

Employee Parking Permit Application Information

Permits

- Employees **must** re-apply online for a new vehicle parking permit beginning August 18th, 2025.
- 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 and/or motorcycle permits do not expire.
- A parking permit holder may only park in lots/rows they have a permit for; the letter on the permit will match the letter on the lot/row signs.

Temporary & Guest Permits

- **If you are bringing a different vehicle for a short period of time, you must get a Temporary Parking Permit at the Parking Services Office.**
- **If you have a guest visiting, they will need a Temporary Parking Permit.**
- Temporary Parking Permits can be picked up in the Parking Services office in the Mugaas Plant Operations Center building on the corner of 6th Street and 8th Avenue, M-F from 7:30am-4pm. You will need to provide the license plate number for your temporary vehicle and/or the vehicle of your guest.
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ADA Permits

- Holders of state issued ADA permits are allowed to park in all non-reserved stalls in either student or employee lots.
- Only vehicles with a state issued ADA permit are allowed to park in handicap stalls, marked with a blue handicap sign and blue paint on the parking space.
- Concordia students and 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 Lorentzen
 - 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 issued a citation.

Parking Lots/Hours

- Employee permits allow for parking from 7 a.m. – 4 p.m. in the lots designated by the letter on the permit.

Parking Policies Brochure

- A Parking and Traffic Policies brochure is available in the Parking Services office or online:
<https://cobbernet.cord.edu/directories/offices-services/facilities-management-2/parking-services/>

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Parking Permit Registration begins August 18th, 2025.

- 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)
 - 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 **G Lot** from the application pull down list by clicking the down arrow
- Click the “**Check Mark**”
- Select “**Enter your full name to give consent**”
- Click “**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 routed to you via campus mail. Please make sure your permit is displayed properly by September 2nd, 2025.
- Please direct all questions, comments, or concerns to Parking Services at 218-299-3267 or parking@cord.edu