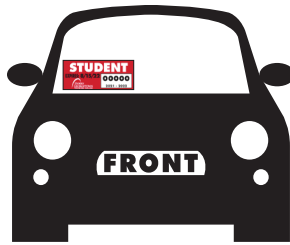


REVISED JUNE 2022



# Traffic & Parking Regulations



[hgtc.edu](http://hgtc.edu)

## HELPFUL TIPS FOR STUDENT PARKING



Every student must have an up-to-date school year decal on their car. They expire every school year so please be sure to have an updated decal.



Student Parking at HGTC & CCU:  
Park only in Student Parking with student decal.  
All students (including online students) are to park in Student Parking for all campus visits including:

- Advisor visits
- Administration visits
- Bookstore visits
- Library visits
- Café 1100 visits, etc.



Never Park in

- Visitor Parking
- Cosmetology Patron Parking
- Faculty/Staff Parking
- College Vehicle Parking
- Day Care Parking
- Resident Parking
- Handicap Parking  
(unless you are disabled and have a placard)



Be sure to read through this HGTC Traffic and Parking regulations manual to ensure that you are fully informed of all of the proper rules and regulations. An electronic copy of this manual is also available on our website at: [www.hgtc.edu/documents/about/publicsafety/TrafficParkingreg.pdf](http://www.hgtc.edu/documents/about/publicsafety/TrafficParkingreg.pdf)

# HGTC TRAFFIC & PARKING REGULATIONS

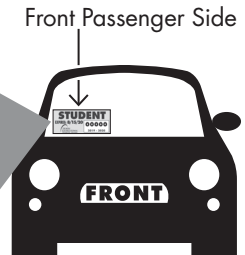
## GENERAL REGULATIONS

1. All vehicles must be registered and have a current valid parking decal properly displayed if they are to be driven, parked or otherwise maintained on the Horry-Georgetown Technical College campuses.
2. Parking decals may be obtained:
  - On the Conway Campus, at the Public Safety Office (Bldg.1100, Room 331), between the hours of 8 a.m. and 5 p.m., Monday through Thursday, and between 8 a.m. and 12:30 p.m. on Fridays.
  - On the Grand Strand Campus, from the Public Safety Office (Bldg. 200, Room 112), between the hours of 8 a.m. and 5 p.m., Monday through Thursday, and between 8 a.m. and 12:30 p.m. on Fridays.
  - On the Georgetown Campus, parking decals may be obtained at the Administration Office (i.e. Front Office) Room 107 between the hours of 8 a.m. to 5 p.m., Monday through Thursday; and between 8 a.m. and 12:30 p.m. on Fridays.
3. Parking decals are non-transferable. A parking decal is valid only when the decal is permanently affixed face forward on the lower right side (passenger's side) of the front windshield of the registered vehicle. Expired parking decals must be removed.

To be valid, permit must be permanently affixed to the vehicle window.

Remove protective cover sheet from adhesive side of decal and place on the inside of front windshield on the lower right corner.

No tape or other adhesive allowed. **DECAL IS NOT TRANSFERABLE.**



4. Parking is defined as the standing of a vehicle, whether occupied or not, other than when engaged in loading or unloading.
5. Students, faculty and staff are not guaranteed a place to park.
6. Faculty, staff and students must inform the Department of Public Safety of any change of vehicle registration or vehicle.
7. South Carolina motor vehicle and Horry-Georgetown Technical College regulations are in effect 24 hours a day, seven days per week, unless otherwise directed by the college administration or by the Department of Public Safety. The driver of any vehicle shall obey lawful instruction of any college law or security enforcement officer.

