USE VOLUNTEER TIME FOR FULL OR PARTIAL CITATION PAYMENT
If volunteer time only covers part of the citation cost, you will receive additional instruction to complete payment. Citations are marked as paid and any applicable holds removed only after full payment is received.

1 HOUR OF VOLUNTEER TIME EQUALS $25 DOLLARS
Volunteer time is measured in full hours only. Excess hours do not apply as financial credits.

VOLUNTEER HOURS MUST BE COMPLETED AND APPROVED WITHIN 90 DAYS AFTER THE CITATION ISSUANCE DATE
After 90 days, you forfeit the ability to pay with volunteer time. Late fees accrue as usual.

COMPLETING AND REPORTING VOLUNTEER TIME
Register, complete, and verify student volunteer time through UTSA Engaged.

Volunteer time must be completed, verified, and reported to Campus Services within the 90-day time frame.

QUESTIONS ON UTSA ENGAGED
servicelearning@utsa.edu
210.458.2277

QUESTIONS ON UTSA CAMPUS SERVICES
campusservices@utsa.edu
210.458.7275

GENERAL INFORMATION
Campus Services offers volunteer hours as alternative payment for student parking citations.

Immobilized (booted) vehicles and associated citations are not eligible for payment with volunteer time.

UTSA ENGAGED
STEP 1
Login to UTSA Engaged (utsa.edu/engaged) using your myUTSA ID and passphrase.

STEP 2
Go to the Campus Services subgroup and click on “Become Member.” Becoming a member allows you to share your Impact with Campus Services.

STEP 3
Sign up for one of the current volunteer opportunities. You are welcome to volunteer in person or virtually. To see virtual opportunities click on “Virtual/Remote.”

STEP 4
Complete your volunteer time.

STEP 5
Verify your impact through UTSA Engaged.

UTSA CAMPUS SERVICES
STEP 6
After your impact is verified through UTSA Engaged, email a copy of your certificate to campusservices@utsa.edu. You will receive key instructions to finalize your citation payment.