

Damon City Campus – St. Joseph’s Garage Parking

If you wish to participate in the DCC Parking program at St. Joseph’s Garage this semester, you must be registered for at least one Damon class. If so, follow the directions below:

- Logging into your MyMCC account with your MyMCC network account and password.
- Select the Student Services tab.
- Select Get a Parking Permit from the top left box labeled Getting Ready for Classes.
- This will take you to your parking account.
- When prompted, select the term for which you are requesting
- Select one of the following:
 - New Damon Permit – if you don’t already have a keycard from previous semester
 - Renew Damon Permit – if you already have a keycard from previous semester
- Select "Vehicle Registration/Purchase by Semester" from the drop-down menu.
*Note - the charge will be added to your student account
- Select either "Vehicle Listed above" (if applicable) or "Add a Vehicle" (have your vehicle registration available). All information requested is required to complete the transaction.
- Select Request Parking
- Complete the application and print out your confirmation
- Your student account will be billed for the appropriate parking fee plus keycard deposit (if this is a new keycard application)

Bring your application confirmation and MCC Student ID to the Office of Campus Life on the 5th Floor at Damon City Campus to pick up a new keycard. Keycards cannot be mailed.

By applying for this parking program, you are agreeing to abide by all the parking regulations as stated here:

- The Fall semester 2014 parking keycard is **valid only from January 25 – May 26, 2016**.
- Fall parking fee is \$95 (**non-refundable after the 4th week of classes**). There is an additional \$10 deposit for a new keycard, which is refunded upon return of the card.
- Spring keycards can be renewed for summer and fall 2016 semester(s) beginning March 7, 2016. Apply online through your Student Account, under "My Parking".
- If you do not wish to renew for summer or fall 2016 semester(s), your Spring keycard must be returned to the Office of Campus Life by May 26, 2016. You will then be refunded your \$10 keycard deposit.
- Renewal and new keycard applications and fees for DCC parking are required each semester. Keycards are limited in number and are available on a first-come, first-served basis. Apply online through your Student Account, under "My Parking".
- **Keycards must be used by the purchaser only. Rules and regulations of the St. Joseph’s Garage must be adhered to in order to maintain an active keycard. Inappropriate use of the keycard or failure to follow garage regulations may lead to immediate deactivation of card and/or disciplinary action.**
- **All participants are bound by the MCC Code of Conduct found in the MCC Catalog and Student Handbook.**

DCC semester parking keycards are available only to students taking at least one course on the Damon City Campus. Exceptions may be made on an individual basis (ex. student employees or online students). Also, if you are eligible for a DCC parking keycard, but do not see that option in the application process, please contact the Office of Campus Life in person (located in DCC Room 5-251) or by phone (585-262-1757) for more information.