## HGTC TRAFFIC & PARKING REGULATIONS

8. No person shall, without lawful authority, attempt or in fact alter, deface, injure, knock down or remove an official traffic sign or device or add any inscription, shield or insignia thereon, or any other part thereof.
9. Vehicles parking parallel to the curb must park in the same direction as the flow of traffic and no more than 18 inches from the curb.
10. Students and visitors are prohibited from parking in reserved spaces. A reserved space or lot is one that is clearly marked as reserved. Faculty and staff parking are indicated by blue curbing or signage. Areas painted with yellow lines, diagonal lines or crossed lines are also considered reserved spaces.
11. Parking is prohibited at fire hydrants, fire lanes, sidewalks, walkways, grass, lawn, intersections, reserved spaces, driveways and alleys, unless otherwise indicated by signs. At no time should service areas, driveways, trash pickup areas or fire truck access to a building be blocked.
12. Parking spaces marked Visitors are for persons visiting the campus. Students, faculty and staff are not permitted to park in Visitors' reserved parking spaces. Visitors to the campus should obtain a free temporary Visitor's permit from Public Safety.
13. The vehicle operator must park the vehicle in one space only, thereby allowing clear access to adjacent spaces without blocking driving lanes or creating safety problems for other drivers.
14. In special situations that require a student, faculty or staff member to drive a vehicle that is not registered with a current parking decal displayed, he/she must obtain a temporary parking permit from the Public Safety Office on the Conway Campus or from the front desk or Public Safety Office at the Grand Strand or the Georgetown campus. Temporary permits are free of charge, and must be clearly displayed on the passenger's side of the dashboard in the vehicle.

## HGTC TRAFFIC & PARKING REGULATIONS

15. Grand Strand Campus: Students, faculty, staff and visitors of HGTC are not allowed to park in the American Red Cross or the Bible College parking lots, which are located by the Robert E. Speir Bldg., Building 1000 on the Grand Strand Campus. Due to limited dental hygiene parking spaces, it is respectfully requested that students and faculty park in respective student or faculty parking instead of parking in designated dental hygiene patient parking for their dental clinic office visits. This will allow the dental hygiene spaces to be used primarily for our non-faculty, non-student patients that do not have an HGTC parking decal. If necessary and warranted, students and faculty may request a temporary parking decal at the dental reception desk for use during the duration of their clinic appointment. Failure of students or faculty to display a current and valid temporary parking pass while occupying a patient parking space will result in a traffic summons.
16. The College shall assume no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. Valuables should not be left in unoccupied vehicles at any time, and vehicles should be locked when not in use. Thefts and damages that occur should be reported to the Public Safety Office for investigation or other action.
17. The speed limit on all campuses is 10 miles per hour in all parking lots, 20 miles per hour on Technology Blvd & Victory Lane or otherwise posted.
18. Skateboarding, rollerblading and bicycling are strictly forbidden on any sidewalks on any college property.

### STUDENT REGULATIONS

Student parking decal fee is included in the tuition up to a maximum of two decals. Additional parking decals are \$5. All student parking decals must be renewed at the beginning of each academic year. Decals expire on August 15 each year.

Current HGTC parking decals are valid on Coastal Carolina University property. No visitor parking permits are required. However, those with HGTC decals are NOT allowed to park in the GG Lot. Students may not park in Faculty/Staff, Visitor, Handicap or Reserved parking spaces. Students, faculty and staff with decals must abide by the rules and regulations in this booklet when on any HGTC and/or Coastal Carolina University properties.

College or Institutional Work-Study students are required to get a student parking decal.

# HGTC TRAFFIC & PARKING REGULATIONS

## **FACULTY AND STAFF REGULATIONS**

College faculty and staff are required to obtain a parking permit. The first two vehicles registered are free, and each subsequent vehicle registration is \$5. Faculty/Staff parking decals have no expiration date and do not have to be renewed yearly. Faculty/Staff members are not permitted to provide a Faculty/Staff parking permit for a student attending HGTC. Faculty/Staff who provide a student with a Faculty/Staff parking decal will be subject to loss of Faculty/Staff parking privileges.

## **SPECIAL/HANDICAPPED/DISABILITY PARKING REGISTRATION**

In the event a student or faculty/staff member can clearly demonstrate the need for special parking privileges because of a disability, Public Safety is authorized to issue a special parking permit. Students, faculty and staff with physical disabilities are required to obtain a written letter from their physician describing the length of time a special parking permit is needed. Parking in a handicap designated area without having a South Carolina valid handicap placard or license plate or a HGTC temporary handicap permit will constitute illegal parking, which is subject to a fine, towing and/or impounding.

## **APPLICATION OF LAWS**

Issued parking citation(s) are placed under the windshield wiper of the vehicle or placed between the motorcycle brake line on the handlebar. Failure to receive an issued parking citation(s) does not mean the parking citation(s) was not issued.

