

24 hours a day and are accessible by key card only. Wheeler Terrace, Thorson, and Civic Apartments have exterior doors to each apartment.

Authorized college employees may grant students access during nonpublic hours. Campus Security officers may grant access during nonpublic hours to employees and people identified as needing access upon proper identification. Housing staff or Campus Security may grant access to residential areas upon proper identification. The Residence Hall lobby desk is staffed from 9 a.m.-midnight, Monday-Friday and on designated weekends.

## Immunization

New degree-seeking students must provide proof of immunity to measles, mumps and rubella prior to registration. Persons born before 1957 are exempt from this requirement. Acceptable proof of immunization includes 1) an immunization record documenting the receipt of two doses of the MMR vaccination at 15 months of age or later or one dose for people who receive the vaccination after age 18; 2) a signed physician statement verifying a diagnoses of all three of the diseases; or 3) an official, signed statement documenting laboratory evidence of immunity for all three diseases. Immunization must be validated prior to registration. Students may obtain an MMR immunization through public health, a private physician, or at Student Health Services. Students are responsible for paying for required immunization vaccination fees. Programs that place students in clinical settings may require additional immunization records or vaccinations. Please see individual program requirements.

Students may request a medical or religious exemption. For a medical exemption, students submit a signed statement from a medical practitioner verifying a medical contraindication (i.e., anaphylactic reaction to eggs or neomycin, pregnancy, and altered immune status) to Student Health Services. For a religious exemption, students must submit a signed statement declaring religious beliefs contrary to immunizations to Student Health Services. If a measles, mumps or rubella outbreak occurs on campus, students with an exemption will be excluded from campus for the duration of the outbreak. Any MMR immunization exemption is only applicable to enrollment to Casper College. It does not extend to any program, course, clinical, or internship/cooperative work experience offerings in which an accrediting agency or third party site provider requires the MMR immunization.

## Lost and Found

***Strausner Hall, Room 204  
307-268-2688 or [caspercollege.edu/security](http://caspercollege.edu/security)***

Lost personal items are stored in the Campus Security Office. Items may be claimed with appropriate demonstration of ownership.

## Parking and Traffic Regulations

Driving and parking a motor vehicle on campus is a privilege. Drivers are required to obey all state, city and college regulations. Campus Security and local law enforcement enforce traffic regulations on campus. Failure to comply with parking and traffic regulations or pay fines may result in revocation of this privilege. Campus Security will impound or immobilize (boot) vehicles registered or operated by students who have lost on-campus driving or parking privileges. The person to whom a vehicle is registered or who has legal ownership is responsible for all violations and related fines.

Abandoned vehicles – not moved for 14 days, have flat tire(s), or have expired license plates – may be towed and impounded at the owner's expense. Overnight camping or parking on campus and the storage of motor homes, boats, personal watercraft, trailers, or other vehicles not normally driven or used daily on campus is prohibited.

Casper College is not responsible for vehicle theft or damage to the contents thereof or the death or injury of any person resulting from an on-campus accident.

**Parking Regulations.** Campus Security enforces parking regulations 24 hours a day, seven days a week, and on holidays. Parking is prohibited in the following areas:

- Curbs or fire lanes painted red
- Marked pedestrian crosswalks
- Yellow striped pavement
- Parking lot driving lanes
- Driving lanes
- Reserved for college or security vehicles or TE (traveling employee) parking spot if not in a college vehicle or not a traveling employee
- Handicapped spaces without a state-issued handicapped placard or license plate
- Spaces reserved or blocked with cones, signs, or other indicators that the space is unavailable
- 30-minute visitor spaces by people who are not visitors or who park in the space for longer than 30 minutes
- Residence Hall lots without a permit
- Areas that block sidewalks, driveways, ramps, loading zones, islands, medians, or walkways
- On grass, dirt, or area other than a designated parking space

The Wyoming Department of Transportation provides permanent or temporary handicapped parking placards. For more information, go to [dot.state.wy.us/home/driver\\_license\\_records/disabled-parking-placards.default.html](http://dot.state.wy.us/home/driver_license_records/disabled-parking-placards.default.html).

