



Housing and Residential Life

It is our pleasure to welcome you to on-campus housing at Cal Maritime. We are sure you will find living in the residence halls an integral part of your educational experience.

When you live in a residence hall, you'll have the opportunity to meet people, make friends and have fun. You will become a part of a community of students with similar interests – people with whom you can share your experiences, supporting each other in promoting your success. Overall, we are sure that your experience living in the residence halls will be memorable. A time where you will make friends and memories that will stay with you for a lifetime.

In Fall 2009, Cal Maritime will be starting a living-learning community on the Training Ship GOLDEN BEAR designed to prepare first-year students that will sail on the summer cruise at the end of their first year at CMA. This community will provide learning outcomes that include ship familiarization, safety training, deck skills, and engine room training. In addition to the practical skills training that will be offered, students will also participate in leadership development institutes and programs that include: life skills, transition to college, study habits, smart eating habits at the dining hall, and a variety of other social and educational programming. This program is managed and executed jointly by the Department of Housing and Residence Life and the Department of Leadership Development.

Cal Maritime has four residence halls to choose from. Although we allow incoming students the opportunity to request a hall, the upper-class students have first choice of residential spaces. All incoming students are placed in spaces on a first come, first serve basis, while keeping specific needs in mind.

Upper Residence Hall is a traditional style with long hallways and common bathrooms shared by a wing. It is located at the top of the residential side of campus. This hall has double occupancy rooms of which half of the rooms enjoy a view of the Carquinez Strait, while the other half have a hillside view.

Lower Residence Hall is the hall located on the lower part of the residential area. This hall is suite-style with four rooms to a hallway, which share a common bathroom. The students in these buildings are placed on a first come, first serve basis. All rooms in Lower Residence Hall have double occupancy rooms and enjoy a view of the Carquinez Strait.

New Residence Hall - Cal Maritime opens a new 3-story residence hall in the fall of 2009. One hundred-thirty two students will live in the brick-faced building that boasts wireless connections, radiant heating, semi-private tiled bathrooms, furnished, double-occupancy rooms with views of Bodnar Field or the Carquinez Straits, and generous community rooms.

T.S. GOLDEN BEAR is our floating residence hall that is located on the waterfront portion of the campus. This hall is suite style with double occupancy rooms that share a common bathroom. Half of these rooms have a view of the Carquinez Strait, while the other half have a view of the campus.

People You'll Want To Get To Know

Resident Assistants (RAs)

Someone you'll want to get to know right away is your Resident Assistant. RAs are students who live in each wing or building, and their number one priority is to make your experience at Cal Maritime is the best it can be. Your RA will be able to answer most of your questions about the halls and can also refer you to other services at the university. They give advice, handle emergencies, keep you informed and get you involved. If you experience any problem at the university, check first with your RA. They're there to help you. All you have to do is ask.

Residence Life Coordinators (RLCs)

Resident Life Coordinators live in each residence hall and supervise the RA staff. They work with the RA staff to plan programs and events, advise students, assign rooms and provide administrative support for the program. They are responsible for the overall management of the halls and are trained to assist you in resolving problems.

What Should I Bring?

Bedding and Bath

- Extra long twin sheets (beds are 80"x34")
- Pillow(s) and pillow case(s)
- Blanket and/or comforter
- Bath towels, hand towels, and washcloths
- Bathrobe
- Small toiletry tote to carry to the bathroom
- Shower shoes

Basics

- Alarm clock
- Athletic Clothing & lots of black socks
- Book Bag/Back Pack
- Flashlight & Pocket knife
- Personal Toiletries
- Surge Protector
- Wrist watch

You will receive a mailing about Residence Hall Linen Package offering good deals on linens, blankets, pillows, and other bedding and toiletry items that you can order in advance. Watch your mail for the letter.

Optional Items

- ◆ Bicycle
 - ◆ Stereo
 - ◆ Mini-refrigerator
 - ◆ Personal Computer
 - ◆ Television/VCR/DVD/Play Station
 - ◆ Rug
- Noise Restrictions are enforced
Not to exceed 4 cu ft.

Do Not Bring

- ◆ Large television or stereos
- ◆ Large refrigerators
- ◆ Large or excess furniture
- ◆ Large microwaves

Questions?

If you have specific questions regarding on-campus housing, please contact our office, Housing and Residential Life.

