

I. Registration

A. Who must register?

- Students (resident and commuting, graduate and undergraduate, full-time and part-time) must register annually all motor vehicles operated by the student on campus at any time.
- Employees (faculty and non-student staff, both full-time and part-time) must register all vehicles operated by the employee on campus.
- Hosts of overnight guests are responsible for registering their guests' vehicles with the Public Safety Office.
- Anyone who does not fall into an above category but is frequently on campus for purposes such as sitting in or auditing a class or assisting with campus departments or activities may be issued a temporary hangtag.

B. What information do I need in order to register?

Registration requires the make, model, year, color and license plate number on your vehicle. In order to operate and/or register a motor vehicle on campus, you must maintain current automobile insurance.

C. How soon must a vehicle be registered?

All vehicles must be registered within 72 hours after first arrival on campus.

D. Where do I register my vehicle?

Vehicles may be registered online until financial registration closes or in person (Monday through Friday, during regular business hours) at the Public Safety Office in Riggs Hall, Suite 208.

E. What is the cost of registration?

Vehicle registration is provided to faculty, staff and students. A fee of \$25 per semester will be charged to any student who does not pay the General Student Fee.

F. Where is the registration decal or hangtag to be displayed?

- Students, faculty and staff will be issued a decal that must be placed on the inside lower left corner (driver's side) of the rear window.
- Registration decals must be fully affixed to the vehicle described on the registration form with 24 hours of issuance. *Using tape or adhesives other than that provided on the decal is not acceptable. The vehicle is not officially registered until the decal is fully and properly affixed.*
 - Exceptions to this regulation regarding placement include: convertibles, station wagons with a retractable rear window, vehicles with a dark tinted rear window, vehicles with louvers over the rear window, vehicles with a rear window defogger that does not

provide space for a decal to be placed beneath it, and trucks. In such cases, the decal must be placed on the inside lower left corner (driver's side) of the front windshield.

- On a motorcycle, the decal must be placed on the lower left front fork.
- Nonlicensed vehicles, such as scooters and mopeds (49cc or less), are required to be registered with the Public Safety Office in Riggs Hall.
- Hangtags will generally be issued on a temporary basis, and shall be displayed from the rearview mirror with the design facing the windshield, unobstructed.

G. What other regulations are related to vehicle registration and the decal/hang tag?

- Failure to register and/or display a current Evangel University vehicle registration decal/hangtag will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.
- Displaying a registration decal/hangtag on a vehicle other than that described on the registration form will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.
- Displaying more than one current registration decal will be considered improper registration; failure to comply with this regulation within 3 days after being warned will result in a \$25 fine.
- Displaying a stolen, lost or falsely obtained decal or hangtag will result in a \$100 fine, and the offender may be referred to the Conduct Committee.
- An original registration decal/hangtag that is damaged or unreadable must be replaced. Failure to replace a damaged or unreadable decal/hangtag **within 3 days** after being warned will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.