

2009-2010 PARKING PERMIT AND REGISTRATION INFORMATION FOR CONTINUING EDUCATION STUDENTS AND GRADUATE STUDENTS

All students, even those who are on campus only in the evening, faculty/staff, and guests are required to have a permit to park on campus and must park in the area designated by their permit.

Continuing Education and Graduate students carrying between 3 and 11 credits must register for a CE parking permit online. The cost is \$20.00 per semester or \$30.00 for a full academic year. Vehicles with CE permits are allowed to park in the yellow CC lots located off Madison St. and on Winchester St.

Any student carrying 12 or more credits must register for a CC (commuter) permit.

TO APPLY FOR A PARKING PERMIT:

1. Go to: www.keene.edu/campussafety/parkingrules.cfm
2. Select Link for "The Permit Store"
3. At "Destination", type "Keene"
Follow the instructions as indicated. **You will be applying for either a CE (full year) or CEF (fall semester) permit.**
4. Your Datatel (ID) number appears on your student ID card.
5. Pay via credit/debit card, e-check, check or money order only.

If you are paying by check or money order, your permit will be mailed when the check or money order is received.

If you are paying by credit/debit card or e-Check, once you have entered your credit card information, you will receive a message that says "approved" – this means your form of payment was accepted – your parking request must still be approved.*

6. **Permits are mailed out beginning in July.** If you do not receive your permit by August 1st, contact the Parking Office at 358-2227.

Purchase and possession of a permit **does not** guarantee parking will be available at all times.

* **Denial of Parking Privileges** – Keene State reserves the right to deny parking privileges to students/vehicles with unpaid parking violations, those who have accumulated an excessive number of tickets (5 or more) and/or individuals not meeting the criteria to qualify for a specific permit. These students may appeal, in writing, to the Director of Campus Safety at parkingservices@keene.edu.

Continuing Education students carrying fewer than 3 credits can register for their parking permit at no charge in the Continuing Education office. The information needed is:

License plate number
State of registration
Year, make and model of the car

Owners of vehicles parked on Keene State College property park at their own risk. Keene State College is not responsible or liable for theft, fire, vandalism, or any other damages that might occur while parked on College property.

Please refer to the Campus Parking and Motor Vehicle Policies for additional parking information:
www.keene.edu/campussafety/parkingrules