

# FALL & SPRING—PARKING DECALS

## FOR RETURNING STAFF

(If Staff in AD 317 is Out of the Office, Please go to the Business Office)

<b><i>Plant Facilities – AD 317</i></b>
<i>8:00 a.m.—11:30 a.m. Monday to Friday 1:00 p.m.—3:00 p.m. Monday to Friday</i>
<b><i>Business Office – New Student Service Building – 2<sup>nd</sup> Floor</i></b>
<i>9:00 a.m. to 5:00 p.m. Monday to Thursday 9:00 a.m. to 2:30 p.m. Friday</i>
<i>Saturdays – 2/11/2017 to 2/25/2017: 9:00 a.m. to 1:00 p.m.(Semester Rush!)</i>
<b><i>Welcome Center – Cub Card Office – New Student Service Building – 1<sup>st</sup> Floor</i></b>
<i>9:00 a.m. to 6:00 p.m. Monday to Thursday 9:30 a.m. to 2:00 p.m. Friday</i>
Please Bring your Cub Card & License Plate Information with you when picking up your Decal!

## FOR NEW STAFF

1. Go to Plant Facilities Office AD 317 or Business Office (2nd Floor Student Services Building) during hours stated above & to obtain the proper forms & instruction.
2. Bring your License Plate information with you.
3. Please bring a copy of your assignment from Dept. Chair, Supervisor, Personnel Office AD 213.
4. You will be asked to pay \$15.00 for parking decal & cub card to Business Office (2nd Floor SSB)
5. Your cub card can be obtained in the “Welcome Center” (1st Floor Student Services Building)

Please park in the Faculty & Staff Parking Structure (Lot #4) on Heliotrope Drive.

*\*For Visitors, Vendors and Temp. Staff during the Semester Rush — Please see your department to arrange with Sheriff's department a one day pass or Temp. Permit.—AD 115*

Thank you

# Los Angeles City College

## Parking Decals/ Permits / Guest/ Visitors

<b>Full Time Decal</b> <i>Administrator/ Faculty/ Classified Staff</i>	Plant Facilities - AD 317 Business Office 2nd Fl - SSB -- Alternate
<b>Part Time Decal</b> <i>Hourly (Adjunct) &amp; Temp. Classified Staff</i>	Plant Facilities - AD 317 Business Office 2nd Fl - SSB -- Alternate
<b>Carpool Decal</b> <i>Employees- Rideshare Program</i>	Plant Facilities - AD 317
<b>One Day Permit/Temp Hanger</b> <i>Forgot your Decal / Rental Car Special Event / Meeting Personnel Interviews/ Vendor/ Guest New Employee Processing Volunteer/Intern/Project Match</i>	Sheriff's Department
<b>Student Worker</b> <i>Student Enrolled @ LACC Lot # 1, 2 &amp; 3</i>	Business Office 2nd Floor Student Services Building (SSB)