

# Employee Application Information

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## Parking Services FAQ's

### Permits

- **Current employee permits expire August 31, 2020**
  - Re-apply online for a new parking permit beginning August 10<sup>th</sup>, 2020.
- All motorized vehicles (car, van, motorcycle, motorbike, scooters, etc.) and bicycles must be registered and have a valid parking permit.
- Employees may receive ONE parking sticker permit and a bicycle and/or a motorcycle permit, if needed.
  - Employees may register more than one vehicle. **Register your primary vehicle first choosing your current permit code and the permit will be applied to this vehicle.** You must register any additional vehicles by selecting the permit code "Employee-Application". Additional vehicles will not need to display a permit as they will be linked to the primary permit.
- Permits will be assigned to employees by:
  - Years of Service and Proximity to Office
- Special (SP) permits will be distributed to Emeriti at their request or in the event a Vice President of the College may request one for an employee.

### ADA Permits

- Holders of state issued ADA permits are allowed to park in all non-reserved stalls in either student or employee lots.
- Concordia employees should 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.
  - KA lot, adjacent to Lorentzsen
  - KC lot, adjacent to the Bookstore
  - MH 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

- Employees are not permitted to park in student lots.
- Weekdays: Permitted Parking from 6 a.m. – 4 p.m.; Open Parking from 4 p.m. - 2 a.m.
- Weekends & Holidays - 6 a.m. – 2 a.m.
- No overnight parking.

### Motorcycle Parking Areas

- There are designated areas for motorcycle parking during non-snow months.

### Parking Policies Brochure

- Brochure is available online at <https://cobbernet.s3.amazonaws.com/files/resources/parkingbrochure-2.pdf>

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## Parking Permit Applications

### Parking Permit Registration begins August 10<sup>th</sup>, 2020

- Go to: <https://cobbernet.cord.edu/parking>
- Click on the “**APPLY FOR VEHICLE OR BICYCLE PERMIT**” link.
- Login to MyParking using your Concordia College username and password.
- Click: “**Apply for a Permit**” at the top of the page.
- Select your currently assigned lot from the application pull down list.
  - New Employees, please choose the MH lot and we will adjust the lot if necessary.
- Click “Next”.
- Select “I Agree”
- Click “Next”.
- Complete all required fields designated with a [\*].
  - A license plate # is required (no dashes or spaces). An error will occur if you do not fill it in.
  - If you have a temporary license plate (i.e. new vehicle purchase), please type in the word “TEMP” for your license plate number. When your new license plate arrives, please contact Parking Services to update your vehicle information.
- Final step: Print a temporary permit and place face up on the driver’s side dash in your vehicle.
- Your permanent permit will be routed to you via campus mail.
- Please direct all questions, comments or concerns to Parking Services at 218-299-3267 or [parking@cord.edu](mailto:parking@cord.edu).

LOT/PERMIT CODE	LOT DESCRIPTION/LOCATION
AC	<ul style="list-style-type: none"><li>• Adjacent to Advancement Center</li><li>• Southwest of the Advancement Center</li></ul>
ES	<ul style="list-style-type: none"><li>• Within the “E” Lot which is directly east of Barry Auditorium</li></ul>
KA (KA-TL)	<ul style="list-style-type: none"><li>• South of Old Main (this lot is monitored year round)</li></ul>
KC	<ul style="list-style-type: none"><li>• West of Knutson Campus Center and designated stalls north of Normandy</li></ul>
MH (Overflow for employee – All Current Permits)	<ul style="list-style-type: none"><li>• South of 12<sup>th</sup> Avenue between 7<sup>th</sup> and 8<sup>th</sup> Street (<b>does not include the Sanford designated area</b>)</li><li>• North of Mugaas Plant Operations Center on the corner of 8<sup>th</sup> Avenue and 6<sup>th</sup> Street (<b>does not include the Transportation Services designated area which are the two rows farthest west</b>)</li><li>• South of Hvidsten and Memorial Auditorium (<b>does not include O row which is the first row when you turn left into lot along 12<sup>th</sup> Avenue</b>)</li><li>• West of Boe-Olsen</li></ul>
R	<ul style="list-style-type: none"><li>• Adjacent to Riverside</li></ul>
SP	<ul style="list-style-type: none"><li>• All Lots on campus</li></ul>
TL (KA-TL)	<ul style="list-style-type: none"><li>• South of Lorentzsen (this lot is monitored year round)</li></ul>
WC	<ul style="list-style-type: none"><li>• Adjacent to Welcome Center</li></ul>
BP	<ul style="list-style-type: none"><li>• Designated bike racks around campus</li></ul>
MP	<ul style="list-style-type: none"><li>• Designated motorcycle stalls around campus</li></ul>