

# STARREZ HOUSING APPLICATION PROCESS

## QUICK GUIDE FOR CURRENT STUDENTS

### STEP 1

- Use your CSUM credentials to log into StarRez housing portal via the SSO login button.

CAL MARITIME  
Office of Residence Life

Home

Students: StarRez Housing Portal goes live on **March 15th, 2024**. Use your CSUM credentials to log into the housing portal.

SSO Login:  
CSUM - STUDENT SSO LOGIN

Welcome to Cal Maritime's Housing Portal!

### STEP 2

- Click on the *Application* link in the tool bar, then click *Continue* to began your application.

CAL MARITIME  
Office of Residence Life

Application Log Out

Term Selector

Hello! Welcome to your StarRez housing portal. Please click "Continue" to begin your StarRez housing application.

Please select a term below to start or continue with your application. If no terms are shown, then applications are currently closed.

Academic Year 2024-2025  
(8/17/2024 - 5/1/2025)

You started your application for Academic Year 2024-2025 on 3/12/2024, and have not signed the contract.

The status of your application is not complete.

CONTINUE

# STARREZ HOUSING APPLICATION PROCESS

## STEP 3

- Complete all the steps of the housing application (including personal details, HLA, meal selection, renter's insurance, and off-campus petition, etc.)

## STEP 4

**Application Summary**  
Thanks for applying! Your application summary information is below.  
You started your application for Academic Year 2024-2025 on 3/12/2024, and have signed the contract as of 3/12/2024. The status of your application is Submitted.  
If you have any questions, please contact the Office of Residence Life at [housing@csun.edu](mailto:housing@csun.edu).

In terms of the next steps of the process, see information below for timeline:

- Off-campus application opens in March.
- Off-campus applications will be reviewed late March/early April.
- Official room assignments for Academic Year 2024-2025 will be sent in early August.
- By August, all students will receive their official room assignment email with details regarding their room assignment, roommate contact information, and check-in times for Fall Move-in Day.

Your Meal Plan Information:  
For Fall 2024 you have selected 5 Day Meal Plan (with \$200 Flex Dollars). For Spring 2025 you have selected 5 Day Meal Plan (with \$200 Flex Dollars).  
If you want to change your meal plan option, [please click here](#).

Off-Campus Petition Information:  
To change your off-campus housing petition category or choice, [click here](#).

Housing License Agreement (HLA) Information:  
[To view your Housing License Agreement, click here](#).

**Office of Residence Life**  
Application

- Personal Details
- Emergency Contact Details
- Student Handbook
- Meal Plan Selection
- GradGuard College
- Renter's Insurance
- Inclusivity at Cal Maritime
- Off-Campus Petition
- Instructions
- Review & Submit Application
- Application Summary (Submitted)

## Personal Details

This information on this "Personal Details" page is stored in the PeopleSoft Database and cannot be edited.

Please review and verify that a

- If the information is correct, you must click "Save" to save the information. If the information is not correct, you must click "Cancel" to cancel the information. You cannot cancel issues with updating your information. The Office of the Registrar at Cal Maritime may take a
- If the information is not correct, you must click "Cancel" to cancel the information. You cannot cancel issues with updating your information. The Office of the Registrar at Cal Maritime may take a

First Name

Last Name

- Once Part 1 of application is complete, the app. summary page will display. You will be able to :
  - View copy of HLA.
  - Change meal plan option until meal plan change deadline.
  - Submit/change off-campus petition until petition deadline.

# STARREZ ROOM SELECTION PROCESS

## QUICK GUIDE FOR CURRENT STUDENTS

### STEP 1

- Click on the *Application* link in the tool bar, then click *Continue* to start room selection module.
- Part 1 of housing application needs to be complete before room selection module is active.
- All current students will receive a specific **time slot** for room selection (a specific day/time you can select a room ).

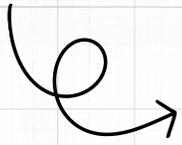
### STEP 2

### Important Notice

To avoid time slot and system delays during room selection process, complete Part 1 of housing app. early!

- Complete the steps of the room selection module.