## **VEHICLE BREAKDOWNS**

In the event a vehicle breaks down or runs out of gasoline while on campus, all reasonable steps should be taken to move the vehicle from the street or other hazardous position to a parking space. In the event the vehicle must be parked illegally to await repairs or gasoline, the Public Safety Office should be notified immediately.

## **VEHICLE TOWING AND IMMOBILIZATION POLICY**

The Public Safety Office may summon a local towing service to remove a vehicle from College property at the owner's expense. A vehicle may be booted or towed for any of the following reasons:

- Parking in a fire lane
- Parking blocking a fire hydrant
- Parking in a space reserved for the handicapped
- Traffic obstruction/traffic hazard
- Incidental to the lawful arrest of the driver or owner of the vehicle
- Vehicle left abandoned on campus property
- Habitual violations of parking regulations

# HGTC TRAFFIC & PARKING REGULATIONS

## VIOLATIONS AND PENALTIES

Faculty, students and staff shall be responsible for all violations they incur on HGTC campuses. All fines may be paid in person or by mail to the Student Accounts Office on any HGTC campus. The Student Accounts Office is open from 8 a.m. to 6 p.m., Monday through Thursday, and 8 a.m. to 12:30 p.m. on Friday.

## SCHEDULE OF PENALTIES

Parked improperly/occupying two spaces .....	\$35
Parked in loading or service zone .....	\$35
Blocking sidewalk/driveway/roadway .....	\$35
Parked in RESERVED space/lot .....	\$35
Parked in "No Parking" zone .....	\$35
Parked at fire hydrant/fire zone .....	\$50
Parked on grass or other non-designated area .....	\$35
Parked along yellow or blue painted curb .....	\$35
Parked in "Visitor" space .....	\$35
Vehicle has no valid parking permit .....	\$35
Parking in or blocking DISABLED PERSON'S space/curb cut .....	\$250
Failure to obey posted traffic sign .....	\$35
Failure to properly display parking decal .....	\$35
Resident student or University Place student parked in non-designated lot .....	\$35
Failure to obey traffic marker designating "One Way" .....	\$35
Fraudulent use of parking decal or permit.....	\$100
Littering .....	\$35
Parking against flow of traffic .....	\$35
Other .....	\$35

## NON-PAYMENT OF FINES

Students who fail to pay their financial obligations to the College will not be allowed to obtain grades or secure a transcript of records until the fine has been cleared. Repeated unpaid parking citations or willful disregard of unpaid fines may result in the vehicle being towed, and may also subject the student to disciplinary action (under the Student Code of Conduct.) In addition, unpaid fines may be subject to collections through the South Carolina Department of Revenue Debt Setoff Collection Act.

# HGTC TRAFFIC & PARKING REGULATIONS

## GENERAL REGULATIONS FOR APPEALS

The appeals process allows a person who has received an HGTC parking citation to appeal that citation. Any person desiring to appeal the citation must do so by completing a Traffic Citation Appeals form in writing within 72 hours from the time of the violation; otherwise, the right of appeal is forfeited. Saturdays, Sundays and holidays are not included in the 72-hour appeal time limit. Appeals submitted online through Coastal Carolina University will not be accepted.

Payment of the Parking Citation requires no further action.

Parking violation appeal forms may be obtained from the Public Safety office at Conway and Grand Strand Campus locations, and at the Student Services Office in Room 107 at the Georgetown Campus. Appeals must be completed on the campus where the citation was issued.

All appeal hearings before the Traffic Appeals Committee are scheduled at the Campus where the citation was issued.

The Appeals Board is an independent body not affiliated with HGTC Public Safety Office. No HGTC Public Safety Office staff or other officers serve as voting members of the appeals board. The Appeals Board is made up of volunteer members of the faculty, staff and student body. At least one member of each section of the College community is included as a member of the board.

One of three actions will be taken by the Appeals Board.

- **UPHELD** means that the citation has been upheld as written and full payment is due.
- **REDUCED** means that the Board agreed that there was a violation, but due to mitigating circumstances presented in the appeal, the amount of the fine has been reduced. The reduced amount of the fine is now due.
- **WAIVED** means that the appeal was approved by the Board and the fine has been waived.

**All Appeals Board decisions are FINAL. Appeal decision notification will be through your myHGTC email.**



# HGTC TRAFFIC & PARKING REGULATIONS

## EMERGENCY SITUATIONS

In case of an emergency, please use the Emergency Call Boxes or call the Emergency Numbers listed for each Campus.

