



Virtual Parking Permits

In spring of 2022, Southwestern College and Parking Services introduced a new virtual parking permit system for all Southwestern College campuses.

How do virtual permits work?

Essentially, your vehicle's license plate will act as your parking permit. Individuals will register their vehicle information into the new iParq online parking permit system. iParq's permit software then generates a virtual permit linked to that vehicle's license plate number.

Officers will use a handheld device to scan and capture the license plate number. It is then referenced against the secure parking database to verify that the individual has a valid permit. **Please note**, when your license plate is scanned, officers do not see any personal information other than the individual's SWC permit history.

Scan here to request a virtual parking permit



Or visit swc.thepermitstore.com

Scan here to visit our parking info webpage



Or visit swccd.edu/parking

QUESTIONS? WE'RE HERE TO HELP!

SOUTHWESTERN COLLEGE PARKING SERVICES

900 Otay Lakes Road, Chula Vista, Bldg. 22

Phone: (619) 216-6611

Email: swcparking@swccd.edu

Lobby Hours: Monday - Friday, 8-5 p.m.

JAGUAR AQUATICS WELLNESS & SPORTS CENTER (JAWS)

900 Otay Lakes Road, Chula Vista, Bldg. 70

Phone: (619) 482-6327

Email: swcjawsgx@swccd.edu

Gym Hours: Monday - Friday: 5:30-8 p.m.

Pool Hours: Monday - Friday: 5:30 - 7:30 p.m.

Website: swcjaws.com



Parking & Permit Quick Reference Sheet

Please note that gym membership does **not** include free parking on campus or in reserved orange-lined Fitness Center spaces in Lot J. Parking permits are required to park at any SWC campus at all times.

VISITOR PERMIT COST

1-Hour permit	\$1	Valid for 1 hour in WHITE-LINED SPACES ONLY
1-Day permit	\$3	Valid until 11pm for date of purchase in WHITE-LINED SPACES ONLY
Monthly permit	\$10	Valid for 30 days from date of purchase in WHITE-LINED SPACES ONLY
Fitness Club Monthly permit	\$10	Valid for 30 days in ORANGE-LINED RESERVED SPACES in Lot J and WHITE-LINED SPACES (Not available for purchase by students or employees) Recurring payments and single month payments available.

AVOID CITATIONS

DESIGNATED PARKING SPACES:

Parking stalls are color coded to designate where students, employees, and visitors can park. Please be mindful of where you are parking to avoid citations:

White-lined spaces	=	Student, Hourly Employee, Vendor, Visitor, Community Fitness Center parking
Yellow-lined spaces	=	Adjunct, Contract Employee, Faculty parking – NO STUDENT OR COMMUNITY FITNESS CENTER PARKING
Orange-lined spaces (Lot J)	=	Community Fitness Center parking only (Requires special permit purchase) – NO STUDENT OR EMPLOYEE PARKING.

ORANGE-LINED SPACES (LOT J):

A special Fitness Club permit must be purchased to park in reserved Fitness Club spaces. Students and SWC employees are not permitted to park in orange-lined spaces in Lot J at any time. No exceptions.

NON-DESIGNATED AREAS:

It is prohibited to park in non-designated areas such as pathways, driveways, crosshatched areas, along roadways, or along parking lot curb lines. See parking Policies & Regulations for full details.

RESIDENTIAL RESTRICTED PARKING:

The City of CV established a residential parking district in the College Estates neighborhood across the street from SWC. City-issued residential parking permits are required to park along the streets in that area. Others will be cited. This is a city ordinance effective 8/22/16. College parking is also prohibited in the nearby Bonita Point Plaza, Otay Lakes Plaza, and College Plaza shopping centers. Violators may be towed.

TO PURCHASE A PERMIT

Go to swc.thepermitstore.com

STEP 1 – LOG IN

1. **If you already have an swc.thepermitstore.com account:** Click on **Visitor Sign In** and enter your username and password.

If you have never registered with swc.thepermitstore.com before: Click **Create New Account**.

