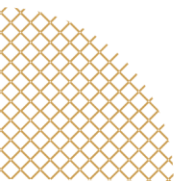


How to apply for a parking permit

Department of Public Safety



General Information

- Parking permits are the property of Ramapo College and are issued based on the applicant's status with the College.
- They are non-transferable to another party and are valid only on the vehicle to which they are assigned.
- Only commuter students may register two vehicles with the purchase of one hangtag permit. Resident students may only register one vehicle with the purchase of one permit.
- Lost or stolen permits must be reported immediately to the Public Safety Office located in Room C-102.
- Non-compliance with the rules and regulations of the College and the laws of the State of New Jersey may result in a citation, forfeiture of parking privileges, immobilization and/or towing/impoundment of the vehicle.
- All vehicles must have a decal or other form of official authorization to park on campus.
- Valid parking decals are to be visibly affixed on the inside of the rear left-side window
- Hangtags are to be hung on the rearview mirror
- Specific parking spaces are not assigned except as indicated in designated areas.

Parking Billing Policy

- **PARKING BILLING POLICY** The parking fee is not paid when a student applies for a parking permit. The parking fee automatically appears as a charge on a student's term bill.
- The first day to apply for a summer term parking permit at ramapo.thepermitstore.com is mid-May.
- The first day to apply for a Fall/Spring academic parking permit at ramapo.thepermitstore.com is mid-December for Spring and early August for Fall passes.
- Students, who do not intend to park a vehicle on campus at any time during the school year, can submit a *Parking Fee Waiver Form* to the Office of Student Accounts. Upon receipt of the waiver form, the Office of Student Accounts will verify that a student has not applied for a parking permit. When verification is completed, a credit will be posted to the student's account. If a student has applied for a parking permit, the waiver request will not be processed. website: <https://www.ramapo.edu/student-accounts/forms>
- Students may not apply for a parking permit and then submit a *Parking Fee Waiver Form* or submit a *Parking Fee Waiver Form* and then apply for a parking permit.
- If the Waiver Form is not submitted by the published deadline, the student is responsible for the parking fee charge, which will remain on the student's account.

Parking permits

- Parking permits obtained during the fall term are valid for the fall, winter and spring terms. Students entering for the first time in the spring term must acquire a fall/spring parking permit. Students charged in the fall term will not be recharged in the spring. Students, who submitted a Parking Permit Waiver in the fall term, do not have to resubmit a Parking Permit Waiver in the spring term. A new permit must be obtained for the summer term. There will be a one week grace period at the beginning of term before summonses will be issued.
- The College does not provide a fall only parking permit. All students who are registered for the fall term are charged the annual parking fee rate. Students who are **graduating** in January, student teaching, or are studying abroad in the spring semester are the **only** exceptions. Graduating students will receive a refund, equivalent to the spring parking fee charge, upon verification by the Graduation Office. The Office of Student Accounts will mail this refund check in mid-February. Study abroad students will have their fall account adjusted prior to the departure of their spring program.

Parking Waivers

- Students who do not intend to park a vehicle on campus at any time during the school year can deduct the amount of the Parking Permit Fee from their bill, providing the **online *Parking Permit Fee Waiver Form*** is completed no later than the **waiver deadline**. When the form is submitted, a credit will be posted to the student's account the following day. **Parking charges are NOT REMOVED from student accounts; they are offset by the credit of the waiver transaction. STUDENT ACCOUNTS WILL REFLECT BOTH THE CHARGE AND THE CREDIT.** If a waiver is submitted in the fall, a student does **not** have to resubmit a waiver in the spring. Spring waivers are only for students who were **not** registered in the fall.
- **All students who have not submitted a waiver by the published waiver deadline will be responsible for payment of the Parking Permit Fee charged to the student's account. The Waiver Form will not be available after the waiver deadline.** Students may not apply for a parking permit and then submit a Parking Fee Waiver Form or submit a Parking Fee Waiver Form and then apply for a parking permit. **Please use only the electronic version of this waiver form. Modified print versions and/or faxes will not be accepted. Thank you for your cooperation.**

Parking Fee Waiver Instructions

- Using My Ramapo
 - Log on to my.ramapo.edu
 - Click on Web Self-Service button in the middle of the left column
 - Enter Ramapo Email User Name and Ramapo Email Password
 - Click on Student Services & Financial Aid link
 - Click on Surveys, Waivers, Ballots, and Such... link
 - Click on Parking Permit Fee Waiver
 - Read the terms and conditions and click the COMPLETE button
- * Your waiver request will not be processed if you do not click the COMPLETE button. Review your account next business day to confirm your waiver request was processed. The College reserves the right to change costs and procedures at its discretion

Permit Store

- The college uses a third party website (IPARQ) to register for Parking Permits and to pay for Citations issued.
- ramapo.thepermitstore.com

<https://ramapo.thepermitstore.com/purchase.php>

- Do not apply for a permit until you have registered for classes.
- Resident Students do not apply until you have your housing assignment.
- Please ensure that you have not waived your parking fees.



User Name Password
[Forgot your password? Click Here](#)

RCNJ PARKING PERMITS
Fall 21-Spring 22 permits are now available for ordering.