### CONWAY CAMPUS

#### Emergency Telephone Numbers

Public Safety Office.....	843-349-7806
Public Safety Cell Phone.....	843-251-6111
Public Safety Cell Phone #2...	843-421-1760
CCU Dispatch (non ER).....	843-349-2177
CCU Dispatch.....	843-349-2911
Harold Hawley.....	843-602-3344
Kevin Brown.....	843-602-8543
Emergency.....	911

### CONWAY CAMPUS

#### Emergency Call Box Locations

##### EXTERIOR LOCATIONS

- Building 1000 - Parking Lot
- Building 300 - Rear Sidewalk
- Courtyard - Near Bridge
- Parking Lot between  
Buildings 300 & 400
- Parking Lot between  
Building 200 & University Blvd.
- Sidewalk between  
Buildings 100, 200 & 900
- Building 1100  
Child Care Development Center  
Café 1100  
Front of Building
- Sidewalk between  
Buildings 1100 & 700
- Overflow Parking Lot  
Front at Victory Lane  
Rear at Victory Lane
- Building 2000  
Parking Lot

##### INTERIOR LOCATIONS

- Building 200  
Hall near Room 216A  
Hall near Room 204  
Industrial Wing Hallway
- Building 100  
Business Office  
Upstairs Hall
- Building 300  
1st Floor Lobby  
2nd Floor  
2nd Floor by Restrooms  
3rd Floor Lobby
- Building 500 Foyer
- Building 600 Hall
- Building 700 Hall
- Building 800 Foyer
- Building 900  
1st & 2nd Floor
- Building 1000  
1st Floor near Room 118  
2nd Floor near Room 215  
3rd Floor near Room 322
- Building 1100  
Room 125 at Student Accounts  
Library Desk  
Hall near Room 310  
2nd Floor near Room 226
- Building 2000  
Across from Restrooms

# HGTC CONWAY CAMPUS

2050 Hwy 501 E, Conway, SC 29526

## BUILDING 100

President's Office  
Finance Department  
Marketing Department  
Procurement Department  
Payroll Department

## BUILDING 200

Administration  
Advanced Manufacturing  
Barnes & Noble College  
Bookstore  
Classrooms  
College Grounds  
Deans' Office  
Human Resources  
Print Shop  
Science Labs

## BUILDING 300

Classrooms  
Electronics Technology  
Civil Engineering Technology  
Golf & Sports Turf Management  
Technology

## BUILDING 500

Cosmetology

## BUILDING 700

Classrooms  
CSI Labs

## BUILDING 800

Early Care & Education

## BUILDING 900

Faculty Offices

## BUILDING 1000

Classrooms  
Computer Technology  
General Business Technology  
Office Systems Technology  
Science Labs

## BUILDING 1100

Admissions & New  
Student Advising  
Burroughs & Chapin Auditorium  
Child Care Development Center  
Classrooms  
Conference Rooms  
Financial Aid/Veterans Affairs  
Library  
Office of Career Services  
Registrar

## BUILDING 1100 (cont.)

Richardson Art Gallery  
Public Safety Office  
Services for Students with  
Disabilities  
Student Financial Services  
Student Information Center -  
TECH Central  
Student Success & Tutoring Center  
Testing Center  
Upward Bound  
VP for Student Affairs

