

Jane A. Student



Star Card

The **One** and **Only Card** for

- Student or Employee Identification
- Student or Employee Parking
- Library Services
- Computer Lab Access
- Vending
- Campus Dining
- Printing and Copying



lcc.edu

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The Lansing Community College StarCard is a:

- Student or employee identification card
- Student or employee parking card
- Library services card
- Computer lab access card
- Vending machine card
- Campus dining card
- Printing and copying card

StarCard accomplishes its tasks through a powerful embedded microchip and radio frequency identification technology all rolled into a thin plastic card. With the StarCard, you can pay for parking or other services, make purchases, and check out books and audio/visual materials from Library Services. The StarCard operates like a pre-paid debit card. Each StarCard has the ability to contain up to a value of \$99. The computer chip stores the monetary value placed on your StarCard and deducts value from it after certain transactions are completed like paying for parking or making vending machine purchases.

Where to get a StarCard

StarCards are available at Parking and I.D. Services, Room 215 Gannon Building during office hours:

Monday through Thursday
7:30 a.m. to 7:00 p.m. and
Friday, 7:30 a.m. to 5:30 p.m.
Hours are subject to change.

To receive a StarCard, you must be an enrolled and registered student with proof of registration. Examples of registration; Class Schedule, or Tuition Payment Receipt and show a valid Michigan driver's license, passport, or other acceptable form of picture identification when placing your request for a StarCard.

StarCard Add Value stations

StarCard users can add monetary value to the StarCard at StarCard Add Value stations located across campus. At any StarCard station, you may read the existing balance on your StarCard, add cash value to your StarCard, and print a receipt for value added.



Adding cash value can be accomplished by inserting a \$1, \$5, \$10, or \$20 bill at any StarCard Add Value station. Adding value to your StarCard using a credit card can only be done at one of the four specially programmed StarCard Stations designed for credit card transactions. (For these locations, turn to page four.) Please keep all receipts from add value transactions. If a receipt is not printed, please go to the Parking & ID Services to obtain a receipt.

If you wish to add value using a check, bring your StarCard to Parking and I.D. Services, Room 215, Gannon Building. If the StarCard Add Value station will not accept bills, or value is not credited to the card, come to the Parking and I.D. Services for assistance.

There is no refund for any unused value on your StarCard.



Locations of StarCard Add Value stations

For your convenience, more than one dozen StarCard Add Value stations are located across campus.

- **Abel B. Sykes Jr. Technology and Learning Center**
400 North Capital Avenue
1st floor outside the computer lab *
2nd floor in the library
- **Arts and Sciences Building**
419 North Washington Square
1st floor southwest exit
2nd floor near snack machines *
- **Gannon Building**
422 North Washington Square
1st floor northwest ramp door
2nd floor north lobby *
2nd floor Parking and I.D. Services, Room 215 GVT *
3rd floor northwest ramp door
- **Health and Human Services**
515 N. Washington Square
1st floor vending machine area
- **Livingston County Center at Parker Campus**
402 Wright Road
Howell, MI 48843
- **East Campus**
2827 Eyde Parkway *
East Lansing, MI 48823
- **West Campus**
5708 Cornerstone Drive
Outside of Food Court
- **University Center**
210 Shiawassee Street *
- **Gibson's Books & Beans**
320 N Capitol Ave, Lansing *

4 ***Accepts both cash and credit card**

Using StarCard Add Value stations

Adding value using cash:

1

Insert StarCard.



2

Value will be displayed.

3

Insert cash (\$1, \$5, \$10, \$20).



4

When finished press card return.



5

For receipt, press button indicated below arrow.



Using StarCard Add Value stations

Adding value to StarCard with money designated by programs, offices or entitlements

Adding Value Using Visa or Mastercard

1

Insert
StarCard.



2

Value will be
displayed.

3

Swipe
credit card.



4

Enter desired
amount
(minimum \$20)
to add to StarCard,
then press # or
enter button.



