

Parking & Permit Quick Reference Sheet

COST

Student Permits:

1-Day permit	\$3	Valid until 11pm for date of purchase
Monthly permit	\$10	Valid for 30 days from date of purchase
Motorcycle semester permit	\$20	Valid in motorcycle spaces or white-lined spaces
Financial Aid CCPG recipient	\$20	For approved FA CCPG recipients only
Summer semester permit	\$20	Valid June 3 – August 11
Spring/Fall semester permit	\$40	Spring valid January 2 – May 24 Fall valid August 14 – December 8



Visitor Permits:

1-Hour permit	\$1	Valid for 1 hour maximum
1-Day permit	\$3	Valid until 11pm for date of purchase
Monthly permit	\$10	Valid for 30 days from date of purchase
Fitness Club monthly permit	\$10	For Fitness Club members only (Not available for purchase by students or employees.)

AVOID CITATIONS

Grace Period: First two weeks at the start of each semester in WHITE-LINED SPACES ONLY. Please visit swccd.edu/parking and click on the **Grace Period tab** for exact dates.

Permits Required:

With the exception of grace periods, parking permits are required every semester to park at any SWC campus.

Designated Parking Spaces:

Parking stalls are color coded to designate where students, employees, and visitors can park. Please be mindful of where you are parking to avoid citations:

White-lined spaces	=	Student, Visitor, Hourly (PT) Employee, Vendor parking
Yellow-lined spaces	=	Adjunct, Contract (FT) Employee, Faculty parking
Orange-lined spaces (Lot J)	=	Community Fitness Center parking – NO STUDENT OR EMPLOYEE PARKING
Green-lined spaces (Lot J)	=	EV charging vehicles only, with any SWC valid parking permit. Charging use for up to 4 hours only

Non-Designated Areas:

It is prohibited to park in non-designated areas such as pathways, driveways, crosshatched areas, along roadways, or along parking lot curb lines. See parking Policies & Regulations for full details.

Residential Restricted Parking:

The City of Chula Vista has established a residential parking district in the College Estates neighborhood across the street from SWC. City-issued residential parking permits are required to park along the streets in that area. Others will be cited. No exceptions. This is a city ordinance effective 8/22/16. To view the map of restricted streets, please visit: www.chulavistaca.gov/parking. College parking is also prohibited in the nearby Bonita Point Plaza, Otay Lakes Plaza, and College Plaza shopping centers. Violators may be towed.

Virtual Parking Permits

How do virtual permits work?

Your vehicle's license plate will act as your parking permit. Individuals will register their vehicle information into the new iParq online parking permit system. iParq's permit software then generates a virtual permit linked to that vehicle's license plate number.

Officers will use a handheld device to scan and capture the license plate number. It is then referenced against the secure parking database to verify that the individual has a valid permit. **Please note**, when your license plate is scanned, officers do not see any personal information other than the individual's SWC permit history.

What are the benefits of a virtual permit?

No more lost/stolen permits, no more waiting for your permit to arrive in the mail, reduced paper and plastic usage, the ability to go back into your iParq account and update your vehicle information as needed. You will no longer receive or need a physical permit to park at any SWC campus once you purchase a virtual permit.

Scan here to request a virtual parking permit



or visit swc.thepermitstore.com

or scan any iParq QR code sign located throughout our campus lots.

Scan here to visit our parking info webpage



or visit swccd.edu/parking

We also love walk-ins! Swing by for questions, assistance, or a tour!

Southwestern College Police Parking Services

900 Otay Lakes Road, Bldg. 22, Chula Vista, CA 91910



Phone: (619) 216-6611

Email: swcparking@swccd.edu

Lobby Hours: Monday - Friday, 8–5 p.m.

TO REQUEST YOUR PERMIT

Go to swc.thepermitstore.com

STEP 1 – LOG IN

1. **REGISTERED STUDENTS:** Click on the **MySWC Login** box in the upper right-hand corner using your SWC login and password.

VISITORS: Click on Visitor Sign In. If you already have an swc.thepermitstore.com account, enter your username and password. *If you have never registered with swc.thepermitstore.com before, please click **Create New Account**.*

STEP 2 – BUY VIRTUAL PERMIT (Choosing a permit)

2. Click on the button titled “<Click Here>” under the “Buy Virtual Permit” header.
 - a. Click on “Add Item” for the permit you would like to request/purchase.
 - b. Review the page to make sure you chose the correct permit, the pricing is accurate, and the quantity is right. Afterwards, click “Continue”.