## BUILDING 1400

Diesel Engine Technology

## BUILDING 2000

Advanced Manufacturing Center

*250 Allied Drive, Conway*

## BUILDING 3000

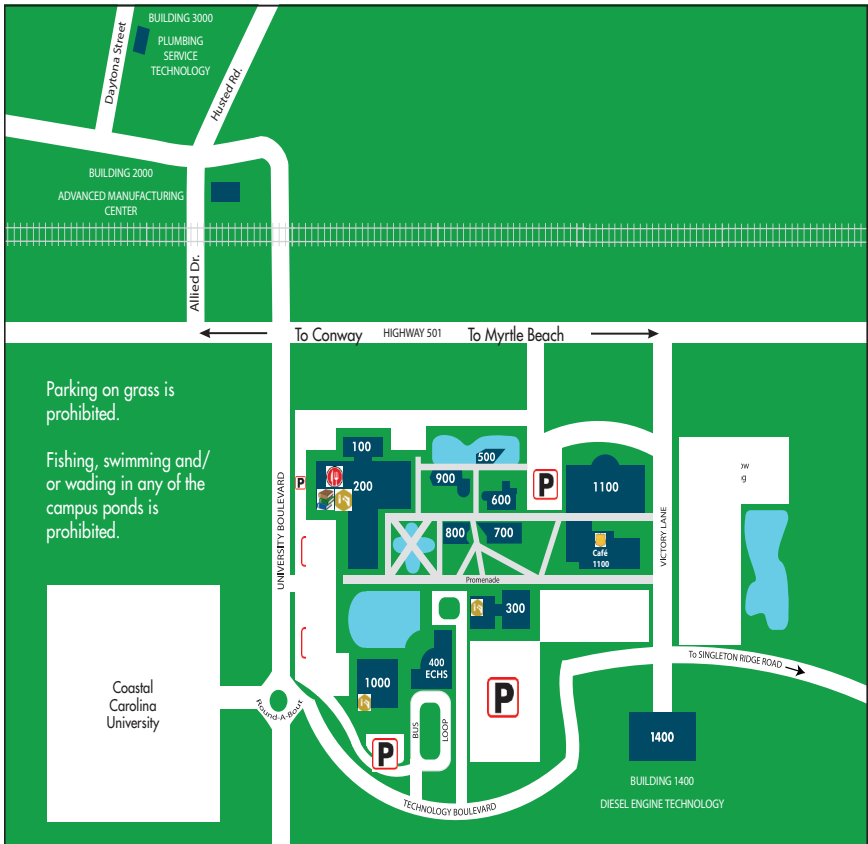
Service Plumbing Technology  
*209 Daytona Street, Conway*



Vending



Parking



# HGTC TRAFFIC & PARKING REGULATIONS

## GRAND STRAND CAMPUS

### Emergency Telephone Numbers

Public Safety Office.....	843-477-2115
Public Safety Security Cell Phone #1.....	843-251-9405
Public Safety Security Cell Phone #2.....	843-516-0147
Public Safety Police Substation Office....	843-477-2120
Public Safety Police Cell Phone.....	843-504-2630
Christina Fieber.....	843-283-3368
Kevin Brown.....	843-602-8543
Harold Hawley.....	843-602-3344
Myrtle Beach Police.....	843-918-1300
Emergency.....	911

## GRAND STRAND CAMPUS

### Emergency Call Box Locations

#### EXTERIOR LOCATIONS

- Building 200  
Faculty/Staff  
"B" Lot  
"C" Lot
- Building 300  
Between Buildings 200 & 300  
"D" Lot  
"F" Lot
- Building 500  
Pampas Dr. & Crabtree Ln.
- Building 600  
Emmens Avenue  
"E" Lot
- Building 1000  
North Lot  
East Lot  
West Lot  
"A" Lot  
Faculty/Staff  
Red Cross

#### INTERIOR LOCATIONS

- Building 100
- Building 200  
Adjacent to Room 111  
Adjacent to Room 139  
Adjacent to Room 162
- "D" Building, Adjacent to Room 170
- "Fore" Building  
Adjacent to Room 1110  
Adjacent to Room 2209
- Building 300, Adjacent to Library
- Building 500  
Front Hallway  
Back Hallway
- Building 600
- Building 1000  
Adjacent to Room 1103  
Adjacent to Room 1141  
Adjacent to Room 1145  
Adjacent to Room 1151  
Adjacent to Room 1158  
Adjacent to Room 1182  
Adjacent to Room 1201  
Adjacent to Room 1209  
Adjacent to Room 1285

# HGTC GRAND STRAND CAMPUS

743 Hemlock Avenue, Myrtle Beach, SC 29577

**BUILDING 100**  
Classrooms

**BUILDING 200**  
Administration  
Admissions  
Classrooms

Clinics:

