Parking Services "First-Come, First-Serve" Information

***PLEASE DO NOT REPLY TO THIS EMAIL!!*** If you have any questions, please direct them to parkingservices@cofc.edu.

Attention all students:

**WHAT:** Parking Services “First-Come, First-Serve” permit sale  
**WHO:** Resident students who have a minimum of 60 EARNED credit hours and all commuting students  
**WHEN:** Friday, January 3, beginning at 10 AM  
**WHERE:** Online! Permit sales will be processed online in your parking account on a first-come, first-serve basis. (Exceptions: motorcycle/moped permits, evening-only permits, and City Residential permits will be sold in the Parking Services office beginning at 9 AM on Friday, 1/3/2020. If you are interested in one of these permits, please read entire email for further details.)  
**FORMS OF PAYMENT:** Visa, Mastercard, American Express, or Discover (Financial Aid deferment will not be an option for this sale)

**PLEASE NOTE:** If you do not already have 60 credit hours (these must be EARNED hours already banked, not the number of hours you will have at the end of the Spring semester) and you live on campus, you are not eligible to purchase a permit from the College of Charleston. You will have to explore parking on your own, and you may want to check out our [Alternative Parking List - College of Charleston](#) to see if any of the listed vendors has any availability at this time. (Exception: Students who qualify for City Residential permits are eligible to request a City Residential space as long as they have a minimum of 30 earned credit hours. Please see below for further information about City Residential permits.)

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**IMPORTANT!** Students who are eligible to purchase a permit on January 3 are encouraged to visit their parking accounts in My Charleston in advance of the permit sale in order to update their vehicle information. You cannot purchase a permit without having a vehicle listed on your account, and adding a vehicle can cost you valuable time when you are trying to purchase your permit online. If you wait to add your vehicle information when you are actually purchasing your permit, the time it takes to add your vehicle can make a difference in whether or not a lot or garage that you want is sold out. (NOTE: DO NOT ENTER YOUR DRIVERS’ LICENSE NUMBER AS YOUR LICENSE PLATE NUMBER! We need the actual license plate number that is posted on the rear of your car, not the number on your drivers’ license that you carry in your wallet. Drivers’ license numbers entered as license plate numbers will be deleted by Parking Services.)

The instructions for accessing your parking account are provided below under the heading “Instructions for online permit purchases.” Follow steps 1-4 and then select the option “Manage Vehicles.”
The expected number of spaces that will be available for sale ONLINE on Friday are as follows:

$300/semester
LK Lot = 50 spaces
**PLEASE NOTE: The general location of the LK Lot does appear on the parking map, but the specific location is behind the College’s office building at 176 Lockwood Blvd. (between the Marriott and the Charleston Police Department). LK Lot is a perimeter surface lot located several blocks from campus. The CARTA DASH route #213 services this area, but students will need to allow 20-30 minutes to get to campus from Lockwood. LK Lot permits are valid only in LK Lot and are not valid in any other lots at any time.

$500/semester
AG (Aquarium Garage) = 133 spaces
Students parking in AG must also purchase a $20 gate card in order to be able to access the garage. The $20 deposit is refundable when the gate card is returned at the end of the term. (Gate cards will be sold separately from permits, and can be purchased when you come into the Parking Services office to pick up the permit that you purchased online.)

$550/semester
H Lot = 12 spaces
P Lot = 8 spaces
W Lot = 1 space
WP Lot = 50 spaces

$750/semester
GG (George Garage) = 43 spaces
Students parking in GG must also purchase a $20 gate card in order to be able to access the garage. The $20 deposit is refundable when the gate card is returned at the end of the term. (Gate cards will be sold separately from permits, and can be purchased when you come into the Parking Services office to pick up the permit that you purchased online.)

PLEASE NOTE: Any location that is not listed above is already SOLD OUT, including PG Garage, WG Garage, and G Lot. We have zero permits available in these locations.

The expected number of spaces that will be available for sale IN THE PARKING SERVICES OFFICE beginning on Friday, 1/3/2020 are as follows:

MOTORCYCLE/MOPED PERMITS: $200/semester
MA (motorcycle/moped parking located within the AD Lot) = 12 spaces
MM (motorcycle/moped parking) = 3 spaces  
MP (motorcycle/moped parking) = 2 spaces  
MW (motorcycle/moped parking) = 3 spaces

EVENING PERMITS:  
$200/semester – EV (evening-only surface lot permit) = 30 permits  
$250/semester – PE (PG garage evening-only) = 50 permits  
Students who live on campus and/or have a class schedule that is primarily comprised of daytime classes will not be eligible to purchase an evening-only parking permit.