Our office hours are 8 a.m. to 4 p.m. Monday through Friday.

Contact Information

Housing and Residence Life Office
California Maritime
200 Maritime Academy Drive
Vallejo, CA 94590-0644
Phone: (707) 654-1400
Fax: (707) 654-1401

*** PLEASE READ THOROUGHLY ***
STUDENT HOUSING LICENSE AGREEMENT: TERMS AND CONDITIONS

I. AGREEMENT AND FEES

This License Agreement is entered into between the Trustees of The California State University through the California Maritime Academy (CMA), Office of Housing & Residential Life, and the person whose name appears on the Student Housing License Agreement, hereinafter called "Licensee." In consideration for the right to occupy an assigned bed space within the housing facilities at CMA, Licensee hereby agrees to make payments to CMA in accordance with CMA policy.

II. OCCUPANCY

- (a) CMA hereby grants to Licensee permission to occupy a bed space within the housing facilities as a licensee for the fee period beginning the day immediately preceding the first day of fall semester classes and ending the day immediately following the last day of spring semester final exams, unless sooner terminated under the provisions of this License Agreement. This License Agreement **does not** grant Licensee permission to occupy the assigned space during Winter Recess, commencing at 12:00 p.m. on the day following fall final exams and ending 12:00 p.m. on the day immediately preceding the first day of spring semester classes.
- (b) Specific assignment of a bed space shall be made by CMA, and may be changed from time to time in the interest of health, discipline, vacations, recess, management, and/or general welfare of the Licensee(s).
- (c) Failure of the Licensee to move in prior to 4:00 p.m. on the day before classes commence in any given term may constitute cancellation of this License Agreement with penalties and conditions of Section VI of the License Agreement will apply.
- (d) Entering freshman contracts will be extended to include Orientation (subject to Orientation Fee).

III. ENHANCEMENT OF EDUCATIONAL EXPERIENCE

- (a) CMA shall maintain a professional staff to work with students to develop a community concept within the housing facilities to enhance Licensee's educational experience at CMA. CMA shall establish guidelines for facilitating resident input into the governance of the housing facility. The facility shall be operated to enhance the educational, social, and recreational opportunities available to Licensee.
- (b) Licensee agrees to recognize the importance of maintaining the housing facility as an environment that is conducive for fellow students to study, live, and sleep. Licensee agrees to not disturb this environment.

IV. TERMS AND CONDITIONS

- (a) This License Agreement is subject to the regulations contained in Title 5 of the California Code of Regulations, Sections 42000-42101. A copy of those regulations is available at the Housing & Residential Life Office during normal business hours.
- (b) Licensee agrees to comply with all Regulations, Policies and Procedures written in the STUDENT HANDBOOK/Guide to On-Campus Living and included as part of this agreement, and any subsequent amendments.
 - (b1) Possession or use of alcohol or drugs in the residence hall is a violation of the License Agreement by the Licensee. CMA reserves the right of the Resident Life Coordinator to meet with the Licensee and may assess the following penalties:
 - (1) Monetary fine: first offense \$100, second offense \$150, third offense \$300
 - (2) Alcohol/Drug Education, in the form of on-line classes, educational papers, or counseling
 - (3) Community Service hours
 - (4) Student Conduct Hearing
 - (5) Forfeiture of License Agreement
 - (b2) Fire Safety in the residence halls is of the utmost priority. Any STUDENT HANDBOOK violations regarding fire safety (i.e. candles, smoking in a residence hall room, tampering with a smoke detector) will be deemed a violation of the License Agreement by the Licensee. If this occurs, Licensees will meet with the Residence Life Coordinator and may be assessed the following penalties:
 - (1) Monetary fine: \$100 for each infraction
 - (2) Fire Safety Education, in the form of on-line education, educational papers, or counseling
 - (3) Community Service
 - (4) Student Conduct Hearing
 - (5) Forfeiture of License Agreement
 - (b3) Threats or violence toward fellow Licensees, Resident Assistants, or CMA officials is considered a violation of this License Agreement. Violations will result in a meeting with the Residence Life Coordinator and may be assessed the following penalties:
 - (1) Community Service
 - (2) Violence Education, in the form of on-line classes, educational papers, or counseling
 - (3) Student Conduct Hearing
 - (4) forfeiture of License Agreement
- (c) This License Agreement shall not be transferred except as permitted in Section IX.
- (d) It is understood and agreed to by Licensee and CMA that no lease nor any other interest in real property is created by this Agreement.

