



Damon City Campus – St. Joseph’s Parking

If you wish to participate in the DCC Parking program at St. Joseph’s garage this Spring semester you must be registered for at least one Damon class. Then:

Go to your MCC Student Account

- **Select My Parking Account**
- **Select a Term: Spring 2012**
- **Click on the Submit button**
- **Request a Permit**
- **Select the New Damon permit**
- **Complete the application and print out your confirmation**
- **Follow the directions in your confirmation regarding payment for your parking on your Student Account if paying by credit card.**
- **If you are using Financial Aid to cover your parking, your aid will need to be in place prior to picking up your keycard.**

Bring your application confirmation, payment receipt, picture ID, and all other forms of payment to the Registration and Financial Services (RFS) on the 5th floor at Damon. Damon keycards cannot be mailed. You must pick them up in person in the RFS office on the 5th floor of Damon.

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

- The Spring semester 2012 parking keycard is **only valid from January 23, 2012, through May 25, 2012**. Keycards must be returned by May 25, 2012, to DCC Registration & Financial Services in order to receive keycard deposit refund (\$10).
- The \$95 parking fee is **non-refundable** upon submission of application.
- If using financial aid, payment is authorized from Federal Title IV funds.
- \$10 keycard deposit is required and financial aid may be used to cover the deposit fee.
- Check or Money Order must be payable to MCC.
- Applications and required fees are required for DCC parking every semester and that parking keycards are limited in number and issued on a first-come first-served basis.
- **Keycard must be used by purchaser only. Rules and regulations of the St. Joseph’s garage must be adhered to in order to maintain active keycard.** Inappropriate use of the keycard may lead to immediate deactivation of card.

All participants are bound by the MCC Code of Conduct found in the MCC Catalog and Student Handbook.

If you are a campus resident you will not be able to apply online and will need to come to the RFS office. This is a new program and process for the Damon Parking program. If you have any difficulties, or do not see the option you expect, please stop by the RFS office. Your patience is appreciated.