## Moving Vehicles Regulations

- The speed limit is 15 miles per hour on lower campus and 20 miles per hour on upper campus unless otherwise posted
- Pedestrians have the right of way in crosswalks
- Obey signs, lights, and other traffic control devices
- Obey orders, instructions, or hand signals of campus security officers, law enforcement officers, or other persons authorized to regulate traffic
- Do not enter an area that has been barricaded or has signage indicating restricted access

## Reporting Vehicle Accidents

- When an accident occurs where all parties are present and there are no injuries, the parties should exchange contact and insurance information. Either party may call the Casper Police Department to have a formal report taken. Campus Security will assist in this process if requested.
- Campus Security will take a report and contact the Casper Police Department when an accident occurs
  - where a vehicle strikes a fixed object such as a pole, railing or wall
  - where a vehicle sticks another vehicle, then flees the scene
  - that involves injuries to a person
  - where one or more vehicles are inoperable

## Issuing Citations

- Campus Security officers issue parking and traffic citations at the time of the violation or shortly thereafter. The timing is at the discretion of the officer.
- Campus Security officers may issue a parked vehicle one citation per shift for the same offense. If the vehicle is not moved, it may continue to accrue citations.
- The director of security sets fines in agreement with the vice president for student services.
- Fines are subject to change.

**Contest and Appeal.** Students may contest a citation by completing and submitting the online appeal form. Reasons for appealing a citation include a mistake by the issuing officer, misidentification of the vehicle that committed the violation, or an error or oversight regarding signage, pavement markings, or other matters beyond the control of the vehicle operator or the issuing officer. The reviewing authority may let the citation stand, reduce the fine, or void the citation. Only the director of security may rescind or void a citation. Appeals based on a philosophical disagreement with the parking regulation(s), claiming that they were violating the regulations for only a short period, or other justification will not be entertained.

**Fines.** Fines are paid during normal business hours at Accounting and Financial Management office located in the Walter H. Nolte Gateway Center. Campus Security cannot accept payment for citations. Failure to pay fines by the end of the semester in which they were issued may result in a hold being placed on the student's account, referral to a collection agency, or withdrawal of privileges.

## Violations and Fines

Parked in fire zone	\$ 50
Parked on yellow curb/line	\$ 20
Parked in driving lane	\$ 30
Nonresident in residential lots	\$ 20
Parked in college vehicle space	\$ 50
Parked in security vehicle space	\$ 50
Parked in handicapped space	\$100
Parked in other reserved space	\$ 30
Stop sign/red light violation	\$ 30
Speeding/reckless driving	\$ 40
Disregard officer/cone/sign	\$ 40
Parked on sidewalk, island, off pavement	\$ 50
Regulatory or mechanical violation	\$ 20

## Photographs and Filming

The college may release to the media or use for college publications photographs taken of students in classrooms, student lounge areas, or other academic or student life areas. The college will not identify students by name or position and will not release their names to outside individuals or organizations without prior written permission.

## Publicity and Posting

The college provides designated areas to post information about upcoming events. Flyers must include the name of the group or person responsible for the event. Including contact information is encouraged. Posting on doors, walls, windows, trees, sidewalks, poles, or elevators is not allowed.

The college does not censor the content of flyers, except when the content violates college policies. Flyers with content that violates college policies will be removed. Following is information on posting in specific areas.

- **Community Bulletin Boards.** Anyone can post flyers on the five community bulletin boards located in the Walter H. Nolte Gateway Center, Union/University building, Wold Physical Science Center, Liesinger Hall, and the Residence Hall.
- **Campus Events and Information Bulletin Boards.** Only the Casper College Public Relations Department may post flyers to the campus events and information bulletin boards located around campus. If you would like a flyer posted on the campus events and information bulletin boards visit Public Relations office located in the Nolte Gateway Center.
- **Residence Hall.** Resident advisers are responsible for posting in the Residence Hall. Students request permission from their RA to post a flyer in the Residence Hall.
- **LCD Screens.** LCD screens are located in high-traffic areas around campus to disseminate campus information, including the promotion of campus events. Contact Public Relations at 307-268-2456 to request having an event posted.