



# Summer 2022 Parking & Permit Quick Reference Sheet

## Virtual Parking Permits

In spring of 2022, Southwestern College and Parking Services introduced a new virtual parking permit system for all Southwestern College campuses. If you have not requested your virtual permit yet, we encourage you to request it today. **All staff, students, and visitors will be required to have a valid permit by June 1, 2022.**

### How do virtual permits work?

Essentially, 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. **You will no longer receive or need a physical permit to park at any SWC campus.**

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 need to display a physical permit, no more lost/stolen permits, no more waiting for your permit to arrive in the mail, reduced paper and plastic usage, and the ability to go back into your iParq account and update your vehicle information as needed.

Scan here to request a virtual parking permit



Or visit [swc.thepermitstore.com](http://swc.thepermitstore.com)

Scan here to visit our parking webpage



Or visit [swccd.edu/parking](http://swccd.edu/parking)

### Questions? We're here to help!

Southwestern College Police | Parking Services  
900 Otay Lakes Road, Bldg. 22, Chula Vista, CA 91910

(619) 216-6611 | [swcparking@swccd.edu](mailto:swcparking@swccd.edu)  
Lobby Hours: Monday - Friday, 8-5 p.m.



## 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 permit	\$20	Valid in motorcycle spaces only
Financial Aid CCPG recipient	\$20	For approved FA CCPG recipients only
Semester permit	\$20	Valid from <b>May 28 – August 5, 2022</b>

### 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.)



## GRACE PERIOD

Permit verification begins **JUNE 1, 2022**

## AVOID CITATIONS

### Permits Required:

With the exception of the above-mentioned grace period, parking permits are required to park at any SWC campus at all times.

### 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 parking
Yellow-lined spaces	=	Adjunct, Contract Employee, Faculty parking
Orange-lined spaces	=	Community Fitness Center parking

### 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](http://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.

## TO REQUEST YOUR PERMIT

Go to [swc.thepermitstore.com](http://swc.thepermitstore.com) Registered Students & Employees, it is important that you log in correctly as shown in STEP 1 below. Logging in any other way will not allow you to view or select a permit you are eligible for.

### STEP 1 – LOG IN

1. Click on the “MySWC Login” box in the upper right-hand corner using your SWC login and password. Afterwards, your name should be displayed replacing the “MySWC Login” box.



### 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’ information as you want to create an inventory. However, only two vehicles can be associated under your permit and *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/FC 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](http://swc.thepermitstore.com)
2. **Log in to MySWC Login** in the upper right-hand corner using your SWC login and password.
3. Click **Account** on the upper right corner.
4. Click **Manage Vehicle**.
  - a. **To add a vehicle:** Click the  **Add** box and enter your vehicle information, then click.
  - b. **To delete a vehicle:** Click **Remove** from your vehicle inventory list.

***Note:** Please remember, you can have as many vehicles as you like in your vehicle inventory list, however, only two vehicles may be associated with your permit at a time, and only one vehicle can be on campus at a time.*

### TO ADD, REMOVE, OR SWITCH THE VEHICLE ASSOCIATED WITH YOUR PERMIT:

1. Go to [swc.thepermitstore.com](http://swc.thepermitstore.com)
2. **Log in to MySWC Login** in the upper right-hand corner using your SWC login and password.
3. Click **“Accounts”** 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 add a vehicle associated with your permit:** Select a vehicle from your dropdown box, then click the  **Add Vehicle** 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](http://swc.thepermitstore.com)
2. **Log in to MySWC Login** in the upper right-hand corner using your SWC login and password.
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 all set!