public Safety will “immobilize” vehicles under the following conditions:

- **The vehicle receives a third parking citation for “failure to register vehicle.” Regardless of any pending appeals for failure to register.**
- When university parking ordinances have been violated that threaten the welfare or safety of the university community or when a vehicle is the subject of a criminal investigation and it is prudent to identify the owner or operator of the vehicle.
- Unregistered vehicles parked in residential areas are subject to immediate vehicle immobilization.
- **Habitual offenders (five + unpaid citations) are subject to vehicle immobilization.**
- **All outstanding parking citations must be paid before a boot can be removed.** Any citations not appealed prior to a boot being placed on your vehicle, may not be appealed.
- All citations must be paid within 48 hours of the boot being installed or the vehicle will be towed at the owner’s expense.

## EMERGENCY PHONES

Emergency telephones connect automatically to a dispatcher with 911 Communications when the receiver is lifted off the cradle. These telephones are located at the entrances to most campus buildings.

1. **Lift the plunger located on the right side of the weatherproof box.**
2. **Open the door and lift the telephone receiver.**
3. **Wait for a 911 dispatcher to answer the call.**
4. **When the dispatcher answers, speak clearly into the mouthpiece.**

## CALL BOXES

University Public Safety call box stanchions have been placed in strategic locations across campus to facilitate contact with an on-duty police officer.

1. **Press the call button and release.**
2. **Wait for a dispatcher to answer.**
3. **Press the call button again and hold down while speaking slowly and clearly into the speaker. Release the call button when you are finished. Listen for instructions.**

## TOBACCO FREE CAMPUS

Smoking is prohibited on campus grounds. Fines will be issued based on the number of offenses.

**\$25 1<sup>st</sup> Offense**

**\$50 2<sup>d</sup> Offense**

**\$75 3<sup>rd</sup>+ Offense**

For more information, visit **[www.uscupstate.edu/tobaccofreecampus](http://www.uscupstate.edu/tobaccofreecampus)**

