

DATE: August 1, 2022
TO: Citrus College Students
FROM: Ben Macias, Director of Campus Safety
RE: Fall 2022 Student Parking Permits

The following is an important parking update regarding **fall 2022 parking permits**. As a friendly reminder, parking permits are required in all campus parking lots, at all times.

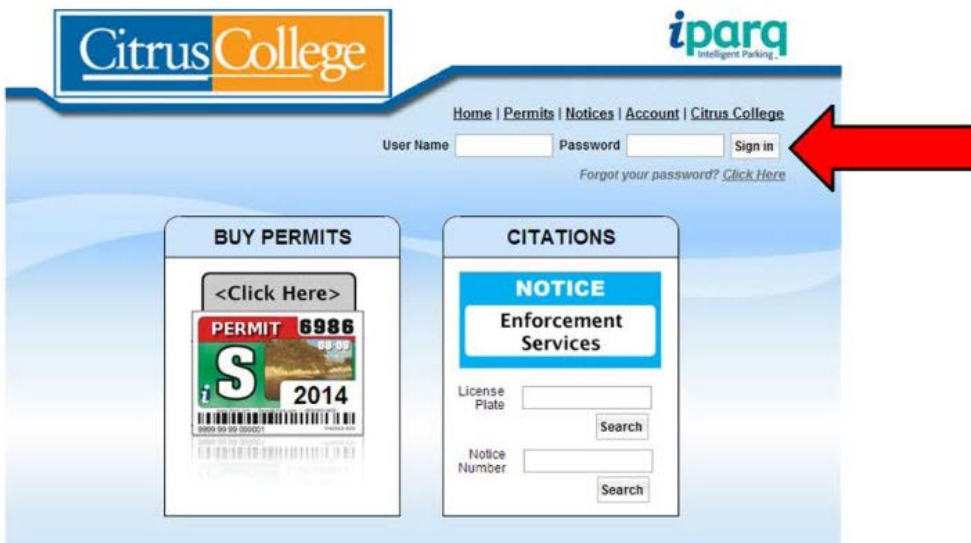
Fall 2022 Student Parking Permits:

- Fall 2022 parking permits will go on sale **Friday, August 12, 2022** and will be required for the fall semester by **Tuesday, September 5, 2022**
- Fall permits will be **\$63 or \$43 for California College Promise Grant (CCPG) students** and can be purchased online at the [iParq](https://citruscollege.thepermitstore.com/) website:
 - <https://citruscollege.thepermitstore.com/>
- **Effective Fall 2022, student parking permits will now be “virtual”**
 - No physical semester parking permit will need to be affixed to the front windshield
 - The vehicle license plate you register when purchasing your semester parking permit will act as your “virtual” parking permit
- Please **ensure you enter your correct license plate number** when ordering your permit
- Failure to do so may result in being issued a citation for the incorrect number
- Once a permit is ordered online, **your permit will be valid the first day of the fall 2022 semester, August 27, 2022**

How To Order Your New Permit:

Current students who have previously ordered a permit:

If you already created an iParq account when you initially ordered a previous parking permit, log onto your existing iParq account by entering the username and password you created in the upper right corner of the website.



New students who have never ordered a permit:

If you are a new student and have never created an iParq account or if this is your first time ordering a parking permit via iParq, log onto iParq by clicking on the web link above. Then click on the "Buy Permits" image, enter your Citrus email - only up to the @ symbol, all lower case (example: jdoe) and the last 4 digits of your Citrus College (Wingspan) I.D. number, in the middle of the website. **If you do not know your Citrus I.D. number, please login to your Wingspan account or contact the TeCS help desk at (626) 857-4100 and they will provide it to you.**



The screenshot shows the Citrus College iParq website interface. At the top left is the Citrus College logo, and at the top right is the iParq logo. Below the logos is a navigation menu with links for Home, Permits, Notices, Account, and Citrus College. A login section includes fields for User Name and Password, a Sign in button, and a link for "Forgot your password? Click Here". The main content area is titled "CITRUS COLLEGE PERMITS" and contains a "Pre-Approval Search" section. This section includes the text: "Citrus College offers Pre-Approved Permits. To see if you've been pre-approved, please enter all applicable data below." It features two input fields: "Citrus Email up to @ symbol" and "Last 4 digits of Citrus College ID:", both with search icons. A red arrow points to the "Citrus Email" field.

