**Gentle Reminders:**

- First year students are not eligible per the housing agreement to bring vehicles to campus

- Submit only one registration per person, submitting multiple registrations may slow down the process

- Registrations are processed manually on a first-come, first-served basis. By submitting, you reserve a parking space from the limited inventory and permits are non-refundable

- Allow time for permit assignments and processing; you will receive a confirmation email once completed.

- You will be notified via email from the Mail Services Center package/mail system when your approved permit is ready for pick-up.

**Step-by-Step Guide:**

1. **Access Omnigo Online Registration**: Click Here

2. **Select Permit Type**:

    - Options: Annual Lot Permit ($300) or Annual Street Permit ($150)

    - Choose Parking Lot/Street Options, read and check acknowledgement

    - Click the "Continue" button.

**Parking - Vehicle Registration**

**DO NOT COMPLETE THIS FORM TO UPDATE YOUR VEHICLE**
Please email parking@coloradocollege.edu to update your information.

You will need your CC ID number and license plate number

**Please review the Parking Website for parking information and regulations**

Online Permit & Vehicle Registration

Permits are valid from September 1 to August 31 and must be renewed annually.

All vehicles parked on campus must display a valid parking permit.
CC requires the registration of any motor vehicle parking on any property owned or leased by the College, including, but not limited to, vehicles, motorcycles, Gem-carts, mopeds, scooters. Only vehicles with registered license plates may use Colorado College Parking lots. Any parked vehicle not registered through the Parking Office (or holding paid visitor parking) will be subject to a parking citation. First year students are not eligible to park on campus, per their housing agreement and pathfinder.

Permits are given on a first-come, first-serve basis.

CC issued parking permits may only be used to park in the lots and/or in street zones/areas for which they are designated. They are not valid outside of their designated area. Use in an area other than which they are designated may result in issuance of a citation.

| Permit Type | ANNUAL LOT PERMI v |
| Preferred Parking Lot Options (First Come, First Serve) | E1 LOT v |
| I authorize the Colorado College Student Accounts Office to charge the full cost of my parking permit upon registration submission and is non-refundable if permit is not picked up. I understand that if I should receive a parking citation(s), and do not pay, then all unpaid citation amounts, at the end of each month, The College Student Accounts Office will charge these amounts, attributable to the failure of adhering to the campus parking regulations. | YES, I ACKNOWLED( v |

Continue

3. **Enter Contact Information**:

- Provide CCID#, First Name, Last Name, CC Mailbox, Cell Phone, CC Email.

- Click "Save" then "Continue".

4. **Enter Vehicle Information**:

- Provide Type, Make, Color, License Plate Number (no dashes/spaces), License Plate State.

- Click "Save and continue" then "Continue".

5. **Review Registration Submission:**

- Modify any section if needed.

- Add additional information in the "NOTES/COMMENTS" section.

- Click "Continue".

## Online Permit Registration

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Start | Contacts | Vehicle | Review | Finish |

[Back] [Continue]

| | |
|---|---|
| Permit Type: | ANNUAL LOT PERMIT ($200) |
| Lot/Street Options | C1 RESIDENTIAL LOT |
| I authorize the Colorado College Student Accounts Office to charge the full cost of my parking permit. | YES, I ACKNOWLEDGE |

### Contacts Information: [Modify]

**Contact 1**

| CCID#: | 123456 |
|---|---|
| First Name | FIRST NAME |
| Last Name | LAST NAME |
| CC Mailbox #: | CC MAILBOX NUMBER |
| Cell Phone: | Current Cell Phone Number |
| CC Email: | CURRENT CC EMAIL |

### Vehicles Information: [Modify]

**Vehicle 1**

| Make: | ACURA |
|---|---|
| Color: | BEIGE |
| Plate Number (no dashes/spaces): | 123ABC |
| License State: | CO |

Notes: (Please provide your 2nd specific lot/street choice here)

[Back] [Continue]

6. **Submit Registration**:

- You will receive a Permit Registration Number.

- No auto-generated email confirmation from Omnigo.

- View and save a PDF of your record.

**Online Permit Registration**

| 1 | → | 2 | → | 3 | → | 4 | → | 5 |
|---|---|---|---|---|---|---|---|---|
| Start | | Contacts | | Vehicle | | Review | | Finish |

**Your Permit Registration Request has been filed.**
Your Registration Number is: 5148

```
REGISTRATION COMPLETE!

THANK YOU FOR SUBMITTING YOUR REGISTRATION.

FRIENDLY REMINDERS:

BY REGISTERING FOR A PERMIT, YOU ARE RESERVING A PARKING SPACE FROM OUR LIMITED INVENTORY. PLEASE NOTE THAT PERMITS ARE NON-
REFUNDABLE.

PERMITS ARE NON-TRANSFERABLE. IF YOU NO LONGER NEED YOUR PERMIT, PLEASE RETURN IT TO THE PARKING OFFICE, AS PERMITS ARE ASSIGNED
TO INDIVIDUALS AND THEIR REGISTERED VEHICLES.

NEW 25/26 PERMITS ARE VALID STARTING SEPTEMBER 1ST. PLEASE DISPOSE OF EXPIRED PERMITS TO AVOID CITATIONS FOR USING THE WRONG
PERMIT.

BY SUBMITTING YOUR PERMIT REGISTRATION, YOU AUTHORIZE THE STUDENT ACCOUNTS OFFICE TO WITHHOLD THE FULL COST OF YOUR PARKING
PERMIT.

PERMIT PICK-UP INSTRUCTIONS:

ONCE YOUR PERMIT IS READY FOR PICK-UP, YOU WILL BE NOTIFIED VIA THE MAILROOM PACKAGE/MAIL SYSTEM.

PLEASE BRING YOUR GOLD CARD TO ACCESS THE MAILROOM AND VERIFY YOUR IDENTITY.
```

View Permit Registration      Close

7. **Permit Assignment**:

- Your submission will be reviewed and assigned a permit on a first-come, first-served basis.

- You will receive an email from Parking@coloradocollege.edu with your assigned permit location and number and pick-up instructions.