



Damon City Campus – St. Joseph’s Garage Parking

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

Go to your MCC Student Account

- Select “My Parking Account”
- Select the term “Fall 2014”
- Click on the “Submit” button
- Request a Permit
- Select one of the following:
 - New Damon Permit – if you don’t already have a keycard from the Summer session(s)
 - Renew Damon Permit – if you already have a keycard from the Summer session(s)
- 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 September 2, 2014 - December 18, 2014.**
- 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.
- Fall keycards can be renewed for Intersession and Spring 2015 semester(s) beginning October 13, 2014. Apply online through your Student Account, under "My Parking".
- If you do not wish to renew for Intersession or Spring 2015 semester(s), your Fall keycard must be returned to the Office of Campus Life by December 18, 2014. 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.