- (e) CMA assumes no responsibility for any property of the Licensee that is stolen, damaged, or destroyed in the housing facility at any time, including periods when the Licensee is not in occupancy or after the term of the occupancy has expired.
- (f) During the break periods, repair and/or construction projects may be necessary and may require entry into Licensee's room. Licensee will be responsible for safeguarding personal belongings to the extent that removal of the belongings may be necessary.

V. MAINTENANCE OF PREMISES

- (a) CMA shall provide Licensee with the furnishings and Licensee will maintain them in the condition noted on the Room Inventory Form. Licensee agrees to give reasonable care to the assigned living unit and its furnishings and to make payment for any damage or loss promptly upon demand by CMA. In the event Licensee fails to maintain the living unit in good order and repair, **Licensee shall pay CMA the reasonable costs incurred in returning the living unit to a condition of good order and repair.** As a part of such reimbursement, Licensee's housing deposit, or a portion thereof, may be expended for the purpose of payment of such costs.
- (b) Licensee shall make no alteration to the housing facility without the permission of CMA. Any structural addition or alteration is prohibited without written permission of CMA.
- (c) Licensee shall not possess or use any highly flammable material, firearm, ammunition, fireworks, explosives, weapons or any other material or instrument which, in the opinion of CMA authorities, poses an unreasonable risk of damage or injury. Doing so is a violation of the License Agreement and could carry with it the following penalties:
 - (1) Monetary fine: \$50 for each infraction
 - (2) Community Service
 - (3) Student Conduct Hearing
- (d) Licensee agrees to be jointly responsible with other residents for the protection of the residence hall, its furnishings and equipment. Licensees will be jointly responsible for maintaining the common areas in good order; all of this section will apply should Licensees fail to maintain good order and repair.
- (e) Vandalism to furnishings, student rooms, or common areas is considered a violation of the CMA License Agreement. If deemed responsible Licensees could be subject to the following penalties:
 - (1) Monetary fine: Amount equal to restoration of the vandalized item or items

VI. CANCELLATION BY LICENSEE PRIOR TO OCCUPANCY

- (a) Licensee may cancel a reservation for a space in the housing facility by giving written notice to CMA at least 30 days prior to the beginning of the occupancy period.
- (b) A request to cancel a reservation less than 30 days prior to the beginning of the occupancy period shall include Licensee's statement of reasons. CMA shall grant or deny the request based on the following standards with **appropriate verification**: 1) end of Licensee's student status; 2) approved petition for Off Campus Housing.

VII. CANCELLATION AFTER OCCUPANCY

- (a) Any Licensee who requests to vacate the housing facility shall give at least 30 days' WRITTEN notice of intention to vacate and the reason therefore.
- (b) CMA may grant or deny a request to vacate submitted pursuant to subsection (a). The determination will be based on the following standards with **appropriate verification**: 1) end of Licensee's student status; 2) approved petition for Off Campus Housing.
- (c) Licensee's withdrawal from CMA sequent revocation of this Agreement may result in a 30-day charge starting the date of Licensee's vacating the facility. All other Licensees requesting release will be held to this Agreement.
- (d) Revocation of this Agreement or the Licensee's abandonment of the facility shall not release the Licensee from paying any obligation due CMA.

VIII. REVOCATION OF THE LICENSE AGREEMENT

- (a) CMA may revoke this License Agreement upon the following conditions:
 - 1) In the event of misconduct listed in the STUDENT HANDBOOK/Guide to On-Campus Living.
 - 2) Failure of Licensee to maintain status as a student at CMA.
 - 3) Licensee's breach of any term or condition of this License Agreement, including failure to pay required fees.
 - 4) Administrative necessity of CMA. Administrative necessity exists when any condition, not reasonably foreseen at the time of signing by CMA occurs which prevents CMA from making a housing facility available to the Licensee.
- (b) CMA shall provide Licensee not less than three days' notice in the event of an occurrence described in subsections 1), 2), or 3) and not less than 14 days' written notice in the event of an occurrence described in subsection 4), except in cases of emergency.

