Employee Parking Permit Application Information

Permits

- **DUE TO PARKING LOT CHANGES – ALL EMPLOYEE PERMITS WILL EXPIRE AUGUST 31, 2023 (even though your current permit on your vehicle states expiration 8/31/2024)**
  - Re-apply online for a new parking permit beginning August 1st, 2023.
- All motorized vehicles (car, van, motorcycle, motorbike, scooters, etc.) and bicycles must be registered and have a valid parking permit.
- Employees will apply for all vehicles they drive to campus. You will be issued a permit for each vehicle.
- Bicycle permits do not expire.

ADA Permits

- Holders of state issued ADA permits are allowed to park in all non-reserved stalls in any parking lot.
- Concordia employees must register their vehicles even if an ADA permit is displayed.

Parking Citations

- Employees who have unpaid parking citations will not receive a new parking permit until outstanding citations are paid.
  - Employees will be sent an email informing them of their outstanding fine amount.

Fire Lanes

- Fire lanes are designated with signage and/or yellow paint on the curbs.
- It is against policy to park in these areas and vehicles may be towed as it is a safety issue.

Timed & Visitor Parking Stalls

- Timed parking stalls are available for general use by students, employees, and visitors.
  - R-1 lot, adjacent to Lorentzsen
  - G-2 lot, adjacent to the Bookstore
  - G-3 lot, adjacent to Hvidsten
- See signage for allowed minutes in each timed parking stall.
- Visitor parking stalls are reserved for off campus guests. Concordia employees and students parking in visitor or other specifically reserved stalls will be cited.

Parking Lots/Hours

- Permitted parking from 7 a.m. – 4 p.m.; watch signage for No Overnight Parking

Parking Policies Brochure

- A Parking and Traffic Policies brochure is available in the Parking Services office or online: https://cobbernet.s3.amazonaws.com/files/resources/2023-2024-parking-services-brochure-2.pdf

Parking Permit Applications

ALL EMPLOYEES WILL NEED TO RE-APPLY FOR PARKING PERMITS IN AUGUST DUE TO PARKING LOT CHANGES.

Parking Permit Registration begins August 1ST, 2023

- **Go to:** https://cobbernet.cord.edu/parking
- Click on the **"APPLY FOR A VEHICLE OR BICYCLE PARKING PERMIT"** link
- Login to My Parking using your Concordia College username and password
- Click: "**Apply for a Permit**"
- Select the vehicle you are applying for and click "Continue". **YOU WILL NEED TO COMPLETE THIS PROCESS SEPERATELY FOR EACH VEHICLE YOU PLAN TO DRIVE TO CAMPUS** (you cannot tag more than one vehicle at a time when applying)
  - o If you need to add a new vehicle that is not listed or need to change your vehicle information, please go to "Manage Vehicles" which is located on the left side bar; add vehicle or make any necessary changes. Make sure to save changes and then go back to "Permit Registration". If you are applying for a vehicle without a license plate number, please use your last name and we will update your plate number once you receive it.
- Select the <u>G Lot</u> from the application pull down list by clicking the down arrow
- Click the "Check Mark"
- Select "Enter your full name to give consent"
- Click where it states "Enter your full name" and type name and choose "Continue"
- Enter Phone Number and click "Continue"
- Click on "Confirm Permit Dates"
- **<mark>Final step: Print a temporary permit and place face up on the driver's side dash in your vehicle. The temporary permit is good for 30-days allowing you time to pick up your permanent permit.</mark>**
- **Your permanent permit will be routed to you via campus mail. Please make sure your permit is displayed properly by September 1st, 2023**
- Please direct all questions, comments, or concerns to Parking Services at 218-299-3267 or parking@cord.edu