# STARREZ ROOM SELECTION PROCESS



## STEP 3

Application Summary (Submitted) Room Search

Personal Profile

Single Room Process and Options

Room Selection

Instructions (Current Students)

Room Selection

You're almost done!

Application Status (Current Students)

Housing License Agreement

Locations

Lower Residence Hall

Maritime North

McAllister Residence Hall

Res Halls Available

To View Room Info/Current Occupants in Room

To Select Particular Bedspace & Add to Your Cart

Staying between 8/17/2024 and 5/1/2025 for Term: Academic Year 2024-2025

 <p>LRH A322</p> <p>2 </p> <p>LRH A322 Lower Residence Hall Cal Maritime</p> <p><a href="#">Show Room Info</a></p> <p><a href="#">ADD TO CART</a></p>	 <p>LRH A323</p> <p>2 </p> <p>LRH A323 Lower Residence Hall Cal Maritime</p> <p><a href="#">Show Room Info</a></p> <p><a href="#">ADD TO CART</a></p>	 <p>LRH A324</p> <p>2 </p> <p>LRH A324 Lower Residence Hall Cal Maritime</p> <p><a href="#">Show Room Info</a></p> <p><a href="#">ADD TO CART</a></p>
 <p>LRH A423</p> <p>2 </p> <p>LRH A423 Lower Residence</p>	 <p>LRH A424</p> <p>2 </p> <p>LRH A424 Lower Residence</p>	 <p>LRH A432</p> <p>2 </p> <p>LRH A432 Lower Residence</p>

- Referencing the 3 red arrows on *Room Search* page, you have the options to:

- View options by res hall.
- View room info of a particular room space.
- Add particular bed space to your *Cart* for selection.

## Important Notices

- All rooms are listed as **double occupancy** (2 bed spaces per room).
- If specific room is not viewable, it means room is at capacity and no longer available at the moment.
- There are no single room or ADSO options available for selection.

*If you have specific questions about an assignment not showing in StarRez process, please send all inquiries to [housing@csum.edu](mailto:housing@csum.edu).*

# STARREZ ROOM SELECTION PROCESS



## STEP 4

- Room Selection
- You're almost done!
- Application Status  
(Current Students)
- Housing License Agreement



LRH A322

Location: Lower Residence Hall

Floor/Suite: LRH A322

Room Type: Double

Classifications: Upperclassman

When You Click  
"Show Room Info"

Bed	First Name	Last Name	Profile
LRH A322-A	Ambria	Gee	<a href="#">View Profile</a>
LRH A322-B			



Can View Name & SR  
Profile of Who's Currently  
in Room/Bedspace

GO BACK

- Using the *Show Room Info* link, you have the option to view the name & profile of occupant currently in room space before you make your bed space selection final.

# STARREZ ROOM SELECTION PROCESS

## STEP 5

- Referencing the 3 red arrows on *Add to Cart* page, you have the options to:
  - View how much time you have left to reserve a bed space.
  - Select a particular bed space (bed spaces are noted “A” and “B”).
  - Reserve bed space.

**CAL MARITIME**  
**Office of Residence Life**

Application 04:46 Log Out

Application Summary (Submitted)  
Personal Profile  
Single Room Process and Options  
Room Selection  
Instructions (Current Students)  
**Room Selection**  
You're almost done!  
Application Status (Current Students)  
Housing License Agreement

**Assign Beds**

My Room

**When You Click "Add to Cart"**

**You Have 5 mins. to Reserve Bedspace**

Name:  
Age:  
Gender:  
Select Bed

**1. Select Bed Space Available**

**2. Click Assign Beds**

GO BACK ASSIGN BEDS

To confirm your selection, you will need to click *Save & Continue* to proceed.

Application 04:46 Log Out

Application Summary (Submitted)  
Personal Profile  
Single Room Process and Options  
Room Selection  
Instructions (Current Students)

**Confirmation**

LRH A322, LRH A322, Lower Residence Hall

1. LRH A322-B: username

**Time Still Runs Until Saved**

GO BACK SAVE & CONTINUE

**Need to Click "Save & Continue"**

# STARREZ ROOM SELECTION PROCESS

## STEP 6

**CAL MARITIME**  
**Office of Residence Life**

Application

Application Status (Current Students)  
 Housing License Agreement

### Application Status (Current Students)

**Application Summary**  
You started your application for Academic Year 2024-2025 on 3/12/2024, have a room reservation for LRH A322-B, and have signed the contract as of 3/12/2024. Your application is complete as of 3/12/2024.