Esthetics Clinic  
Massage Therapy Clinic

MJ Fore Science Wing

Provost

 Public Safety

Student Engagement

Student Information Center –

TECH Central

Student Services

Student Success &  
Tutoring Center  
Testing Center

**BUILDING 200D**  
Science Labs

**BUILDING 300**  
3639 Pampas Drive, Myrtle Beach

 Barnes & Noble Bookstore  
HGTC Foundation

Library  
Mock Courtroom

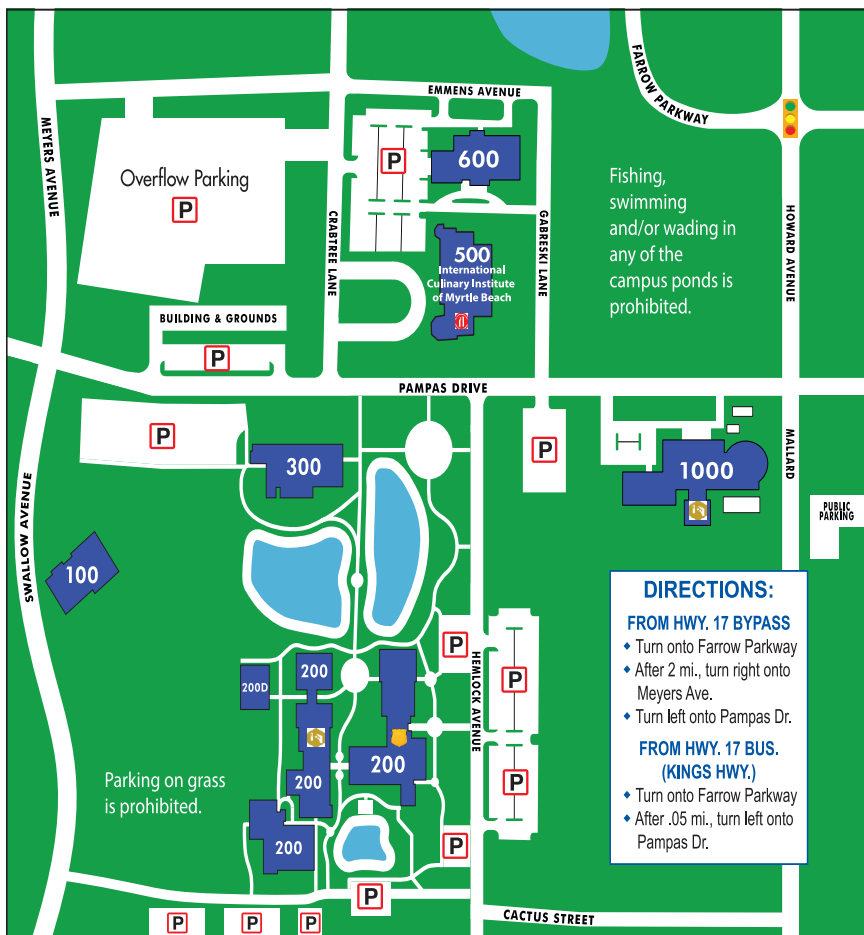
**BUILDING 500**  
920 Crabtree Lane, Myrtle Beach

 International Culinary  
Institute of Myrtle Beach

**BUILDING 600**  
950 Crabtree Lane, Myrtle Beach  
Conference & Business Center  
Thomas C. Maeser Auditorium  
Continuing Education

**BUILDING 1000**  
3501 Pampas Drive, Myrtle Beach  
Dr. Robert E. Speir, Jr. Healthcare  
Education Center  
Allied Healthcare Programs  
Dental Science Department

 Vending Machines  
 Parking



## DIRECTIONS:

### FROM HWY. 17 BYPASS

- Turn onto Farrow Parkway
- After 2 mi., turn right onto Meyers Ave.
- Turn left onto Pampas Dr.

### FROM HWY. 17 BUS. (KINGS HWY.)

- Turn onto Farrow Parkway
- After .05 mi., turn left onto Pampas Dr.

# HGTC TRAFFIC & PARKING REGULATIONS

## GEORGETOWN CAMPUS

### Emergency Telephone Numbers

Public Safety Cell Phone.....	843-446-1869
Front Desk.....	843-520-1404
Kevin Brown.....	843-602-8543
Harold Hawley.....	843-602-3344
Georgetown Sheriff.....	843-546-5101
Emergency.....	911

