

**All faculty/staff and students should go on to (BOSSCARS) on MCSquare and follow the appeal directions.**

1. Login to MC Square
2. Click on the “Self Service Menu”
3. On the next screen click on “Student Services” or “Employee”
4. On the next screen click on “Parking System (BOSSCARS)”
5. On the next screen click on “STUDENT and EMPLOYEE Citation”

**Use the form for your first appeal.**