IX. ABANDONMENT OR TERMINATION BY LICENSEE

Except as permitted in Section VI or VII, termination of this License Agreement or abandonment of the premises by Licensee shall not release Licensee from paying any obligation due CMA for so long as CMA does not terminate Licensee's right to possession.

X. DESTRUCTION OR UNAVAILABILITY

In the event that bed space is destroyed or becomes unavailable as the result of conditions not reasonably foreseen at the time this License Agreement is made, Licensee shall be entitled to a pro rata refund of any fees applicable to periods after Licensee was required to vacate. Such conditions include but are not limited to damage caused by floods, slides, fire, earthquake, other natural

disasters, vandalism, civil disorder, compliance with state or federal law; interruption of basic services because of labor strife; a drop in the rate of cancellations not reasonably foreseen by CMA, if such a drop results in an overbooking of available housing facilities.

XI. REFUNDS

CMA shall authorize refunds only as provided for in the California Code of Regulations, Title 5, and this License Agreement.

XII. VACATING THE HOUSING FACILITY

Licensee shall vacate the housing facility on the expiration of the license period or upon revocation of this License Agreement, whichever occurs first.

XIII. TREATMENT OF INDEBTEDNESS

Failure of licensee to satisfy the financial obligations of this License Agreement may result in the following:

- (a) Imposition of a late fee, in accordance with the fee schedule.
- (b) Revocation of the License Agreement.
- (c) Eviction.
- (d) Withholding of CMA services including: 1) Withholding official transcripts, 2) Denial of registration, 3) Diploma.
- (e) Offset of paychecks, loans, grants, or scholarship payable through CMA, or tax refunds or rebates.
- (f) Legal action to collect unpaid obligations.

XIV. RIGHT OF ENTRY

CMA shall have the right to enter the premises occupied by Licensee for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, for any other lawful purpose, or as deemed necessary by CMA. CMA shall exercise these rights reasonably and with respect for Licensee's right to be free from unreasonable searches and intrusions into study or privacy.

XV. INSURANCE

- (a) CMA has no insurance to cover the personal or property damage of Licensee.

XVI. VISITORS AND GUESTS

Licensee shall permit no visitors or guests to enter CMA housing facilities except as permitted by Housing & Residential Life policies and regulations as stated in the STUDENT HANDBOOK/Guide to On-Campus Living.

XVII. NON WAIVER

The waiver of any breach of a term or condition of this License Agreement shall not constitute a waiver of any subsequent breach.

XVIII. TAXABLE POSSESSORY INTEREST

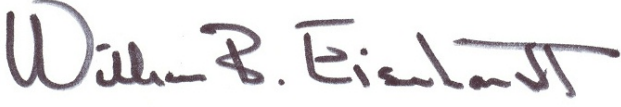
It is the position of CMA that this License Agreement does not create a taxable possessory interest in real property. However, pursuant to Revenue and Taxation Code § 107.6, Licensee is hereby notified that a taxing authority may take a contrary view and may assess Licensee property taxes based on this License Agreement.

Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

Revised:12/07



POLICY NO. 215.4

ISSUE DATE: MARCH 7, 1997 REVISION DATE: OCTOBER 5, 2008	POLICY: On-Campus Residency Housing & Residential Life
REFERENCE: Student Handbook	
APPROVED: 	

Policy Statement

It is the policy of the California Maritime Academy that students enrolled in its baccalaureate degree programs maintain residence on campus and participate in a meal plan.

Off-Campus Housing

All requests for an exception to the policy must be submitted to the Director of Housing & Residential Life by July 1st. All requests to live off campus must include appropriate documentation to verify circumstances. The petitioning student must be in good standing; i.e., not on academic probation or conduct probation or possessing any outstanding alcohol violations. A final condition of approval is that all CMA accounts must be paid in full or accounts must be in good standing as verified by the Accounting Office. Any abuse of the off-campus process will result in immediate revocation of off-campus privileges.

Principles

Generally, exceptions will be considered for the following circumstances:

1. **Age** - Students who are 24 years of age or older prior to start of fall semester only. Please submit a copy of a driver's license or government ID.
2. **Medical** - A student who provides a written statement from the Director of the California Maritime Academy Student Health Center indicating that a condition exists that supports a recommendation for off-campus housing.
3. **Military Service** – Students who have served at least two years of continuous active military duty.
4. **Other** -
 - a. **License:** Students holding a Third Mate or Third Assistant Engineer maritime license.
 - b. **Marital Status:** Students who are married or head of household as defined by the Internal Revenue Service; students who are domestic partners and can qualify according to Academy policy.

