



## BOSTON COLLEGE

AUXILIARY SERVICES

May 5, 2009

To: All Boston College Employees

From: P.J. Cappadona  
Manager of Transportation and Parking, Auxiliary Services

Subject: 2009-2010 Parking Permit Information

I would like to begin by saying thank you for your continued cooperation and assistance as we perpetually improve the parking system at Boston College. As you know, the use of parking permits allow the University to better control unauthorized parking on campus and offset the increasing costs of parking maintenance and security. We have heard from many members of the community and continue to work with the Parking Advisory Council to develop policies and procedures. The faculty, staff and students who comprise the members of this Council have provided valuable input (e.g. - shuttle stop additions on the Brighton Campus, and signage) that has been utilized to address parking and transportation issues throughout the year.

All University employees who park on campus are required to have a new parking permit on their vehicle(s) each year. All current permits expire May 31, 2009. Applications for the 2009 - 2010 permits, valid through May 31, 2010, will be available beginning today through Agora <https://agora.bc.edu/login/menu>. Effective June 1, 2009, any employee entering campus are required to have a valid 2009 - 2010 permit on their vehicle.

Rates and specific details about eligibility for each permit type can be found on the Transportation and Parking web site at <http://www.bc.edu/transportation>.

A detailed outline of the regulations and permit application process follows.

For more information on the application process, please contact our Transportation and Parking office at extension 2-0151 or via e-mail at [transportation@bc.edu](mailto:transportation@bc.edu).

*(NOTE: As not all employees have access to a computer, please print this bulletin and circulate to team members in your department who may not receive the e-mail and please assist these individuals as necessary to access Agora for registry of their vehicles.)*

### **Application:**

- Each employee may register up to three vehicles and may use the **MOVABLE** permit on all three vehicles (note: motorcycles will require a separate permit through a manual application process to be completed at Student Services).
- Upon application all employees will be enrolled in the pre-tax payroll deduction program for payment of the permit. Payroll deductions will begin in June or the next paycheck after your enrollment.

To apply for your Boston College parking permit:

1. Visit <https://agora.bc.edu/login/menu>.

2. You will enter a page titled "My Services," click on the "Parking Permits and Citations" link.
3. Complete the forms on the site.
4. If you receive an error message during the validation step of the permit request one of the following may be a reason for this error message:
  - a.) If the vehicle you want to use for a permit is associated with another person's account, you will not be able to register this vehicle.
    - To resolve this error message, please contact The Office of Student Services, extension 2-3300 to address your specific situation.
  - b.) If you or the vehicle you want to use for a permit has citations issued to it, you will not be able to register this vehicle until the citations are resolved.
    - You can pay tickets on line by going to [www.bc.edu/payparkingtickets](http://www.bc.edu/payparkingtickets). You will need the ticket number and plate number to pay on line.
5. Success is indicated by a screen that says **YOUR PARKING PERMIT REQUEST HAS BEEN RECORDED.**
6. If you need to correct your address information, please do so in Agora. The corrections will appear the day after you make the change.

**Getting Your Permit:**

- Parking permits must be **PICKED UP** at Student Services beginning May 19. **Permits can ONLY be picked up after May 19.** Employees must do so in person with a Boston College photo ID or state driver's license.
- Permits cannot be distributed through the mail.

**Transponders:**

- **DO NOT THROW AWAY YOUR TRANSPONDER.** Your permit will change, but your transponder remains the same.
- Anyone requiring a replacement transponder will be charged a replacement fee of \$20.
- For additional information about the transponders visit the Transportation and Parking web site <http://www.bc.edu/transportation>.

**Finally, should you forget your permit or transponder on your car when you come to work, you will be directed to park in the Beacon Garage and pay regular visitor rates.**