APPLY FOR A PERMIT
[<Click Here>](#)

PAY CITATIONS
Enforcement Services
License Plate
Notice Number

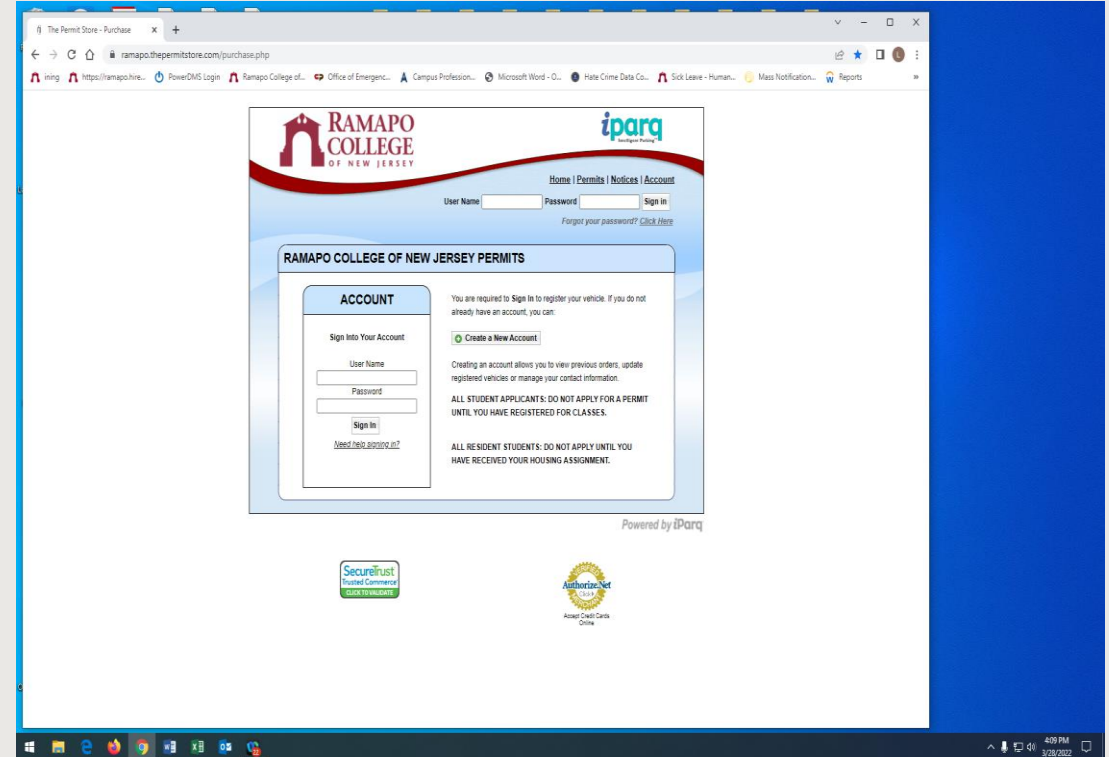
Powered by iParq



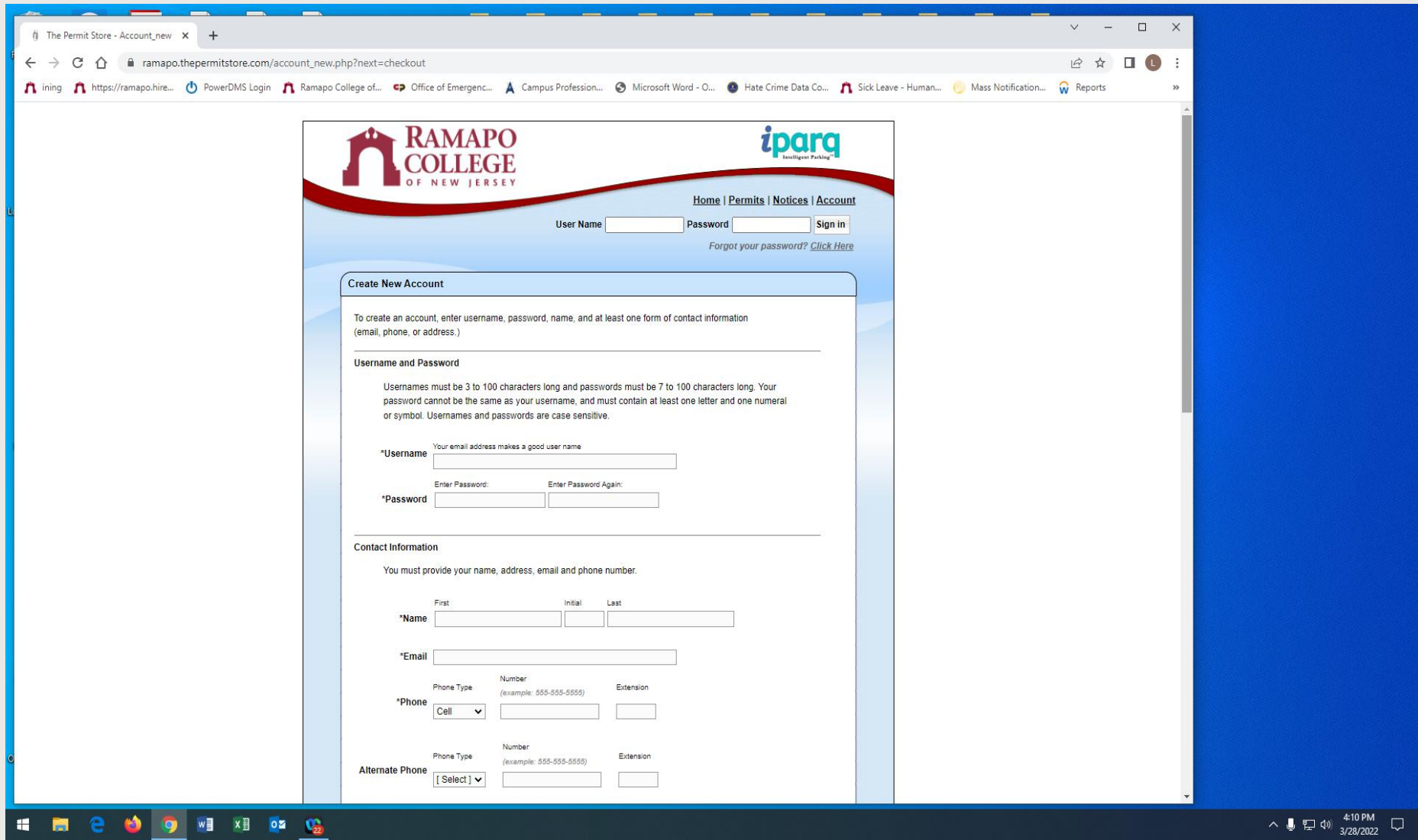
Create your Account

Create Account

- Click on Apply for a Permit
- Create an account to register yourself



Enter Information



The screenshot shows a web browser window with the URL `ramapo.thepermitsstore.com/account_new.php?next=checkout`. The page features the Ramapo College logo and the 'iparq' logo. Navigation links for Home, Permits, Notices, and Account are visible. A login section includes fields for User Name and Password, and a 'Sign in' button. A 'Forgot your password? Click Here' link is also present.

Create New Account

To create an account, enter username, password, name, and at least one form of contact information (email, phone, or address.)

Username and Password

Usernames must be 3 to 100 characters long and passwords must be 7 to 100 characters long. Your password cannot be the same as your username, and must contain at least one letter and one numeral or symbol. Usernames and passwords are case sensitive.

***Username** Your email address makes a good user name

***Password** Enter Password: Enter Password Again:

Contact Information

You must provide your name, address, email and phone number.

***Name** First Initial Last

***Email**

***Phone** Phone Type Number (example: 555-555-5555) Extension

Alternate Phone Phone Type Number (example: 555-555-5555) Extension

Shipping Information

- Be sure to add the correct address that you will receive the decal. It takes approximately two weeks to receive the decal.
- The correct address for Ramapo, If you live on campus :

