

Student Parking Permit Application Information

Permits

- Students **must** re-apply online for a new vehicle 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.
- Students may receive ONE parking sticker permit and a bicycle and/or a motorcycle permit, if needed.
 - Student bicycle and/or motorcycle permits do not expire.
- A parking permit holder may only park in the lot within the assigned zone, the Letter on your permit will match the Letter on the lot signs.
- **Student permits do NOT allow for parking in the parking lots labeled R-1, R-2 and R-3, visitor, or other reserved stalls.**

ADA Permits

- Holders of state issued ADA permits are allowed to park in all non-reserved stalls in either student or employee lots.
- Concordia students must register their vehicles even if an ADA permit is displayed.

Guest Permits

- **Guests must have a guest parking pass**
 - Passes can be picked up in the Parking Services office located in the Facilities Mgmt. building on the corner of 6th Street and 8th Avenue.

Parking Citations/Appeals

- Student parking fines will be transferred to the student's account in the Business Office. If parking fines are not paid, a hold will be placed on the student's account.
- Parking Citation appeals must be made online within 10 days of receipt of the citation.
 - Parking Services will consider your appeal and you will be notified of the status of your appeal within 10 business days of when the appeal was submitted.

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 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>

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Parking Permit Applications

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”
 - 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”
- Select the lot from the application pull down list by clicking the down arrow:
 - **Choose the S Lot if you are living on-campus** (Permit code S will match lot code S)
 - **Choose the G Lot if you are living off-campus** (Permit code G will match lot code G)
- 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”
- **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.**
- **Your permanent permit will be delivered to your CPO Box. 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