

PARKING CITATIONS

Volunteer Time Payment



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 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 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

Under Subgroups, search "University Departments." Click, then search for subgroup "Campus Services." Click, then select "Become Member" at the top of the page.



STEP 3

Register for an event or report volunteer hours with an approved campus or community partner listed on UTSA Engaged.

Learn more about registering for events.



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.