City Residential = 41 spaces (***(Please note that City Residential permits are available ONLY to students who live in specific College of Charleston historic residence houses, which are "odd-numbered" on Coming Street and "even-numbered" on Bull Street)

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Instructions for online permit purchases:

1) Log into My Charleston (https://my.cofc.edu/cp/home/displaylogin) using your standard login name and password. Online permit sales will begin at 10 AM on Friday, 1/3/2020.
2) On the top of the home page starting on the left side, there are several tabs. The tab you are looking for is called “My Accounts.” Click on the “My Accounts” tab.
3) Once you are on the “My Accounts” page, you will see a box called “My Parking Services” and directly beneath it is a link that says “Access My Parking Account.” Click on this link.
4) A new window will open to next screen, which is titled “Customer Authentication.” Here you will be prompted to reenter your My Charleston login and password in order to access your parking account.
5) Select the option “Get Permits,” which is on the bottom right-hand side of the screen. (PLEASE NOTE: The option “Get Permits” will not be enabled or visible until the sale begins at 10 AM.) You will be presented with a list of available parking spaces. Be advised that as spaces begin to sell out, you will only see the spaces that are still available. Select your preferred permit, and then follow the prompts for selecting your vehicle and form of payment. (If you are logged into your parking account prior to 10 AM, you may get an error message when you click on “Get Permits” at 10 AM. If “Get Permits” does not take you to the list of available spaces at 10 AM, you can try refreshing the page, but otherwise you will have to log out and log back in again.)
6) Once your permit has been purchased, you will be able to pick it up in the Parking Services office beginning at 9 AM on Tuesday, January 7, or any time thereafter.

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Instructions for in-office permit purchases (Motorcycle/Moped, Evening-Only, and City Residential):
1) Come to the Parking Services office any time on or after 9 AM on Friday, 1/3/2020 to purchase your permit.

2) YOU MUST BRING YOUR CURRENT VEHICLE REGISTRATION WITH YOU IN ORDER TO PURCHASE YOUR PERMIT.

3) Acceptable forms of payment will be: Visa, Mastercard, American Express, Discover, Cougar Card, cash, or check.

4) Be prepared for a member of the Parking Services staff to verify that you qualify for the permit in which you are interested. For motorcycle/moped permits, we verify that your vehicle registration is issued for a motorcycle or moped. For evening-only permits, we verify that you live off campus and that your class schedule is comprised of evening classes only. For City Residential permits, we verify that you have at least 30 earned credit hours and that you live at an odd-numbered Coming Street campus address or an even-numbered Bull Street campus address.

5) Please note that there isn’t as much competition for these spaces as there is for the spaces that we are selling online. We don’t ever sell out of evening-only permits or motorcycle/moped permits (although certain motorcycle/moped locations will sell out). We rarely sell out of City Residential spaces. While we cannot make any guarantees that we will not sell out of the permits that we will be selling in the office (our demand has been quite unpredictable for the past few semesters), we can safely say that there will not be a reason for you to “camp out” outside of our office to secure one of the permits that will be available beginning on Friday. If you are unable to make it to the Parking Services office on Friday, you can call us before you come in to inquire as to the remaining permits.

IMPORTANT INFORMATION FOR RESIDENT STUDENTS (STUDENTS WHO HAVE AN ON-CAMPUS ADDRESS):

Resident students are strongly encouraged to leave their cars at home and take advantage of our alternatives to parking on campus, such as CARTA and Enterprise CarShare.

If you are a resident student with fewer than 60 earned credit hours, DO NOT ATTEMPT TO PURCHASE A PERMIT ONLINE DURING THE ONLINE FIRST-COME, FIRST-SERVE PERMIT SALE. All permits purchased online will be verified that they have been sold to commuting students or qualifying resident students. If you are a resident student with fewer than 60 earned credit hours and it is discovered that you have purchased a permit online despite being warned not to, will not be able to keep the permit.

OTHER INFORMATION:

Locations for most of these lots and garages can be found on the Parking Map - College of Charleston. (The address for the LK Lot is provided above because the location of the LK Lot is not precise on the map in terms of its distance from campus.)
Additional information about student parking can be found at [Parking for Students](#).

Students are not allowed to have more than one permit.

There is no guarantee that you will be able to purchase a permit. Permits will be sold online on a first-come, first-serve basis, and we do expect to sell out of permits. How soon we sell out depends on the number of students who are interested in purchasing a permit, so there is no way for us to predict how soon the permits will sell out.

The surge in traffic to our server at 10 AM may result in slow progress through the permit purchase process. Having a permit in your basket does not guarantee that you will be able to purchase that permit; this is also caused by the surge in traffic on the server. Once you receive a payment receipt for your permit, you will know that you successfully purchased that permit.

PLEASE DO NOT REPLY TO THIS EMAIL! If you have any questions, please direct them to [parkingservices@cofc.edu](mailto:parkingservices@cofc.edu).

Thanks,
Parking Services staff