# HGTC GEORGETOWN CAMPUS

4003 South Fraser Street, Georgetown, SC 29440

**ROOM 107**  
Information, Financial Aid & Admissions/Counseling  
Public Safety

**ROOM 121**  
Administration

**ROOM 129**  
Testing Center

**ROOM 140**  
Barnes & Noble Bookstore

**ROOM 152, 214 & 215**  
Computer Labs

**ROOM 149**  
Student Lounge

**ROOM 150**  
Student Information Center

**ROOM 206**  
Library & Student Success Tutoring Center

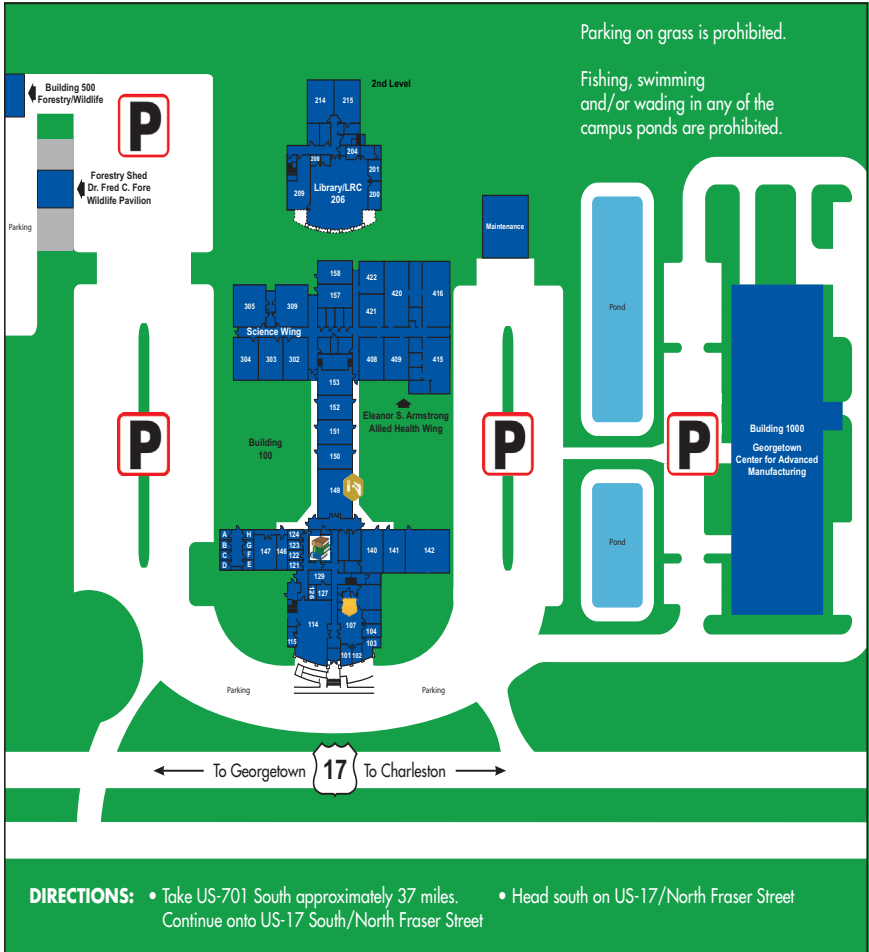
**ROOM 305-309**  
Science Labs

**ROOM 409-420**  
Surgical Technology Nursing

**BUILDING 500**  
Forestry/Wildlife

Vending Machines  
Parking

**BUILDING 1000**  
Georgetown Center for Advanced Manufacturing Machine Tool, Mechatronics, & Welding Technologies



**Statement of Equal Opportunity/Non-Discrimination Statement** Harry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

# HGTC TRAFFIC & PARKING REGULATIONS

## CONWAY CAMPUS

2050 Highway 501 East  
PO Box 261966  
Conway, SC 29528-6066  
843-347-3186 • Fax: 843-347-4207

**Public Safety Office**  
843-349-7806

Emergency: 843-251-6111  
Building 1100, Room 331

## GRAND STRAND CAMPUS

743 Hemlock Avenue  
Myrtle Beach, SC 29577  
843-477-0808 • Fax: 843-477-0775

**Public Safety Office**  
843-477-2115

Emergency: 843-251-9405  
Building 200, Room 112

## GEORGETOWN CAMPUS

4003 South Fraser Street  
Georgetown, SC 29440-9620  
843-546-8406 • Fax: 843-546-1437

Emergency: 843-251-6111



[hgtc.edu](http://hgtc.edu)