First and Last Name

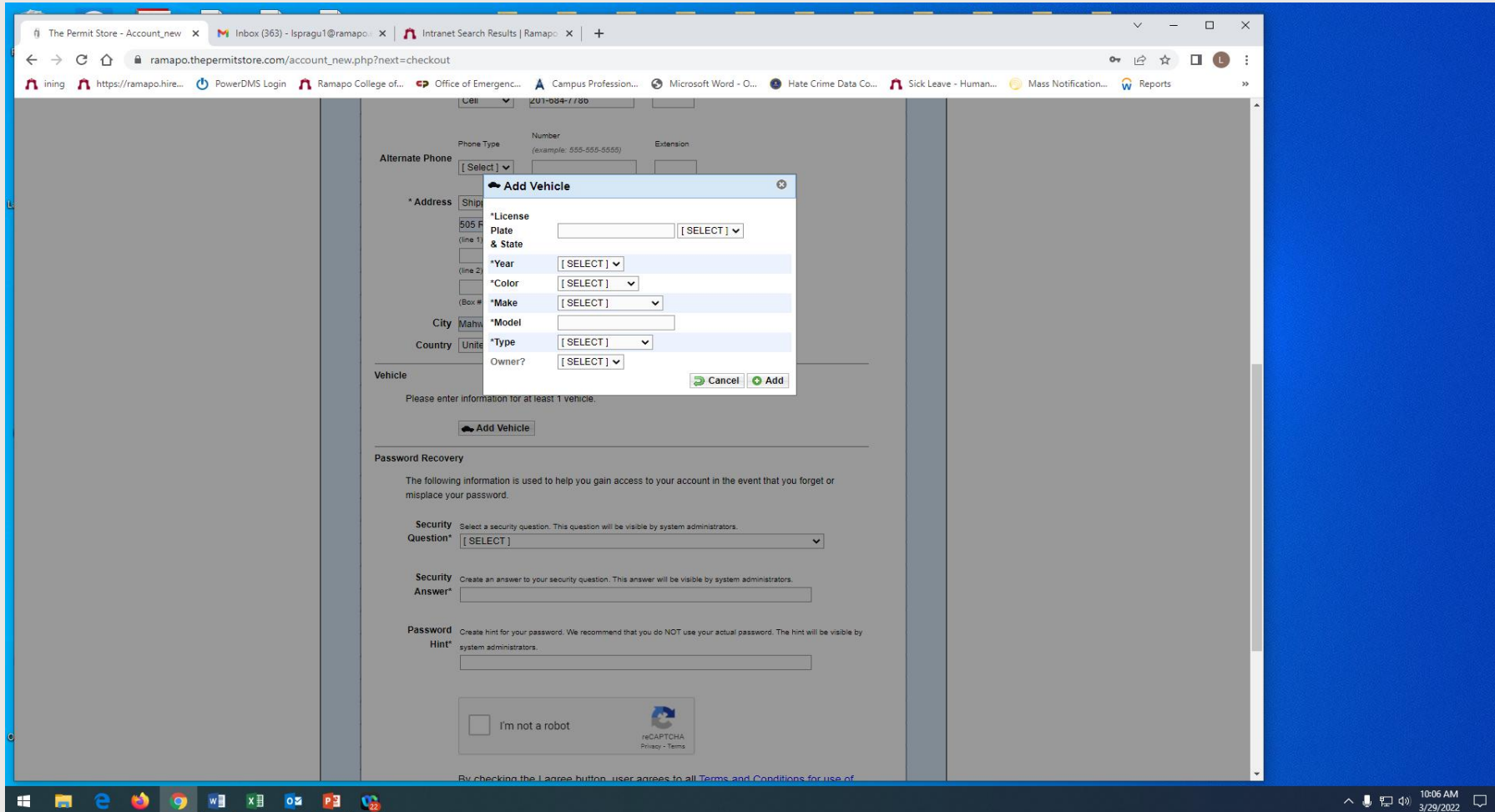
Campus Box Number

Ramapo College of New Jersey

505 Ramapo Valley Road

Mahwah, NJ 07430-1623

Add Vehicle Information



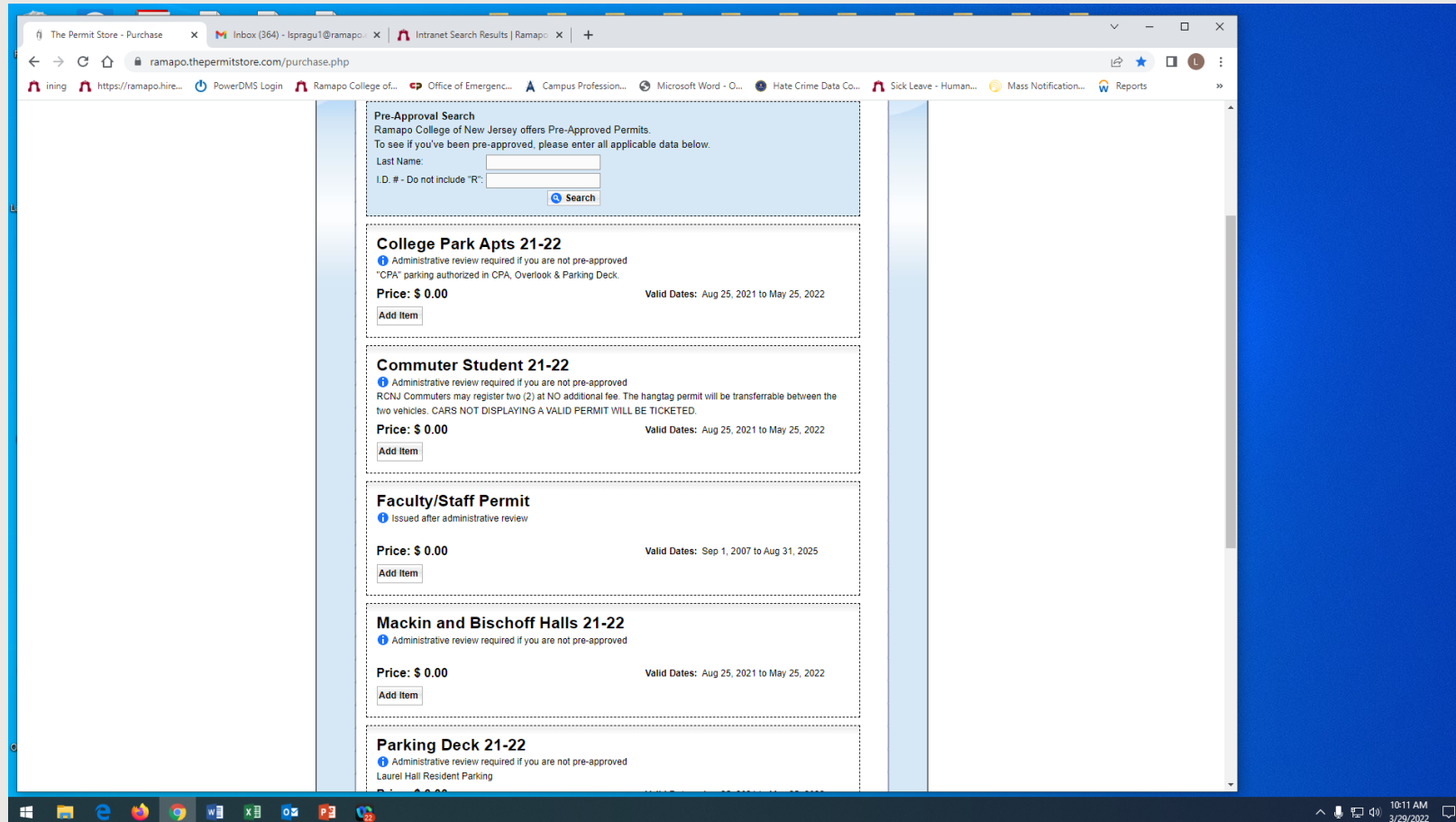
The screenshot shows a web browser window with the URL `ramapo.thepermitstore.com/account_new.php?next=checkout`. The browser's address bar and tabs are visible at the top. The main content area displays a user profile form with a modal window titled "Add Vehicle" open over it. The modal contains the following fields:

- *License Plate & State: [Text input] [SELECT] v
- *Year: [SELECT] v
- *Color: [SELECT] v
- *Make: [SELECT] v
- *Model: [Text input]
- *Type: [SELECT] v
- Owner?: [SELECT] v

Buttons for "Cancel" and "Add" are located at the bottom right of the modal. Below the modal, the main form includes sections for "Alternate Phone", "Address" (with fields for Ship, 505, line 1, line 2, and Box #), "City" (Mahwah), "Country" (United States), and "Vehicle" information. A message states: "Please enter information for at least 1 vehicle." Below this is an "Add Vehicle" button. The "Password Recovery" section includes a "Security Question" dropdown, a "Security Answer" text input, and a "Password Hint" text input. At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a "reCAPTCHA" logo with links for "Privacy" and "Terms".