PERMIT INFORMATION (Adding vehicles)

3. Click the Vehicle dropdown menu and then select “Add New Vehicle.” Enter vehicle information **accurately**.
 - a. If you make an error entering your vehicle information, you may click “Add New Vehicle” to re-enter the correct information.
4. Click “Add” and then select the vehicle you just entered under the dropdown menu.
5. You may enter and save as many vehicles as you want to create an inventory. However, only **one** vehicle can be associated to your permit. (Employees are permitted to have 2 vehicles associated to their permit, but only one can be on campus at a time).
 - a. To add your second vehicle, click “Add Another Vehicle” and use the dropdown to enter new information or choose one that has already been entered. When your two vehicles are chosen, click “Continue”.


PAY AND REVIEW ORDER

6. Delivery Options/Payment Options
 - a. For employees, make sure information is accurate before clicking “Continue”.
 - b. For students/visitors/Fitness Club Members, enter a payment method.
 - c. Please review your order. After reviewing the Terms and Conditions, click “I Agree” to finalize your order.
7. You can check your email to ensure your permit was purchased. You will receive two emails confirming your permit purchase and permit activation. Please note that the emails, or at least one of them, might be in your Junk folder instead of your Inbox.

Once you receive the email indicating that your permit has been activated, YOU’RE ALL SET! There is nothing further you need to do. Remember, the permit is virtual. You will not receive a physical permit. Thank you and have a great semester!


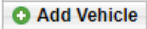
UPDATING YOUR VEHICLE INFO

TO ADD OR REMOVE A VEHICLE IN YOUR VEHICLE INVENTORY LIST (Manage vehicles):


1. Go to swc.thepermitstore.com
2. **REGISTERED STUDENTS:** Click on **MySWC Login** and use your SWC login and password. (**Visitors:** Click on **Visitor Sign In**)
3. Click **Account** on the upper right corner.
4. Click **Manage Vehicle**.
 - a. **To add a vehicle:** Click the  box and enter your vehicle information, then click Add.
 - b. **To delete a vehicle:** Click **Remove** from your vehicle inventory list.

Students/Visitors: You can have as many vehicles as you like in your vehicle inventory list, *however*, only **ONE (1)** vehicle may be associated with your permit at a time.

TO ASSOCIATE A VEHICLE TO YOUR PERMIT (or remove/switch associated vehicle) **THIS STEP MUST BE COMPLETED FOR YOUR PERMIT TO BE VALID.**

1. Go to swc.thepermitstore.com
2. **REGISTERED STUDENTS:** Click on **MySWC Login** and use your SWC login and password. (**Visitors:** Click on **Visitor Sign In**)
3. Click **Account** on the top right corner.
4. Click “**View Permits**”.
5. Click the **blue edit** icon  next to “**Vehicles**”. Your “**Current Vehicle Associations**” will be displayed.
 - a. **To associate a vehicle to your permit:** Select a vehicle from your dropdown box, then click the  box.
 - b. **To remove a vehicle associated with your permit:** Click **Remove** next to the vehicle. This does not delete the vehicle from your account. It will simply keep it from being associated with your permit.
 - c. **To switch a vehicle associated with your permit:** If two vehicles are already associated with your permit, you must remove one to switch to another from your inventory list. Follow the steps above to remove a vehicle, then select another vehicle to add.

TO MAKE CHANGES TO A VEHICLE YOU ALREADY ENTERED (Change plate #...etc.):

1. Go to swc.thepermitstore.com
2. **REGISTERED STUDENTS:** Click on **MySWC Login** and use your SWC login and password. (**Visitors:** Click on **Visitor Sign In**)
3. Click **Account** on the upper right corner.
4. Click **Manage Vehicle**.
5. Click on the vehicle you need to make changes to.
6. Make necessary changes, click **Save**
7. Confirm your changes by clicking **View Permits**, click on the **blue edit** icon  next to “**Vehicles**” and make sure the corrections are listed under your “**Current Vehicle Associations**”. If they are correct, you’re good to go!