

# Stanley Online Parking Form

**T**o submit your online vehicle information form from Stanley, go to the Security section, go to Helpful Numbers & Information and click on Add Your Vehicle Here. Please complete this form for each of your vehicles. Once your form has been submitted, it will take approximately 2 business days before you will have access to the student parking lots. To check to see if your access to the student parking lot has been processed, please stop by the security desk and ask the security officer to check your ID card.

**Please note: Vehicle Information forms need to be resubmitted at the beginning of each semester.**

**ALL STUDENT INFORMATION WILL BE KEPT CONFIDENTIAL**

**ACCESS TO THE STUDENT PARKING LOTS WILL NOT BE ACTIVATED UNTIL ALL INFORMATION HAS BEEN PROVIDED**

## **SOUTH TEXAS COLLEGE OF LAW HOUSTON**

### **STUDENT PARKING LOTS**

(Updated March 2017)

The College owns two parking lots exclusively for student parking. One lot is located at the southwest corner of San Jacinto and Bell Streets, with the entrance on San Jacinto. This parking lot is identified as the San Jacinto Lot. The second lot is located at the southeast corner of San Jacinto and Bell Streets, with the entrance on Bell. This parking lot is identified as the Bell Street Lot.

You must use your current South Texas College of Law Houston student ID card to gain access to these lots; however, access will not be activated until you have completed and submitted the *Student Vehicle Information Form* ("Form"). The Form is available on Stanley and must be submitted electronically. Once submitted, the form will be processed within 2 business days. To check and see if you have access to the parking lot, please stop by the security desk and have them test your ID card. **This Form must be completed and submitted each semester.** All information on this Form will be kept confidential and used strictly by the Security Department for purposes of ensuring compliance with the provisions stated below.

- All vehicles to include, motorcycles ("Vehicles"); are required to be properly registered with the law school. If you need to temporarily drive a rental or other vehicle that is not registered, please contact the security desk at 713-646-1743 prior to parking.
- Vehicles must be parked in a designated numbered parking space and within the lines of that space. Motorcycles are only allowed to park in spaces 69, 70, 71, and 72 in the San Jacinto Lot.
- Cars and trucks are not allowed to park in the motorcycle spaces. Motorcycles are not allowed to park in car and truck spaces.
- Vehicles must be removed from the student parking lots by 12:30a.m. daily, no overnight parking is permitted.
- Vehicle access into the student parking lots will not be permitted between midnight and 06:00a.m.

Any violations of this policy will result in one warning. On the second violation, your access to the student parking lots will be suspended for the remainder of the semester the second violation occurs, plus another full semester.

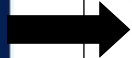
Please be aware that it is a violation of College Policy to share your ID card with others and/or use your card to allow access into the parking lots to others. **Doing so can result in the permanent suspension of all parking privileges.**

The College assumes no liability or responsibility for any damage or loss incurred as a result of parking on any of the lots.

# Login To Stanley

- Library
- Office Services
- Registrar
- Security**
- Student Affairs
- Student Orgs
- Technology
- Sites

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## Helpful Numbers & Information

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- Police 911 (**8-911** from a campus phone) or (713) 222-3131
- Fire 911 (**8-911** from a campus phone) or (713) 227-2323
- Director of Security (713) 646-**1889**
- Front Security Desk (713) 646-**1743**
- Admissions (713) 646-**1810**
- Accounting Services (713) 646-**1750**
- Bookstore (713) 646-**1756**
- Career Resources (713) 646-**1866**
- Financial Aid (713) 646-**1820**
- Library:
  - Patron Services Desk (713) 646-**1711**
  - Reference Desk (713) 646-**1712**
- Registrar (713) 646-**1701**
- Student Bar Association (713) 646-**1741**
- Parking Information
- Parking Locations Map
- Student Parking Add Your Vehicle Here and Application Instructions

*\*numbers in bold denote on campus phone extension.*

Personal Employee & Student Worker Finance

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Search



## Add Vehicle Information

Please select from following options.

RELEASE: 8.6.1.1

Personal Student and Financial Aid

Search

### Vehicle Details

**\*\* Indicates required fields**

Enter Information for Vehicles you park in STCL Parking Lot:

Vehicle Make\*

Vehicle Model\*

Vehicle Year\*

Vehicle Color\*

Vehicle Lic Num\*

State or Province:

Reg Owner First Name\*

Reg Owner Last Name\*

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