Select Permit



The screenshot shows a web browser window with the URL `ramapo.thepermitstore.com/purchase.php`. The page features a search bar at the top and a list of permit options below. Each option includes a title, a brief description, a price, valid dates, and an 'Add Item' button.

Pre-Approval Search
Ramapo College of New Jersey offers Pre-Approved Permits.
To see if you've been pre-approved, please enter all applicable data below.
Last Name:
I.D. # - Do not include "R":
[Search](#)

College Park Apts 21-22
Administrative review required if you are not pre-approved
"CPA" parking authorized in CPA, Overlook & Parking Deck.
Price: \$ 0.00 Valid Dates: Aug 25, 2021 to May 25, 2022
[Add Item](#)

Commuter Student 21-22
Administrative review required if you are not pre-approved
RCNJ Commuters may register two (2) at NO additional fee. The hangtag permit will be transferrable between the two vehicles. CARS NOT DISPLAYING A VALID PERMIT WILL BE TICKETED.
Price: \$ 0.00 Valid Dates: Aug 25, 2021 to May 25, 2022
[Add Item](#)

Faculty/Staff Permit
Issued after administrative review
Price: \$ 0.00 Valid Dates: Sep 1, 2007 to Aug 31, 2025
[Add Item](#)

Mackin and Bischoff Halls 21-22
Administrative review required if you are not pre-approved
Price: \$ 0.00 Valid Dates: Aug 25, 2021 to May 25, 2022
[Add Item](#)

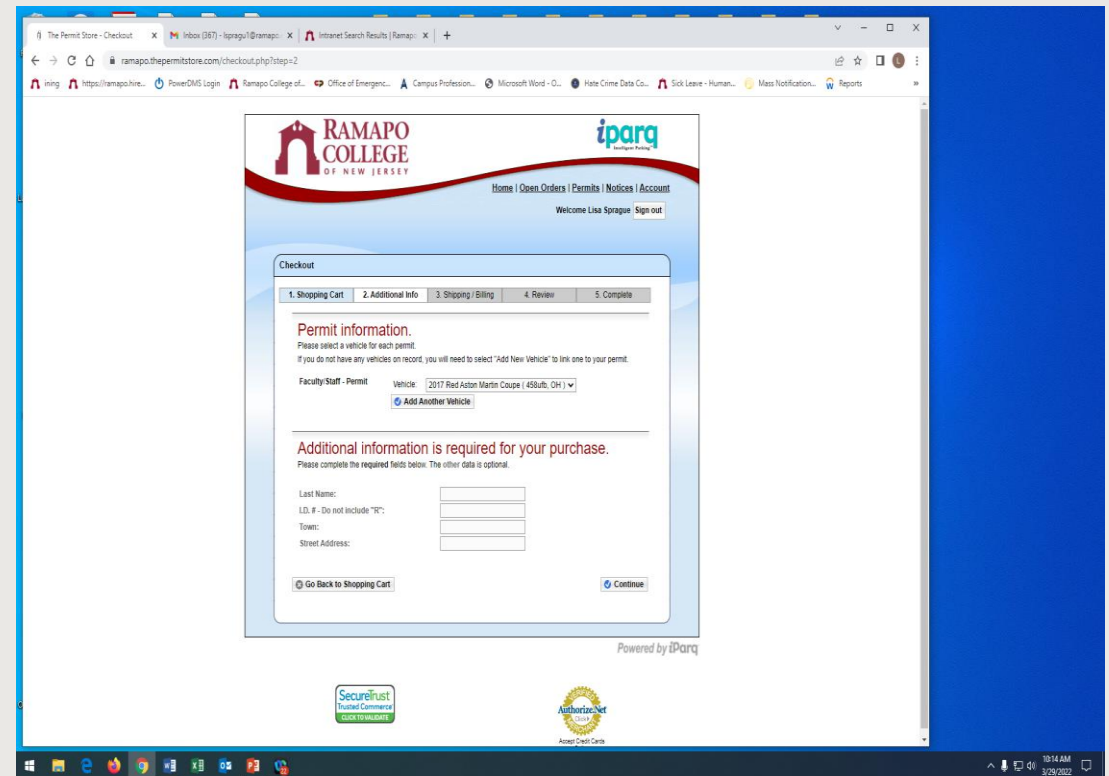
Parking Deck 21-22
Administrative review required if you are not pre-approved
Laurel Hall Resident Parking
Price: \$ 0.00 Valid Dates: Aug 25, 2021 to May 25, 2022
[Add Item](#)