Wait for
authorization.
If transaction
"denied" appears,
try again or press
card return.

5

When
finished
press card
return.



6

For receipt,
press button
indicated
below arrow.



If you receive money designated by specific LCC programs, offices or entitlements (i.e. Trio grants, etc.), **to be used exclusively to pay for parking**, the designated amount can be added to your StarCard. To add value to your StarCard with funds specified by programs, offices or entitlements, you must bring appropriate documentation (i.e. award letter, etc.) to Parking and I.D. Services (215 GB) outlining the parameters of the award for parking. The amount indicated in the documentation or award letter will be added to your StarCard.

Entitlement and grant money cannot be used for food or vending purchases.

There is no refund for any unused value on your StarCard.



Using the StarCard for paid parking

Motorcycle parking

You must use your StarCard at all times when entering and exiting college parking areas, even if the gate is up or broken. If you fail to do so, your StarCard may be confiscated by the card reader.

When entering an LCC paid parking area, insert your StarCard into the reader. The reader will display the value on your StarCard. If you are authorized to park in this area, the time and date of entry are encoded onto your StarCard, and the gate will open.

If your StarCard does not work at the LCC parking ramp or the City of Lansing parking ramp (Capitol and Shiawassee), you may still enter by taking a ticket from the ticket dispenser at the ramp entrance.

You then need to bring the ticket and your StarCard to Parking and I.D. Services to determine why your StarCard did not work before you attempt to exit the ramp. **If you fail to bring your ticket and StarCard to Parking and I.D. Services to have the problem adjusted, you will be charged the cash rate upon exiting the ramp. Please understand that the Ramp Cashiers cannot help with StarCard problems.**

As you exit a paid parking area, insert your StarCard into the reader. The exit time is encoded and the appropriate parking fees are deducted from your card. The remaining value on your StarCard will be displayed in the digital readout.

If you enter any LCC paid parking area and exit before 15 minutes elapse, you are not charged any amount.

You may use any exit with your StarCard. You do not have to go through a cashier.

Keep your receipts for a record of value added to the StarCard. If no receipt was printed, then go to the Parking and I.D. Services main counter to receive one. Value cannot be added at the ramp exit. Booth operators cannot add value to your StarCard.



When entering the Gannon ramp with a motorcycle, please pull ahead as close to the gate as you can so the parking area can detect your motorcycle. You may then reach back to insert your StarCard into the StarCard reader. You may have to dismount your motorcycle in order to insert your StarCard. Or you may have to take a ticket and bring that ticket along with your StarCard to Parking & ID Services (GB 215) so that they may encode your entrance time on your StarCard. Failure to do so will result in paying the cash rate at the booth at your time of exit.

Motorcycle parking is also available in two other locations: LCC Lot H (located on Shiawassee St, behind the fire station) and LCC Lot D (located on Capital Ave. between the Administration building and the HHS building).

In both lots the motorcycle space is located at the southeast area of the lot and has a designated sign. Please park within the designated areas only.



Parking rates

What happens if your StarCard doesn't have enough value to pay for parking

College paid parking rates using a StarCard:

\$.40 cents per half hour or any portion thereof, up to eight hours.

\$.80 cents per hour starting with the eighth hour. Rates are in effect from 7am to 6pm (Parking rate enforcement times are subject to change at LCC's discretion)

Rates charge from 00:00 to 00:29 and 00:30 to 00:59 of any hour. Example: If you enter at 7:50am and leave at 8:10am even though you were only in the ramp for 20 minutes, you were parked in two half hour blocks, therefore you would be charged for one whole hour.

If a StarCard is used when entering, but not exiting, you will be charged the cash rate from 7am.

If a StarCard is not used when entering but is used when exiting, you will be charged the maximum daily rate of \$8.80

College paid parking rates using cash:

\$1.40 per hour. Rate is in effect from 7 a.m. to 11 p.m. Maximum daily rate \$10.00

City of Lansing parking ramp rates using a StarCard:

\$.80 per hour or any portion thereof. Rates are in effect 8 a.m. to 10 p.m. Maximum \$8.25 daily.

