ANNUAL PARKING RENEWAL INFORMATION AND INSTRUCTIONS

Annual renewal is that period of time set aside for the renewal of parking for those employee and student locations that are ungated. Annual renewal includes Hagood Park and Ride locations, after-hours locations and ungated monthly-contract parking programs. All employees and students who park in any of these programs are required to update their parking information. During the renewal period we, the Office of Parking Management, update and verify our parking database overall as well.

How To Renew:

Annual renewal will begin Monday, August 15 and go through September 30, 2016.

There are two ways in which you can renew your parking. One is through Online Renewal. Click on the following link http://appserve.musc.edu/ParkIt_Renewal/ and sign in. Be sure to provide the necessary documentation and/or fees to receive your parking decal and/or parking hang tag.

You may also renew in person in our office at 91 President St. in the employee parking garage on the 2nd floor. Hours are Monday through Friday, 8:00 a.m. – 5:00 p.m.

EMPLOYEE RENEWAL

Ungated Monthly-contract Program: Employees who park in the ungated monthly-contract program are required to update or confirm vehicles, license plates, addresses, phones, etc. before receiving a new decal or permit for the new parking year. There is a $15 fee to register an additional vehicle or a $5 fee to replace a vehicle. In both cases the vehicle registration certificate (or copy) is required and the transaction should be done in the office.

After-hours Program: Employees who do not participate in the monthly-contract program but park in the after-hours program and wish to renew are required to update or confirm the information listed above as well. There is a $20 annual registration/renewal fee.

Those employees who participate in the monthly-contract program, whether in an ungated or gated lot, and who need after-hours privileges in a location other than their day-time location are required to update or confirm the same information as above for after-hours renewal and provide vehicle registration certificates (or copy) for additional vehicles or changes in license plates.

However, participation in the after-hour program is a privilege of parking in the monthly-contract program, so monthly-contract parkers are not required to pay the annual registration fee.

Hagood Park and Ride: Employees who park in the Hagood Park and Ride System are also required to update or confirm vehicles, license plates, addresses, phones, etc. before receiving a new hang tag for the next parking year. However, there is no fee for renewal for the Hagood system but vehicle registration certificates are required for new vehicles.
STUDENT RENEWAL

After-hours Program: Students who participate in the after-hours program and wish to renew are required to update or confirm the information listed above as well. There is no fee for renewal in the student after-hour program.

Hagood: Students who park in the Hagood Park and Ride System are required to update or confirm vehicles, license plates, addresses, phones, etc. before receiving a new decal for the next parking year. There is no fee for renewal but vehicle registration certificates are required for new vehicles.

NOTE:

Please be sure your address is correct if parking authorization is to be mailed.

If you have not received your decal/s or hang tag in the mail prior to September 24, please contact us. It is the parker’s responsibility to make sure he/she has the current parking authorization.

NEW DECALS AND HANG TAGS ARE REQUIRED BEGINNING OCTOBER 1