

DATE: January 31, 2024
TO: Citrus College Students
FROM: Ben Macias, Director of Campus Safety
RE: Spring 2024 Student Parking Permits

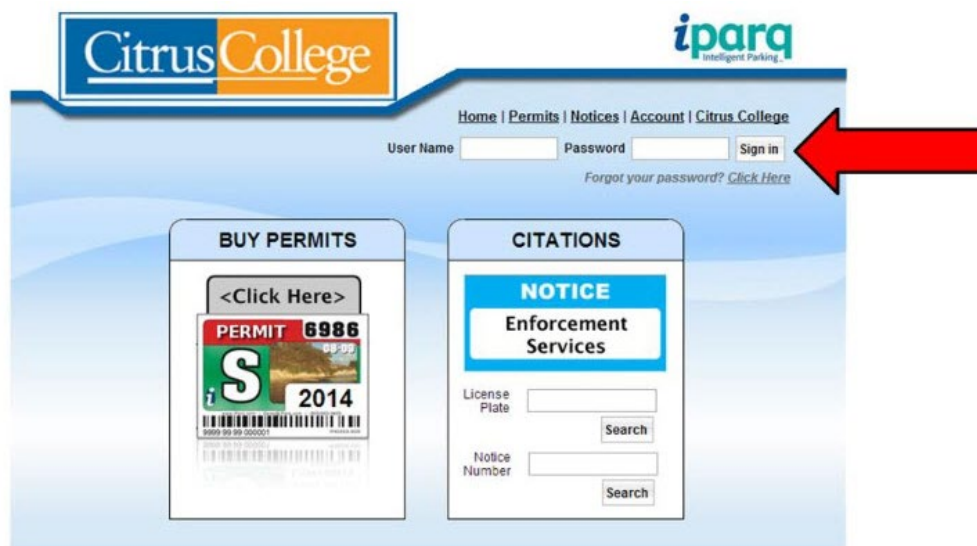
The following is an important parking update regarding **spring 2024 parking permits**. As a friendly reminder, parking permits are required in all campus parking lots, at all times.

- Spring 2024 parking permits will go on sale **Monday, February 5, 2024** and will be required for the spring semester **on Wednesday, February 28, 2024.**
- Spring permits will be \$70 or \$30 for California College Promise Grant (CCPG) students and can be purchased online at the [iParq](https://citruscollege.thepermitstore.com/) website:
 - <https://citruscollege.thepermitstore.com/>
- As a reminder, semester/intersession parking permits are “virtual.”
 - No physical semester parking permit will be mailed to you.
 - There will not be a temporary parking permit to print or display.
 - No physical permit will need to be affixed to the front windshield of your vehicle.
 - The vehicle license plate you register when purchasing your parking permit will act as your “virtual” parking permit.
- Please **enter the correct license plate number** of your vehicle when ordering your permit **and link the vehicle to your current permit** to avoid receiving a citation.
- Once a permit is ordered online, your permit is activated immediately and will be valid the first day of the spring 2024 semester which begins on February 21, 2024.

How To Order Your New Permit:

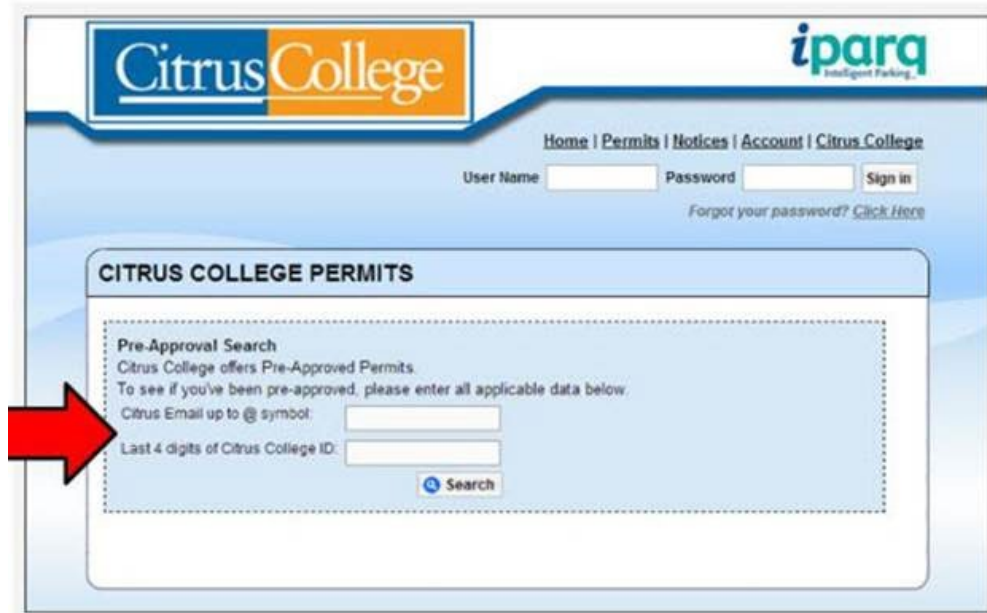
Current students who have previously ordered a permit:

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.' Below this text are two input fields: 'Citrus Email up to @ symbol:' and 'Last 4 digits of Citrus College ID:'. A red arrow points to these input fields. A 'Search' button is located below the input fields.

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