City of Lansing parking ramp rates using cash:

\$2.00 per hour. Rates are in effect 8 a.m. to 10 p.m. No access is allowed in or out of the North Capitol Ramp between the hours of 10pm and 6am the following day. The North Capitol Ramp is locked down on weekends and holidays.

All parking rates are subject to change.

If your StarCard has insufficient value to pay the appropriate parking fees, your StarCard will be confiscated by the card reader. You will need to pay a re-issue fee before your StarCard is returned. You may pay the re-issue fee and pick-up your StarCard during normal Parking and I.D. Services hours, Monday through Friday 7:30am-7pm, Friday 7:30am-5:30pm, at Parking and I.D. Services, Room 215, Gannon Building.

StarCards confiscated due to insufficient value will be assessed a re-issue fee, plus any parking fees owed. The re-issue fee is based on the following schedule:

- **First time =** returned free + fees owed
- **Second time =** \$5 + fees owed
- **Third time =** \$10 + fees owed
- **Any subsequent time =** \$15 + fees owed



Replacing lost, stolen, or damaged StarCard

To report a lost or stolen StarCard or problems associated with your StarCard or parking, contact:

Parking and I.D. Services at (517) 483-1798

Monday through Thursday
7:30 a.m. to 7:00 p.m. and
Friday, 7:30 a.m. to 5:30 p.m.

or

Police and Public Safety Department at (517) 483-1800

24 hours a day, seven days a week.

Lost, stolen or damaged StarCards will be re-issued for a fee of \$15. Value cannot be replaced on lost or stolen StarCards. Value can only be replaced on damaged StarCards if the damaged StarCard is turned into the Parking & ID Services Office.

Treat your StarCard with care. Do not bend, break, punch holes, or physically alter the StarCard in any other way. Protect your StarCard from direct sunlight, heat and cold or it may become warped and will be caught in card readers. StarCards that are caught in readers due to such causes will be subject to a replacement fee.

CATA bus fares & passes

CATA fixed-route payment options

Same low fares and pass prices!

Cash fares

Note: Fare boxes do not accept Canadian coins

Regular cash fare	\$1.50
Discounted cash fares	\$0.60

Students with valid CATA or college student ID card (ID not required for grades 5 and under)

Seniors (62 years or older with valid CATAclub, ADA or Medicare card)

Persons with Disabilities (with valid CATAclub, ADA or Medicare card)

Children under 42"FREE

Package of 10 Tokens\$10

Passes

Student semester pass

Lets you ride anywhere on CATA fixed-routes, as often as you like, for an entire semester.

Student semester pass \$50



31-Day pass

Lets you ride all CATA fixed-routes as often as you like for 31 consecutive days, starting on the first day you use it—no matter when you buy it.

Adult pass	\$35
Student pass.....	\$18
*Value pass.....	\$18

**The value pass is for seniors age 62 or older and persons with disabilities.*



10-Ride Card

Good for 10 one-way trips on all CATA fixed-routes.

Adult card	\$10
Student card	\$6
*Value card	\$6

**The value card is for seniors age 62 and older and persons with disabilities.*



CATA bus fares & passes

Using the StarCard to purchase printing credits

Spec-Tran

Spec-Tran is CATA's Americans with Disabilities Act (ADA) complementary paratransit service for people unable to use CATA's fixed-route system. It is an advance reservation, curb-to-curb service that uses small lift-equipped buses and vans to transport customers.

Please contact CATA to make reservations and for more information.

Spec-Tran

4 Punch Card\$10
10 Punch Card..... \$25



Where to purchase passes

On-line at www.cata.org or stop by:

Lansing Community College Parking and I.D. Services

Gannon Building, Room 215
Monday - Thursday 7:30 a.m. - 7:00 p.m.
Friday 7:30 a.m. - 5:30 p.m.

