



---

From the Public Safety Department:

We are eager to welcome you back to campus for the Fall 2023/Spring 2024 semesters. Here is information regarding Students' parking on campus

**Parking applications will be randomly selected from all of those submitted. If your application is selected, this website will inform you which days to come to Jefferson Hall, Room 201, to purchase your decal. Applications will not be accepted in person. Please read the instructions below:**

1. One Application per Student. **Summit students must apply online for EVENING DECALS after August 7<sup>th</sup>, 2023**
2. Parking

**Parking applications will be randomly selected from all of those submitted. If your application is selected, this website will inform you which days to come to Jefferson Hall, Room 201, to purchase your decal. Applications will not be accepted in person. Please read the instructions below:**

1. One Application per Student. **Summit students must apply online for EVENING DECALS after August 7<sup>th</sup>, 2023.**
2. Parking will be determined for the year (fall/spring/summer).
3. You must clear all previous parking fines and/or holds. If you have any holds, your application will automatically be removed from the selection process.
4. You must submit your application online from **June 8<sup>th</sup>, 2023, to July 28<sup>th</sup>, 2023.** Please see the registration schedule\*.
5. To fill out the online registration form, you will need
  - o your QC User ID (this login info is also used for lab computers, wireless access on campus, etc.)  
[Please click here for more info.](#)
  - o driver's license
  - o your car registration
  - o schedule of classes
2. If **all** of your classes start after 3:00 P.M., for parking purposes, you are considered an **Evening** student. Note: The College has parking available for purchase for all evening students, but you are still required to fill out the application.

3. If **one or more** of your classes start before 3:00 P.M., for parking purposes, you are considered a **Day** student.
4. If you are selected to purchase a decal and cannot come in person, you could send a representative to the Public Safety Office in Jefferson Hall 201 during your assigned week. The individual should have a valid State issued id and a copy of your driver's license and car registration. Failure to do so will forfeit your chance of purchasing a decal.
5. When you're ready to purchase your decal, please make sure you bring the following:
  - Your driver's license. **You MUST have a valid driver's license to purchase a parking decal. A Learner's Permit WILL NOT be accepted.**
  - Your car registration. **Should be in the family name or address on the vehicle registration MUST match the last name or address on the student's driver's license.**
  - Your payment (major credit card, personal check, money order, cash).
6. If you wish to **expedite** your purchase of a parking decal, bring your payment in the form of a **personal check** or money order. **Checks will be deposited electronically on-site.**
7. If you are paying cash, you must first come to the Public Safety office in Jefferson Hall 201 with all the required documents (see # 9). We will check your information and direct you to pay at the Bursar's office (*office hours: Monday-Thursday 9:30 A.M. - 4:30 P.M. and Friday 9:30 A.M. - 1:00 P.M.*) in Jefferson Hall 200, and then you must return to Jefferson Hall 201 to pick up your parking decal.
8. Any students interested in purchasing handicapped parking or parking due to a medical condition must **first** apply online for **day** or **evening** parking, then contact the Office of Special Services in Frese Hall 111 at 718-997-5870 for further instructions, Monday-Friday 10:00 A.M. - 4:00 P.M.
9. **REFUNDS:** Students have until September 8, 2023, to return their decals for a full refund. Other refund/parking policies are listed in the rules and regulations booklet you will receive when you purchase your parking decal and can also be found online at the following website. [Parking Regulations](#)
1. Please note: A replacement decal for a new vehicle may be purchased for **\$25 ONLY AFTER the old decal is returned to the Public Safety Office** in Jefferson Hall 201. When replacing leased cars or for new cars, you **must** bring back the decal or pieces of it to be eligible for the \$25 replacement fee. Failure to return the decal will result in your having to purchase a new decal at **full price**. **(If available at the discretion of the Director of Public Safety.)**

3. You must clear all previous parking fines and/or holds. If you have any holds, your application will automatically be removed from the selection process.
4. You have to submit your application on the web from June 5, 2023, to July 28, 2023. Please see the registration schedule\*.
5. To fill out the online registration form, you will need
  - your QC User ID (this login info is also used for lab computers, wireless access on campus, etc.)  
[Please click here for more info.](#)
  - driver's license
  - your car registration
  - schedule of classes
6. If **all** of your classes start after 3:00 P.M., for parking purposes, you are considered an **Evening** student. Note: The College has parking available for purchase for all evening students, but you are still required to fill out the online application.
7. If **one or more** of your classes start before 3:00 P.M., for parking purposes, you are considered a **Day** student.
8. If you are selected to purchase a decal and cannot come in person, you could send a representative to the Public Safety Office in Jefferson Hall 201 during your assigned week. The individual should have a valid State issued id and a copy of your driver's license and car registration. Failure to do so will forfeit your chance of purchasing a decal.
9. When you're ready to purchase your decal, please make sure you bring the following:
  - Your driver's license. **You MUST have a valid driver's license to purchase a parking decal. A Learner's Permit WILL NOT be accepted.**
  - Your car registration. Your car registration. **Should be in the family name or address on the vehicle registration MUST match the last name or address on the student's driver's license.**
  - Your payment (major credit card, personal check, money order, cash).
10. If you wish to **expedite** your purchase of a parking decal, bring your payment in the form of a **personal check** or money order. **Checks will be deposited electronically on-site.**
11. If you are paying cash, you must first come to the Public Safety office in Jefferson Hall 201 with all of the required documents (see # 9). We will check your information and direct you to pay at the Bursar's office (*office hours: Monday-Thursday 9:30 A.M. - 4:30 P.M. and Friday 9:30 A.M. - 1:00 P.M.*) in Jefferson Hall 200, and then you must return to Jefferson Hall 201 to pick up your parking decal.
12. Any students interested in purchasing handicapped parking or parking due to a medical condition must **first** apply online for **day** or **evening** parking, then contact the Office of

Special Services in Frese Hall 111 at 718-997-5870 for further instructions, Monday-Friday 10:00 A.M. - 4:00 P.M.

13. **REFUNDS:** Students have until September 8, 2023, to return their decals for a full refund. Other refunds/parking policies are listed in the rules and regulations booklet you will receive when you purchase your parking decal and can also be found online at the following website. [Parking Regulations](#)
1. Please note: A replacement decal for a new vehicle may be purchased for \$25 **ONLY AFTER the old decal is returned to the Public Safety Office** in Jefferson Hall 201. When replacing leased cars or for new cars, you **must** bring back the decal or pieces of it to be eligible for the \$25 replacement fee. Failure to return the decal will result in your having to purchase a new decal at **full** price. (If available at the discretion of the Director of Public Safety.)