**Booking Summary**  
Room: LRH A322-B  
Room Type: Double  
Location: Lower Residence Hall  
Floor: LRH A322

**Current Booking Info**

After the room selection process is complete, Office of Residence will be reviewing and finalizing all tentative bed spaces reserved. If there are any changes to your assignment, the Res Life Office will communicate any updates throughout the remainder of semester and throughout summer months.

Bed	First Name	Last Name	Profile
LRH A322-A	Ambria		<a href="#">View Profile</a>
LRH A322-B	Riley		<a href="#">View Profile</a>

**Occupants in Room Selected**

- On *Application Status* page, you have the option to view the name & profile of occupant in room space selected.

# STARREZ ROOM SELECTION PROCESS

## STEP 7

- Emergency Contact
- Details
- Student Handbook
- Meal Plan Selection
- GradGuard College
- Renter's Insurance
- Inclusivity at Cal
- Maritime
- Off-Campus Petition Instructions
- Off-Campus Petition Form
- Health Accommodation
- Next Steps
- Review & Submit Application
- Application Summary (Submitted)
- Personal Profile
- Single Room Process and Options
- Room Selection
- Instructions (Current Students)
- Room Selection
- You're almost done!
- Application Status (Current Students)
- Housing License Agreement

### Application Summary

You started your application for Academic Year 2024-2025 on 3/12/2024, have a room reservation for LRH A323-A, and have signed the contract as of 3/12/2024. Your application is complete as of 3/12/2024.

### Booking Summary

**Room:** LRH A323-A

**Room Type:** Double

**Location:** Lower Residence Hall

**Floor:** LRH A323

After the room selection process is complete, Office of Residence will be reviewing and finalizing all tentative bed spaces reserved. If there are any changes to your assignment, the Res Life Office will communicate any updates throughout the remainder of semester and throughout summer months.

Bed	First Name	Last Name	Profile
LRH A323-A	Riley	Dudittle	<a href="#">View Profile</a>

LRH A323-B

**Room Change Information:** You are allowed to submit a room change request until May, 31st, 2024. Select "Room Change Instructions" from the menu below to learn more your options.

**Please note** - After the room selection process concludes, the Office of Residence Life will continue to review all submitted housing applications and room/roommate requests through the end of May 2024. If you do not select a roommate and/or a bed space by the deadline, Residence Life Staff will automatically assign you a room and roommate. Anyone who did not participate in the room selection process will be assigned to any open bed spaces available.

If you have any questions, please contact Office of Residence Life via email at [housing@csun.edu](mailto:housing@csun.edu).

### Meal Plan Summary

For Fall 2024 you have selected 5 Day Meal Plan (with \$200 Flex Dollars). For Spring 2025 you have selected 5 Day Meal Plan (with \$200 Flex Dollars).

**Meal Plan Change Information:** Select "Meal Plan Change Instructions" below if you would like to change your selected meal plan.

**Room Change Process:** Select "Room Change Instructions" below if you would like to return back to the room selection pages and/or change your room/roommate options.

**Single Room Process and Options:** Select "Single Room Process and Options" below if you would like to learn more about the single room process. If you submitted a response and you need to change your selection, you can update your selection using the link below.

**Housing License Agreement (HLA):** Select "Housing License Agreement" below if you would like to view a copy of your completed HLA.

Select Next Step for Changes:

Please select next step

SAVE & CONTINUE



**Menu for Change Options**

- Once room selection is complete, updated app. summary page will display. You will be able to :

- View copy of HLA.
- Change meal plan option until deadline.
- Complete single room option page.
- Complete room change process until deadline.

**Change options will be available until specified deadline.**

***If you would like to change your room selection to a different choice, you will need to utilize the Room Change Process link for options.***