

CONCORDIA COLLEGE

Parking Services

218-299-3267 | parking@cord.edu

www.cord.edu/parking

General Parking Reminders for Students and Employees

- Student permits expire each August.
- All student and employee licensed motorized vehicles parking on campus, must be registered with Parking Services. This includes motorcycles and scooters. Motorcycle and scooter owners will be issued, but not be required to display a physical permit as the registered license plate will be used as visual verification.
- There are several “timed” short term parking stalls for general use by students, employees and visitors. These “timed” stalls are located in the KA lot adjacent to Lorentzsen and in the KC lot adjacent to the Bookstore.
- Visitor parking stalls are reserved for off campus guests. Visitor passes are to be displayed when available. Contact Parking Services to request a visitor pass.
- Concordia employees and students parking in Visitor, Hall Director, Physician, Service Vehicle or other reserved stalls are subject to ticketing or towing.

See Parking and Traffic Policies brochure for additional regulations and details.

Student Parking Permit Registration Instructions August 2009

Please apply for your campus parking permit on-line at the

Parking Permits Quick Link at the OurCommunity tab in Cport

- 1) If you have problems reaching the link via Cport, please find the direct parking application login at the Parking Services webpage (www.cord.edu/parking).
- 2) Login with your official Concordia College username and password. If your login is not accepted, please contact Parking Services directly at 218-299-3267 or parking@cord.edu.
- 3) Once logged in, you will see the Concordia College Parking Services MyParking page.
- 4) The page will show each of the past permits issued, along with links to other MyParking options.
- 5) Select the “Apply for a Permit” link from the Navigation bar to initiate the online application form.
- 6) Select the parking lot from the application pull down list that matches your residential status.

PERMIT ID / RESIDENCE	COLOR	LOT DESCRIPTION/LOCATION
"C" –Commuter Off Campus	Green	<ul style="list-style-type: none"> Lots located south of 12th Avenue, includes MH/C between 6th & 8th St and the E lot at East Complex.
"E" –East Zone International Center Boe-Olsen	Silver	<ul style="list-style-type: none"> Lot IC is located west of the International Center Apartments. Lot A is adjacent to the northeast corner of Boe-Olsen.
"S" –South Zone Erickson Hallett Townhouse East/West	Yellow	<ul style="list-style-type: none"> Lot E is north of the stadium adjacent to East Complex and the Townhouses. CP parking along the stadium fence at the south end of the E lot is reserved for college owned fleet vehicles and customers of Transportation Services.
"W" –West Zone Hoyum Livedalen Brown** (Some Brown residents will be assigned to the North Zone due to capacity limitations)	White	<ul style="list-style-type: none"> Lot H is the first two rows of parking along the north side of 12th Avenue. The north side of this split lot is MH employee parking; please observe signage to make sure you park on the H side of the lot. Lot L is located between Livedalen and 5th Street South Lot B/KC is between Brown and the Mugaas Plant Operations Center. The west 4 rows are assigned to student B parking. The east 3 rows of this lot is KC employee parking 6am-4pm M-F.
"N" –North Zone Bogstad East Bogstad Manor Fjelstad Park Region (see note on Brown**)	Black	<ul style="list-style-type: none"> Lot FP is located west of Fjelstad and is accessible from 8th Avenue. The row of parking on the east side of FP along 6th St South is designated as KC employee parking; please observe signage. There are two BG lots: the first is adjacent to the two Bogstad apartment buildings, the second is west of the first lot and may be referred to as the "lower lot" in correspondence.

- 7) Select "I Agree" from the Contract Agreement page to continue on with the process.
- 8) Complete the registration information as requested. The required Permit Application fields in MyParking are designated with a [*or!], a license plate # is part of the required field. An error will occur if it is not completed.
- 9) The final MyParking screen allows you to print a temporary permit. Please print two copies; place one face up on the driver's side dash in your vehicle and bring the second along as verification when you pick up your assigned permit.
- 10) Parking permits may be picked up at the Knutson Campus Center, Campus Information desk: Tuesday September 1st-Thursday September 3rd between the hours of 9am and 3pm. Beginning Friday September 4th, please visit Parking Services between the hours of 8am and 5pm, Monday through Friday.

Parking Services is located in the front office of the Mugaas Plant Operations Center at the corner of 8th Ave and 6th St South. There is short term parking available in front of the building.

- Only ONE permit per student shall be issued. The permit may be moved to a new or loaner vehicle if needed. Please notify Parking Services via email when a different vehicle is displaying the permit.
- A permit holder may park in any lot within their assigned zone. The E lot is the designated overflow parking lot for all registered vehicles, including commuters.

- The Parking and Traffic Policies brochure will be distributed with each permit. It will also be available on-line at the Parking Services webpage. Please take a few minutes and read the policy thoroughly to help avoid being ticketed. It is the responsibility of the permit holder to understand the policies for parking on campus and to contact Parking Services if you have any questions or concerns.
- If you are a commuter, we recommend registering your vehicle even if you don't intend to make regular use of the commuter parking lot.
- There will be two areas designated for motorcycle/scooter daytime parking during non-snow months. When you register your motorcycle/scooter you will receive this information.

Please direct all questions, comments or concerns to Parking Services at 218-299-3267 or parking@cord.edu.

Thank You!