

Student Parking Permit Application Information

Permits

- Beginning in the 2025/2026 academic year, Concordia will implement a \$100 annual parking fee for students who choose to park on campus.
- Students **must apply online** for a 2025-2026 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.
- 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 lots/rows they have a permit for; the letter on the permit will match the letter on the lot/row 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.**

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.

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/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 review your appeal, and you will be notified by email of the status of your appeal.

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 campus guests. Concordia employees and students parking in visitor or other specifically reserved stalls will be issued a citation.

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”**
 - 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 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 **“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 2nd, 2025.**
- Please direct all questions, comments, or concerns to Parking Services at 218-299-3267 or parking@cord.edu