Additional Info

Commuter Students

- Commuter Students are issued a hangtag permit ,to be displayed on the rearview mirror. This allows commuter students to register two vehicles on one tag. Ensure both vehicles are registered to your permit.
- Commuters are allowed to park in B1,B2,and B3 lots

Screen

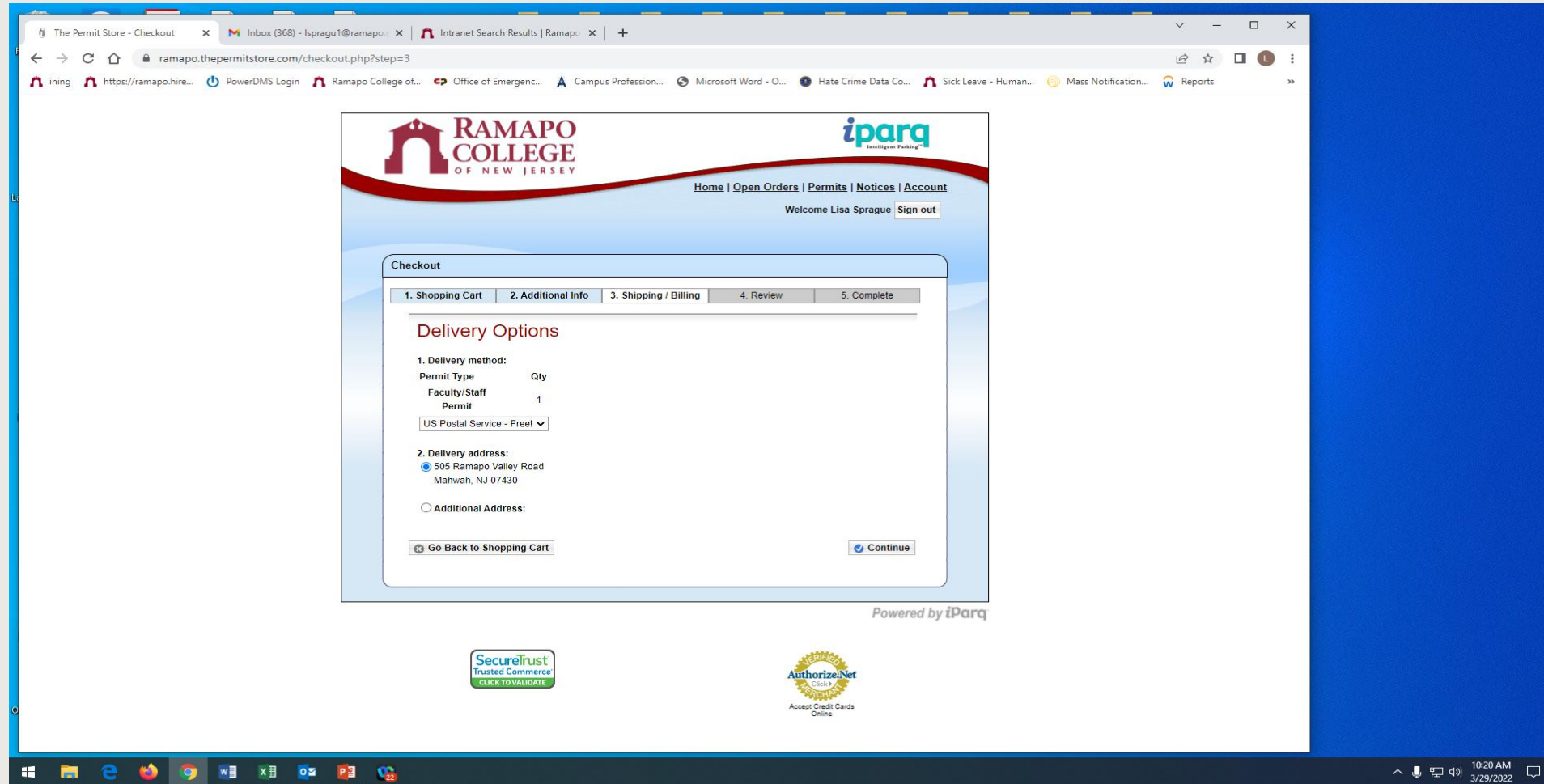


The screenshot shows a web browser window displaying the checkout page for a permit at Ramapo College. The page features the college's logo and the IPARA logo. A progress bar at the top indicates the current step is '2. Additional Info'. The main content area is titled 'Checkout' and contains the following sections:

- Permit information.** A sub-section with instructions: 'Please select a vehicle for each permit. If you do not have any vehicles on record, you will need to select "Add New Vehicle" to link one to your permit.' Below this, there is a dropdown menu for 'Vehicle' set to '2017 Red Aston Martin Coupe (45Sub, OH)' and a button labeled 'Add Another Vehicle'.
- Additional information is required for your purchase.** A sub-section with instructions: 'Please complete the required fields below. The other data is optional.' Below this, there are input fields for 'Last Name', 'I.D. # - Do not include "RC"', 'Town', and 'Street Address'.

At the bottom of the form, there are two buttons: 'Go Back to Shopping Cart' and 'Continue'. The page footer includes logos for 'SecureTrust' and 'Authorize.net' and the text 'Powered by IPARA'.

Select Delivery Options



The screenshot shows a web browser window displaying the checkout page for Ramapo College's iParq system. The page title is "The Permit Store - Checkout" and the URL is "ramapo.thepermitstore.com/checkout.php?step=3". The page features the Ramapo College logo and the iParq logo. A navigation menu includes "Home", "Open Orders", "Permits", "Notices", and "Account". A user greeting reads "Welcome Lisa Sprague" with a "Sign out" link.