2009/2010 HOUSING LICENSE AGREEMENT

Housing & Residential Life
California Maritime Academy • CSU

PLEASE PRINT

NAME _____
Last First Middle Date of Birth Age

Email Address: _____ Circle one: Fr So Jr Sr Sex: Male Female

Permanent Address: _____

City, State and ZIP: _____

Primary Phone : (____) _____ [Home] [Cell] Alternative Phone : (____) _____ [Home] [Cell]
(Contact Phone Number for Important Housing Announcements)

Licensee and Academy agree to adhere to the terms and conditions set forth in this Student Housing License Agreement.

I (WE) HAVE READ THE ENTIRE STUDENT HOUSING LICENSE AGREEMENT AND THE ATTACHED TERMS & CONDITIONS. I (WE) AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Signed: _____
(student's signature) (Parent, guardian or guarantor for student under 18 yrs. of age)

PLEASE CHECK ONE:

() I am under 18 years of age Date signed: _____
() I am 18 years of age or older

Are you a:

Smoker* Go to bed early (before 11:00 PM) Get up early (before 6:30 AM) have loud music
 Non-Smoker Go to bed late (after 11:00 PM) Sleep In (after 6:30 AM) have minimal music

Do you clean your room:

Never
 Once a Month
 Once a Week
 Daily

Do you watch TV:

Never
 If something good is on
 Weekly
 Daily

Would you prefer your roommate to be:

Clean
 Quiet
 Academic
 Outgoing

Interest/Hobbies: _____

* Smoking is **not allowed** in the residence halls. Smoking is only allowed in designated smoking areas on campus.

Roommate Request:

Name: _____ Circle one: Fr So Jr Sr Summer Phone: _____

Special Requests:

I request to live in the 24 Hour Quiet Area [requests are filled on a space available basis, underclass may be placed on a waiting list]
By requesting placement in the 24 Hour Quiet Area, I have agreed to abide by all rules and regulations governing that area.
 I request to live on the T.S. GOLDEN BEAR [request are filled on a space available basis]

Meal Plan Options:

15 Meal Plan \$2405/semester 19 Meal Plan \$2455/semester

2009-2010 Housing & Meal Plan Costs

	Double Room	Single Room	15 Meal Plan	19 Meal Plan
Fall 2009	\$2225	\$2670	\$2405	\$2455
Spring 2010	\$2225	\$2670	\$2405	\$2455
Total	\$4450	\$5340	\$4810	\$4910

Please note that fees and tuition are subject to change without notice due to Trustee, Legislative or University action. Updated fee information, payment guidelines and procedures are provided each semester.

Please Return by: JULY 1, 2009

FOR OFFICE USE ONLY

This Housing License Agreement is hereby accepted by the California Maritime Academy, Office of Housing & Residential Life.

Date Staff Int Room Assign Wait List Single 24HQ

PETITION FOR OFF-CAMPUS HOUSING

Degree: _____

Date: _____

Expected Graduation Year: _____

Name: _____
(Last) (First) (M.I.) Date of birth: month/day/year

Campus Room#: _____ **Campus Phone#:** (____) _____ **Home Phone#:** (____) _____

Campus Box #: _____

Home Address: _____
(Street)

(City) (State) (Zip)

Effective Date Requested for Off-Campus Residency: _____
(Fall/Spring)(Year)

DOCUMENTATION IS REQUIRED! Attach all required documentation to this form when submitted.

Your Reason for Petition: (Please [X] one of the reasons below & provide a brief statement and documentation.)

Age Medical Military

Other: Please explain: _____

Questions regarding the Petition process may be directed to Housing & Residential Life at 707-654-1400.

(For Office Use Only)		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Effective Date _____
_____ Executive Director, CMA Services	_____ Director, Campus & Residential Life	

NOTE: All completed Off-Campus Housing Petition Forms and required documentation must be submitted to the Housing & Residential Life Office **by July 1ST**. Requests for exceptions to the policy are not considered after August 1.

Off-campus approval cancels all room reservations and wait list priority standings.