



SCHOOL of  
OSTEOPATHIC  
MEDICINE

**Procedure Title:** Brooks Campus Parking Rules and Regulations  
**Functional Area:** Administrative

**Status:** FINAL  
**Effective:** January 2025  
**Supersedes:** September 2025  
**Approved by:** UIWSOM Dean/Student Government Association  
**Procedural Contact:** Senior Director APD/Director of Student Affairs  
**Responsible Office:** Office of the Dean/Office of Student Affairs  
**Last Reviewed/Updated:** October 2025  
**Applies to:** SOM Faculty, Staff, Residents and Students

**Purpose:** This document was developed to outline the process for registering vehicles, parking rules and regulations at the UIWSOM Brooks Campus. These rules/regulations apply to all SOM personnel.

## Description:

### A. VEHICLE REGISTRATION

1. All SOM faculty, staff, residents and students must register their vehicle(s) in June of each year via the Cardinal Cars app, found in the UIW Apps group (exact date dependent upon availability of the registration app). Vehicle registration must be completed prior to the end of July each year. Hang tags will be issued to new faculty and staff upon the date of hire. Resident tags will be issued during PGY1. All students at SOM will be issued a hang tag each academic year, prior to August 1, which will be valid through May of the following year.
2. Student tags will be issued by UIWSOM Student Affairs (DO) or MBS staff. The program's coordinator will notify students when hang tags are available. ID will be required and the tag number assigned to each student will be noted and filed at pick up .
3. New faculty/staff tags will be issued by Office of the Dean staff. Dean's Office staff will notify faculty/staff when their hang tag is available. ID will be required at pick up and the tag number assigned to the faculty/staff member at pick up will be noted and filed.
4. New resident tags will be issued by the GME office staff. GME staff will notify residents when their hang tag is available. ID will be required and the tag number assigned to the resident at pick up will be noted and filed.
5. Parking hang tags for the current academic year must be visibly displayed on the rear-view mirror of the vehicle at all times when parked on the UIWSOM campus or other UIW campuses.

### B. PARKING DESIGNATIONS

1. Student ONLY parking is designated as the outer circle of Lot 1 (in front of Bldg 1), effective Mon - Fri from 6 AM to 5 PM.
2. Faculty/Staff and Resident ONLY parking is designated as the inner circle of Lot 1, effective Mon - Fri from 6 AM to 5 PM.
3. All UIWSOM personnel are permitted to park in Lots 2a, 2b, 3 and 4 as available and appropriate.
4. UIW Faculty/Staff (those utilizing SOM facilities as part of IPE or telehealth classes) may park in the inner circle of Lot 1, effective Mon - Fri from 6 AM to 5 PM.
5. UIW Students (those utilizing SOM facilities as part of IPE or telehealth classes) may park in Lot 2b or Lot 4, effective Mon - Fri from 6 AM to 5 PM.
6. Guest/Visitor parking is designated in Lot 2a (row closest to building), and in front of Bldg 125/4. SOM personnel are prohibited from parking in designated Visitor spaces, effective Mon - Fri from 6 AM to 5 PM.
7. Parking in handicapped spaces is prohibited without appropriate plate or permit displayed. Students with disabilities requiring special parking, please submit a request, in writing, to Student Affairs at somosa@uiwtx.edu for consideration. Spaces will be allocated as available and appropriate.
8. Overnight parking is prohibited without special permission. Written requests for special permission are to be directed to the Senior Director of Accreditation/Professional Development via email and, if granted, will be confirmed to the requester and Watchmen Security. Approved overnight parking will be at the vehicle owner's own risk.

### C. VIOLATIONS

1. Parking violation notices will be issued to those who are improperly parked on the Brooks Campus, per these parking rules/regulations.
2. Parking rules at UIWSOM will go into effect in August each year and remain in effect through May 31st. UIWSOM Faculty, Staff, Residents and Students will be issued notices for the following parking violations:
  - a. Unregistered vehicle (after August 1)/Hang tag not properly displayed
  - b. Blocking handicap accessibility ramps/spaces
  - c. Parking in/impeding a fire lane
  - d. Parking in ADA/Handicap space illegally (all vehicles parked in these spots MUST have hang tag or license plate)
  - e. Parking in visitor spaces
  - f. Students parking in the inner circle of Lot 1 or UIW Employees parking in outer circle of Lot 1
  - g. Parking in undesignated parking areas

2. Warning notices received will be filed and tracked by the Office of Student Affairs and the Office of the Dean. No fines will be associated with a warning notice. If 2 warning notices have been received and confirmed for any violation in section C above, a fine may be assessed upon the third and all subsequent violations within the current academic year, as determined in Sections D and E below.

3. Fines assessed will be processed by the Office of Student Affairs and paid to the UIWSOM Student Government Association (see Section E for details).

D. APPEALS - Any person who receives a notice for a parking violation and believes it to be unwarranted or in error must follow the procedure below to receive consideration.

1. Appeals of first **2** warnings must be submitted via email to the Senior Director of Accreditation and Professional Development at [rbingham@uiwtx.edu](mailto:rbingham@uiwtx.edu) within 5 days of issuance. To be considered, the appeal must include:

- a. License Plate information
- b. Contact Information
- c. Notice Number
- d. Detailed reason for the violation and appeal

2. Appeals (warnings 1 and 2) will be reviewed by the Senior Director of Accreditation & Professional Development. Decisions will be confirmed in writing to the requester within 3 days after the request is submitted.

- a. Appeals upheld will result in the notice being removed from the individual's record.
- b. Appeals denied will result in the notice remaining on record and being applied toward the 2 allowed notices.

3. Individuals receiving 3 or more notices will be referred to the Committee on Professional Standards, reviewed and assessed as follows:

- a. Referral to SOM Office of Professional Development for assessment and improvement and/or
- b. Fine assessed. Associated fines are expected to be paid as indicated in Section E.

4. The Committee's appeal decision is final. Appeals may only be submitted once per violation; any additional appeal attempts will not be reviewed.

5. Process questions should only be directed to the Senior Director of Accreditation and Professional Development via email.

#### E. PAYMENT OF FINES

1. Fines associated with Brooks Campus parking violations after the first 2 warnings are as follows:

- a. \$100 Parking in ADA/Handicap space without proper designation.
- b. \$50 Parking in/impeding a fire lane; No permit/vehicle not registered; Parking in unallocated space in Lot 1.

2. Fines must be paid **before the end of the academic year in which the fee was assessed** (May 31).

- a. Student unpaid fines may result in being considered not in good standing. As stated on page 45 of the Student Handbook, students must satisfy all indebtedness as a condition of graduation.
- b. Employee unpaid fines may delay issuance of contract/letter of agreement for the upcoming academic year.

3. Payment must be made in person in the Office of Student Affairs (Bldg 1 - Room A139), M-F between 9am and 4pm.

4. To contact the Office of Student Affairs with payment questions/arrangements, please call (210) 619-7051.