Virtual Parking Permit for Montgomery College
Frequently Asked Questions

General Information:

- With the exception of visitors and guests, you must have a MyMC account before requesting a permit.

- Select *MC Public Safety Information* under *Public Safety* box. Click here to access PARKING PORTAL

- Review your information in the portal. Available options such as Permits, Citations and Vehicles are located at the top of the screen. You can register up to (5) vehicles in your account. Please be sure to logout once you have made necessary changes in your account. Update and review as needed.

- ALL parking related questions should be directed to the Transportation & Support Services Manager parking@montgomerycollege.edu and/or refer to the Parking and Transportation website for more information: https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking.html

STUDENTS	FEES & IMPORTANT INFORMATION	PROCESS
Student (CREDIT): Full-time, part-time, online	**Fee: Included in Tuition** *ALL Students permitted to park in "STUDENT" white-lined spaces only*	• First, student must register and pay for classes. Please wait 24 hours after registration before requesting a virtual permit. • Register here: PARKING PORTAL • Once you have registered your vehicle in the portal and submitted your changes, your virtual permit is activated (nothing to print).
Student (NON-CREDIT): *AELG/GED/ESOL/LLI/ Students* Workforce Development and Continuing Education (WDCE)	**Fee: Included in Tuition** *ALL Students permitted to park in "STUDENT" white-lined spaces only*	• When registering for classes in-person at any WDCE Customer Service location, you will be issued a temporary (30-day) parking permit that must be displayed in the driver side front windshield. • If the duration of your class is more than 30 days, you must log in to the PARKING PORTAL using your MyMC information. Select **Get Permits**, then follow the instructions and enter the correct information for your vehicle and class. You will be issued a Virtual Parking Permit (no physical permit issued).

EMPLOYEES	FEES & IMPORTANT INFORMATION	PROCESS
Employee – Full-time (Administrator/Faculty/Staff) • If your hang-tag starts with **PR**, that indicates an auto-renewal, payroll deduction • If your hang-tag starts with a **24E or 24ES**, that indicates you pay annually and it expires annually on August 31st)	**Annual Fee: $150.00** **(Pay via payroll deduction or by credit card)** *Faculty/Staff permitted to park in yellow-lined spaces*	• DISCARD/DESTROY physical hang-tag • VERIFY vehicle data in PARKING PORTAL • Select "View Permits" on top of page then select Permit Number (PRXXXX) • To add vehicle, select "Vehicles" on top of page • Once you have registered your vehicle in the portal and submitted your changes, your virtual permit is activated (nothing to print).

Employee – Part-time (to include Adjunct Faculty) • If your hang-tag starts with **PR**, that indicates an auto-renewal, payroll deduction • If your hang-tag starts with a **24E or 24ES**, that indicates you pay annually and it expires annually on August 31st)	**Fee: $25.50 for semester rate (annual rate of $51.00)** *Faculty/Staff permitted to park in yellow-lined spaces*	• DISCARD/DESTROY physical hang-tag • VERIFY vehicle data in PARKING PORTAL • Select "View Permits" on top of page then select Permit Number (PRXXXX) • To add vehicle, select "Vehicles" on top of page • Once you have registered your vehicle in the portal and submitted your changes, your virtual permit is activated (nothing to print).
Casual Temporary • If your hang-tag starts with **PR**, that indicates an auto-renewal, payroll deduction • If your hang-tag starts with a **24E or 24ES**, that indicates you pay annually and it expires annually on August 31st)	**Fee: $37.50 for semester rate (annual rate of $75.00)** *Casual Temporary staff permitted to park in Faculty/Staff, yellow-lined spaces*	• DISCARD/DESTROY physical hang-tag • VERIFY vehicle data in PARKING PORTAL • Select "View Permits" on top of page then select Permit Number (PRXXXX) • To add vehicle, select "Vehicles" on top of page • Once you have registered your vehicle in the portal and submitted your changes, your virtual permit is activated (nothing to print).
Emeritus/Retiree	**Fee: $0** *Emeritus/Retiree permitted to park in yellow-lined spaces*	• Login to MyMC (Select **Public Safety**, select **MC Public Safety Information**, select **Parking and Transportation**) • Select "Emeritus" as Permit Type • VERIFY vehicle data in PARKING PORTAL • Once you have registered your vehicle in the portal and submitted your changes, your virtual permit is activated (nothing to print).

NON-MC/ALL OTHER	**FEES & IMPORTANT INFORMATION**	
Visitor/Guest Short-term, 1-5 day pass	**Fee: $0** *Visitors/Guests permitted to park in white-lined spaces*	• QR Code available at any Raptor Central or Public Safety office • Scan QR code, register vehicle, complete and submit
Visitor/Guest Long-term, 5+ days or by semester	**Fee: $0** *Visitors/Guests permitted to park in white-lined spaces*	• Contact Transportation & Support Services Manager at parking@montgomerycollege.edu
Special Events	**Fee: $0**	Contact Transportation & Support Services Manager at parking@montgomerycollege.edu
Contractor (Short-Term) Short-term, up to 3 months	**Fee: $0** *Contractor permitted to park in yellow-lined spaces*	• Same process as Visitor/Guest: 1-5 day pass
Contractor (Long-Term) Long-term, 3 months+	**Fee: $150.00** *Contractor permitted to park in yellow-lined spaces*	• Contact Transportation & Support Services Manager parking@montgomerycollege.edu
Disability Parking		• Please visit website for more information/guidance Transportation and Parking