The main content area is titled "Checkout" and shows a progress bar with five steps: "1. Shopping Cart", "2. Additional Info", "3. Shipping / Billing", "4. Review", and "5. Complete". The current step is "3. Shipping / Billing", which is titled "Delivery Options".

Under "1. Delivery method:", there is a table with the following data:

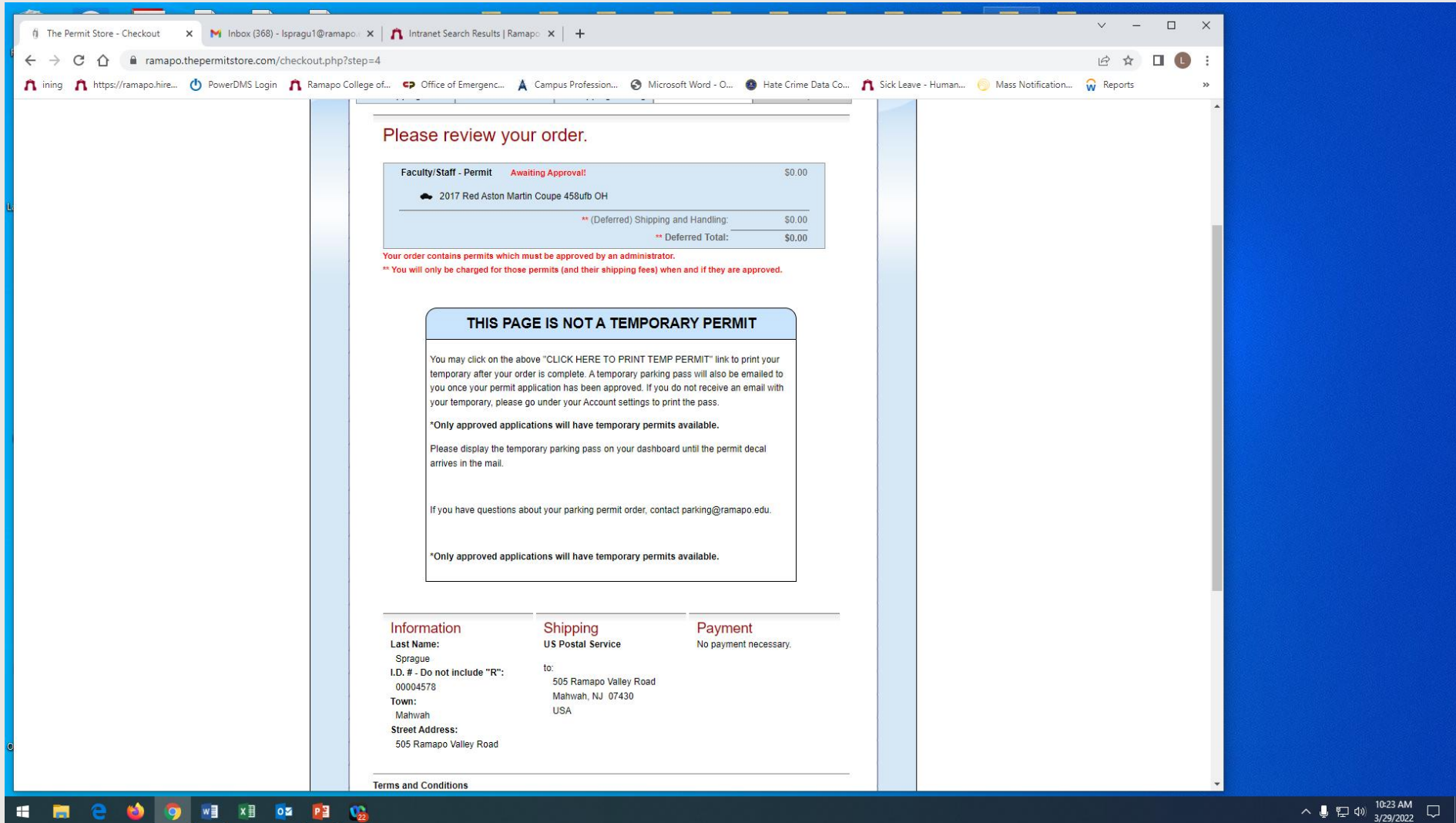
Permit Type	Qty
Faculty/Staff Permit	1

Below the table is a dropdown menu for "US Postal Service - Free" with a downward arrow.

Under "2. Delivery address:", there is a radio button selected for "505 Ramapo Valley Road, Mahwah, NJ 07430". There is also an unselected radio button for "Additional Address:". At the bottom of the form are two buttons: "Go Back to Shopping Cart" and "Continue".

At the bottom of the page, there are logos for "SecureTrust Trusted Commerce" and "Authorize.Net". The system tray at the bottom right shows the time "10:20 AM" and date "3/29/2022".

Review Your Order



The screenshot shows a web browser window with the URL `ramapo.thepermitstore.com/checkout.php?step=4`. The page title is "Please review your order." and it contains the following content:

Faculty/Staff - Permit	Awaiting Approval!	\$0.00
2017 Red Aston Martin Coupe 458ufb OH		
** (Deferred) Shipping and Handling:		\$0.00
** Deferred Total:		\$0.00

Your order contains permits which must be approved by an administrator.
** You will only be charged for those permits (and their shipping fees) when and if they are approved.