You will then be asked to register your vehicle(s). While up to two vehicles can be actively registered on your account, both vehicles cannot be parked on campus at the same time. It is your responsibility to enter the correct license plate number of your vehicle(s). **Incorrect license plate numbers or vehicles not registered will be cited.** When ordering your permit, please ensure all your contact information is up to date and accurate. **Parking permit accounts, credentials, or virtual permits may not be shared.**

For step-by-step directions on how to obtain your permit, please click on the following:
<https://www.citruscollege.edu/campussafety/Pages/IParqPurchase.aspx>

As a friendly reminder,

- Student parking permits are **ordered each semester/intersession** and are only valid **for that specific semester/intersession**
- Student permits are **not** valid in employee, client, district vehicle or metered parking stalls
- All vehicles parked on campus must have a valid parking permit at all times
- For your safety, all vehicles must be parked facing into the stall; **head-in-parking only**
- Motorcycles must have a **valid motorcycle permit** and must be parked in a designated motorcycle parking area, not in a vehicle parking stall
- There is no overnight parking on campus
- Failure to abide by any of the above will result in a citation with a minimum of \$35 per violation
- For a full text of the campus parking and traffic regulations, see [AP 6750](#)

Order your permit now and avoid getting a citation. If further assistance is needed, please contact Campus Safety at (626) 914 - 8611.

Thank you,
Citrus College
Department of Campus Safety

Campus Parking Update

Ben Macias, Director Campus Safety

Mon 08/01/2022 5:18 PM



Citrus Community College District
1000 W. Foothill Blvd., Glendora, CA 91741

eMEMO

DATE: August 1, 2022
TO: Citrus College Campus Community
FROM: Ben Macias, Director of Campus Safety
RE: Campus Parking Update

To the Campus Community,

At the June 21, 2022 Board of Trustees meeting, the Board approved an updated District policy and procedure regarding parking on campus, [AP 6750](#).

The updated version of AP 6750 is a result of a collaborative effort on campus that will improve the application of parking policies through a fair and educational enforcement program. The intent of the regulations contained within are to promote safe and orderly movement of traffic and parking of vehicles on District property

The following is a courtesy notification to all students and employees of the following key revisions that were approved in AP 6750:

Effective Monday, August 29, 2022:

1. Parking Enforcement:

- **Parking enforcement will now be 24 hours a day, seven days a week.**
- **Valid parking permits will be required every day, all day, everywhere on campus.**

2. ADA Parking / Use of ADA Placard or ADA License Plate:

- Drivers/vehicles who display a valid Department of Motor Vehicles (DMV) ADA placard, temporary ADA placard, or ADA license plate; or who park in a designated ADA parking stall; **must also have a valid parking permit.**

3. Electric Vehicle (EV) charging station:

- Vehicles parked in an EV parking stalls **must be actively charging and must also have a valid parking permit.**

4. Citation Payment Plan:

- In accordance with California Assembly Bill No. 503 (Chapter 741), a registered owner (CVC 460, 505) or person responsible for vehicle citations received on campus **will be eligible to enroll in a citation payment plan when they have two or more unpaid parking citations or a single citation of at least \$250.**

Signage in the parking lots are currently being updated and will reflect these changes by the start of the fall 2022 semester.

Additionally, all other parking regulations will still be in effect and failure to follow these will result in a citation. Some examples include the following:

- Parking in a red zone
- Parking in an expired meter
- Parking in a client stall
- Parking in a disabled stall without a valid DMV ADA placard or license plate
- Parking on the interior of campus
- Parking in a loading zone for more than 15 minutes
- Failure to park within a designated parking stall or in a designated parking area
- And a common violation, which is easily avoided, **head-in parking only (do not back into a parking stall)**

For further information regarding campus parking and traffic regulations, please review the full text of [AP 6750](#).

If you have any questions regarding any of the above, please do not hesitate to contact the Department of Campus Safety at (626) 914-8611.

Finally, a separate email regarding parking permits for the upcoming academic year is forthcoming.

Thank you,

Citrus College
Department of Campus Safety
(626) 914 - 8611