PARKING CITATIONS
Volunteer Time Payment for Students

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.

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.

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*

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 though UTSA Engaged, email a copy of your certificate to **campusservices@utsa.edu**. You will receive key instructions to finalize your citation payment.

UTSA. Campus Services