CATA Transportation Center (CTC)

420 South Grand Avenue, Lansing
Weekdays 7 a.m. - 7 p.m.
Weekends 9 a.m. - 5 p.m.

CATA Administrative Offices

4615 Tranter Street, Lansing
Weekdays 8 a.m. - 5 p.m.

Many area businesses and agencies also sell CATA passes. Call **394-1000** for the location nearest you.

Passes are subject to service terms and are revocable by CATA. Passes are non-transferable. Lost or stolen passes will not be replaced.

Printing credits are required to print to any student printer at LCC. The number of credits required to print varies by the type of job and printer. An initial allotment of 150 credits will be given to each enrolled student every semester and a user may accrue up to a maximum of 500 total credits. (You may check the status of your account at any time by logging into Star Port.)

The LCC printing system operates using the following credit assessment:

Laser printing – 1 credit per page

Color printing – 20 credits per page

Plotting – 20 credits per page

To acquire more printing credits, StarCard holders must go to one of the on-campus locations (mini-tills) to transfer up to \$20 from the StarCard into the printing credit account. At these locations, an attendant will deduct an amount from the StarCard and add the credits to your printing account at a rate of 1 credit per 5 cents. Payment must be made using an LCC StarCard. (For information on adding value to the StarCard turn to page three.)

Unused credits are available for the lifetime of the user's account.

Once credits have been added to a user's printing account, credits cannot be refunded or transferred.

Print credits are only used by printing pages from a computer. Print credits cannot be used to make copies on a copy machine. To use a copy machine either add value to the StarCard or deposit money into the copy machine.

Printing credit purchase locations

For your convenience, mini-tills are placed at the following locations on campus for adding credits to your printing credit account.

- TLC Computer Lab
- A&S 455 Liberal Studies Academic Resource Center (LS ARC)
- A&S 253 Writing Center
- TLC Library Checkout Desk
- GB 215 Parking & I.D. Services
- HS 016 Medical Locked Storage
- West Campus Computer Lab
- Livingston County Center
- University Center
- East Campus

Computer lab turnstile

In order to use your StarCard in the Computer Lab, you must be enrolled in a class in the current semester or be a current employee.

Hold the StarCard still against the reader that is attached to the turnstile. The reader will need to verify you are a current student or employee; please allow a moment for the reader to process your entrance request. You will hear a click when the turnstile unlocks after it processes your request. You may then remove your StarCard from the turnstile reader. Use the card in the same manner to exit the Computer lab.



If you have any problems ask the Computer Lab technicians for help.

Student Semester Parking Card

If you're an LCC student that spends more than 20 hours a week parking on LCC's Downtown Campus, you may want to consider purchasing a Student Semester Parking Card!

The Student Semester Parking Card is a separate card from the StarCard that allows for single payment of parking for the entire semester. This alleviates worries of keeping value on your StarCard and confiscation due to negative funds on the StarCard.

One time payment for each semester:

- **Fall:** \$300*
- **Spring:** \$300*
- **Summer:** \$150*

For more information and to purchase the Student Semester Parking Card please come to Parking & ID Services, GB 215. If purchasing, please be sure to have your license plate number and vehicle information.

* Non-refundable, non-transferrable, valid only while each purchased semester is in session, not valid during breaks between semesters, and no guaranteed parking space in authorized parking areas.



West Campus Location



Getting there

From I-496:

Turn south on Creyts Road to Mt. Hope.
Turn left on Mt. Hope and continue eastbound for about 1/2 mile. Turn left onto Sanders Drive, just after the David Chapman Insurance Agency.

