



PARKING POLICIES and PROCEDURES

Office of Practicum Experiences & Teacher Induction

1. POLICIES AND CRITERIA FOR PARKING PERMITS

- Parking permits are awarded by semester on a first come/first serve basis and based upon days of the week students are completing practica, distances to school sites, lack of public transportation available, number of students at the site, etc.
- Preference will be given to students who are willing to carpool
- The college has no control over and makes no representation as to the driving or vehicles of listed students. No inference that the students listed herein are acting as agents or employees of Boston College should be drawn from the listing or the issuance of parking permits

2. ELIGIBILITY

- The student must be an undergraduate student, **living on campus**
- The student must be enrolled in a practicum field assignment in the Lynch School for the given semester
- The vehicle must be owned and registered by an immediate family member
- The student is responsible for the required parking fee: *\$518 per semester*

3. REGISTER & SUBMIT PRACTICUM APPLICATION

- Officially register for a practicum through the Registrar's Office
- Submit a **pre or full practicum application** online at: htmlbprod.bc.edu/pracapply
- Return the parking application to Campion 103 or email it to prac@bc.edu

4. APPLY FOR PARKING PERMIT

- Complete a parking permit application, available in Campion 103 or via email request, and return it to the Practicum Office on or before **April 15** for fall semester and **December 1** for spring semester
- If approved for a permit you will receive an email from the Practicum Office with instructions for claiming your permit through Agora
- Once you receive the email, submit a *University* application online through Student Services
 - Website: <http://www.bc.edu/offices/transportation/>
 - You will need your BC ID to pick up your permit in Lyons Hall

5. WAITING LIST LSOE

- Students who are eligible and have *not* been assigned a parking permit will be placed on the parking permit *waiting list*
- Students will be contacted personally if a parking permit becomes available