STEP 2 – BUY VIRTUAL PERMIT (Choosing a permit)

2. Click on the button titled “<Click Here>” under the “Buy Virtual Permit” header.
 - a. Click on “Add Item” for the permit you would like to request/purchase.
 - b. Review the page to make sure you chose the correct permit, the pricing is accurate, and the quantity is right. Afterwards, click “Continue”.

PERMIT INFORMATION (Adding vehicles)

3. Click the Vehicle dropdown menu and then select “Add New Vehicle.” Enter vehicle information **accurately**.
 - a. If you make an error entering your vehicle information, you may click “Add New Vehicle” to re-enter the correct information.
4. Click “Add” and then select the vehicle you just entered under the dropdown menu.
5. You may enter and save as many vehicles as you want to create an inventory. However, only **one** vehicle can be associated to your permit. (Employees are permitted to have 2 vehicles associated to their permit, but only one can be on campus at a time).
 - a. To add your second vehicle, click “Add Another Vehicle” and use the dropdown to enter new information or choose one that has already been entered. When your two vehicles are chosen, click “Continue”.

PAY AND REVIEW ORDER


6. Delivery Options/Payment Options
 - a. For employees, make sure information is accurate before clicking “Continue”.
 - b. For students/visitors/Fitness Club Members, enter a payment method.
 - c. Please review your order. After reviewing the Terms and Conditions, click “I Agree” to finalize your order.
7. You can check your email to ensure your permit was purchased. You will receive two emails confirming your permit purchase and permit activation. Please note that the emails, or at least one of them, might be in your Junk folder instead of your Inbox.

Once you receive the email indicating that your permit has been activated, YOU’RE ALL SET! There is nothing further you need to do. Remember, the permit is virtual. You will not receive a physical permit. Thank you!

UPDATING YOUR VEHICLE INFO


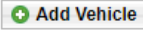
TO ADD OR REMOVE A VEHICLE IN YOUR VEHICLE INVENTORY LIST

(Manage vehicles):


1. Go to swc.thepermitstore.com
2. Click on **Visitor Sign In**
3. Click **Account** on the upper right corner.
4. Click **Manage Vehicle**.
 - a. **To add a vehicle:** Click the  **Add** box and enter your vehicle information, then click Add.
 - b. **To delete a vehicle:** Click **Remove** from your vehicle inventory list.

You can have as many vehicles as you like in your vehicle inventory list, **however**, only **one (1)** vehicle may be associated with your permit at a time.

TO ASSOCIATE A VEHICLE TO YOUR PERMIT (or remove/switch associated vehicle) **THIS STEP MUST BE COMPLETED FOR YOUR PERMIT TO BE VALID.**

1. Go to swc.thepermitstore.com
2. Click on **Visitor Sign In**
3. Click **Account** on the top right corner.
4. Click “**View Permits**”.
5. Click the **blue edit icon**  next to “**Vehicles**”. Your “**Current Vehicle Associations**” will be displayed.
 - a. **To associate a vehicle to your permit:** Select a vehicle from your dropdown box, then click the  **Add Vehicle** box.
 - b. **To remove a vehicle associated with your permit:** Click **Remove** next to the vehicle. This does not delete the vehicle from your account. It will simply keep it from being associated with your permit.
 - c. **To switch a vehicle associated with your permit:** If two vehicles are already associated with your permit, you must remove one to switch to another from your inventory list. Follow the steps above to remove a vehicle, then select another vehicle to add.

TO MAKE CHANGES TO A VEHICLE YOU ALREADY ENTERED (Change plate #...etc.):

1. Go to swc.thepermitstore.com
2. Click on **Visitor Sign In**
3. Click **Account** on the upper right corner.
4. Click **Manage Vehicle**.
5. Click on the vehicle you need to make changes to.
6. Make necessary changes, click **Save**
7. Confirm your changes by clicking **View Permits**, click on the **blue edit icon**  next to “**Vehicles**” and make sure the corrections are listed under your “**Current Vehicle Associations**”. If they are correct, you’re good to go!