LCC East Location

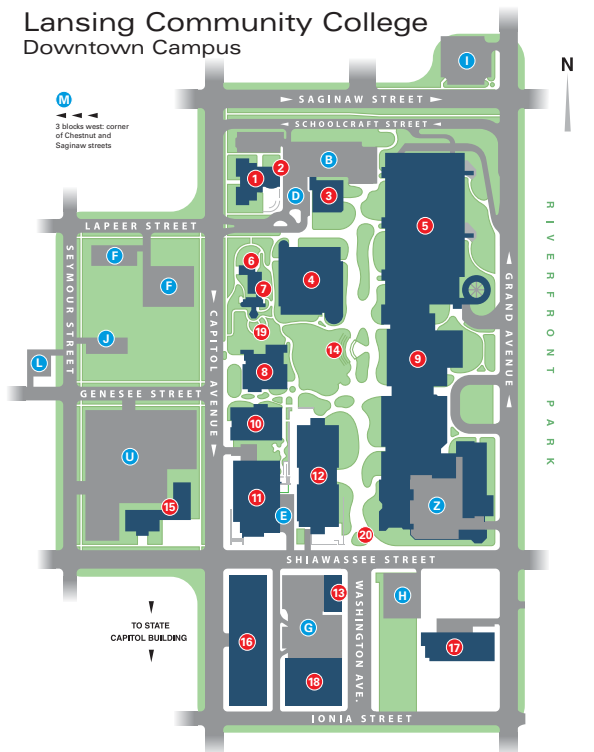


Getting there

From the East on I96:

1. Merge onto I-96 W toward LANSING
2. Take EXIT 110 toward MASON/ OKEMOS. (0.32 miles)
3. Turn RIGHT onto OKEMOS RD. (0.21 miles)
4. Turn LEFT onto JOLLY RD. (1.52 miles)
5. Turn RIGHT onto HAGADORN RD. (2.34 miles)
6. Turn RIGHT onto EYDE PKWY. (0.24 miles)
9. End at 2827 Eyde Pkwy East Lansing, MI 48823-5368 US

Lansing Community College Downtown Campus



- | | | |
|--|--|---|
| 1 - Administration Building (ADM) | 10 - Student Personnel Services (SPS) | B, G, H, J, L, M - Employee Parking Lots |
| 2 - LCC Board Room | 11 - Abel B. Sykes, Jr. Technology and Learning Center (TLC) | D - Special Permit Parking Lot |
| 3 - Photography Center (PC) | 12 - Arts and Sciences (A&S) | E - Accessible Parking Lot |
| 4 - Health and Human Services Building (HHS) | 13 - Continental Building (CB) | F, U - Employee/Student Parking Lots |
| 5 - LCC Parking Ramp (StarCard and Cash) | 14 - LCC Outside Amphitheater | I - Student Employee Parking Lot |
| 6 - Rogers-Carrier House (RCH) | 15 - University Center (UC) | Z - Special Permit/Accessible Parking Lot |
| 7 - Herrmann Conference Center Complex (HCC) | 16 - North Capitol Ramp (StarCard and Cash) | |
| 8 - Dart Auditorium (DRT) | 17 - Academic and Office Facility (AOF) | |
| 9 - Gannon Building (GB) | 18 - Washington Court Place | |
| | 19 - Shigematsu Memorial Garden | |
| | 20 - Information Kiosk | |



7401 – Parking and I.D. Services

Lansing Community College
PO Box 40010
Lansing, MI 48901-7240

Office Location

Gannon Building, Room 215
422 North Washington Square
Phone: **(517) 483-1798**
Fax: **(517) 483-1936**
Web Page: **www.lcc.edu/parking**
E-mail: **parkingservices@lcc.edu**

Lansing Community College is accredited by the Higher Learning Commission — a commission of the North Central Association of Colleges and Schools. The commission can be contacted through the Web at www.ncahlc.org or by phone at (800) 621-7440. The commission is located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-0456. Lansing Community College (Downtown Campus) is located in downtown Lansing. Student service areas are located at 422 North Washington Square in Lansing and can be reached through the Web at www.lcc.edu and by phone at (517) 483-1957. This publication was produced by LCC's Communications and Marketing Department.