THIS PAGE IS NOT A TEMPORARY PERMIT

You may click on the above "CLICK HERE TO PRINT TEMP PERMIT" link to print your temporary after your order is complete. A temporary parking pass will also be emailed to you once your permit application has been approved. If you do not receive an email with your temporary, please go under your Account settings to print the pass.

*Only approved applications will have temporary permits available.

Please display the temporary parking pass on your dashboard until the permit decal arrives in the mail.

If you have questions about your parking permit order, contact parking@ramapo.edu.

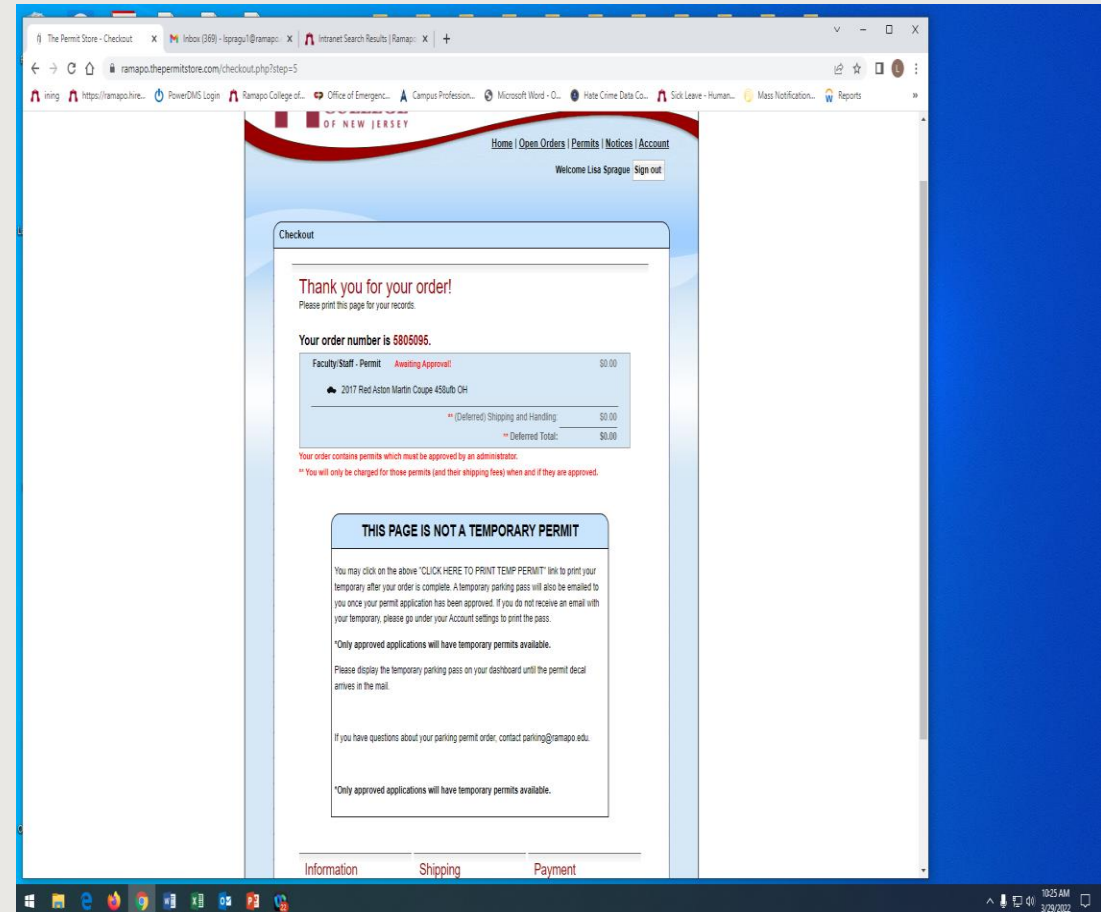
*Only approved applications will have temporary permits available.

Information	Shipping	Payment
Last Name: Sprague I.D. # - Do not include "R": 00004578 Town: Mahwah Street Address: 505 Ramapo Valley Road	US Postal Service to: 505 Ramapo Valley Road Mahwah, NJ 07430 USA	No payment necessary.

Terms and Conditions

Confirmation of Order

- Print or save this page
- When approved you will receive another email with instructions to print a temporary permit. Display the permit on your dash board. The temporary permit is good for 30 days.



Temporary permit

Email sent from Ramapo.service@thepermitstore.com:
Your permit application has been accepted.

Sign back in to your account, click on "Account" at the top right of screen. From here, select THE PERMIT ORDER # AND THEN "PRINT TEMPORARY PERMIT" to display on your dashboard.

If you have not received your actual permit in the mail within 10-14 BUSINESS days, please contact parking@ramapo.edu.

Location of Permit

- When you receive the permit, residents will affix the parking decal to the drivers side rear window, lower right hand corner.
- Commuters will receive a hangtag to be placed on the rearview mirror.
- Park in the appropriate lot. This information may be found on the Public Safety webpage (rules and regulations) at <https://www.ramapo.edu/publicsafety/parking-regulations/>

Questions

- If you still need assistance or have questions:
- Email parking@Ramapo.edu
- Be sure to include your Ramapo student ID # (R#)
- WELCOME TO RAMAPO!!

Parking Map

