Cadet Commercial Vessel Shipping Program

Guidelines and Application Process

2013 - 2014
# Table of Contents

Letter from Cadet Shipping Coordinator .................................................. 4  
Disclaimer .................................................................................................. 5  
Academic/Administrative Offices ............................................................. 6  
Shipping Periods ..................................................................................... 7  
Academic Credit Eligibility Rules ........................................................... 7  
Spring Cadet Shipping Timeline .............................................................. 9  
Summer Cadet Shipping Timeline ........................................................... 11  
Fall Cadet Shipping Timeline ................................................................. 13  
Non-academic Eligibility Rules ............................................................... 15  
Summer Break Cadet Shipping Timeline (Not for Credit) ......................... 16  
Winter Break Cadet Shipping Timeline (Not for Credit) ............................. 17  
Company Disqualifiers for Cadet Shipping ............................................. 18  
Unsuccessful Completion ......................................................................... 18  
Benzene Test Information ........................................................................ 18  
Immunizations and Travel Vaccines ......................................................... 18  
Begin Office of Student Affairs Cadet Shipping Application & Document Process ................................................................. 19  
Document Checklist ................................................................................ 20  
Cadet Contact Sheet ................................................................................ 21  
Rules and Regulations ............................................................................. 23  
Cadet and Vessel Type Form ................................................................... 25  
Waiver and Release of Liability ............................................................... 27  
Contract (Office of Student Affairs’ Copy) .............................................. 29  
Contract (Cadet Copy) ............................................................................. 31
Dear Maritime Student:

We are thrilled to provide you with the opportunity to participate in the Cadet Commercial Vessel Shipping Program for credit or non-credit at SUNY Maritime College!

The Cadet Commercial Vessel Shipping Program (for academic credit) is an intricate, unique, and rigorous component to an already rich history of SUNY Maritime College’s maritime education. The program brings together partnering maritime companies and SUNY Cadets to develop the skills necessary to function as an effective member of a vessel’s crew. The program integrates real-life maritime exposure, practical work experience, and a Cadet’s academic studies to further prepare students for their USCG Third Mate’s, Third Assistance Engineer’s, or Limited Deck or Engine License in a professional, industry-supported environment.

Cadets can also experience this alternative aspect of the maritime industry without receiving academic credit. Costs associated with this program may be found at: www.sunymaritime.edu.studentaccounts/index.aspx.

By successful participation in the Cadet Shipping program, you will receive:

1. Academic credit (if for grade and appropriately registered)  
2. Sea service letter  
3. Hands-on experience aboard a working vessel  
4. Resume notation  
5. Recommendation(s) from vessel supervisor(s)

This comprehensive handbook will provide you the necessary information to apply and succeed in the program. In addition, the Office of Cadet Shipping Program is here to guide and assist you in this process. As the Coordinator for this program, I am readily available to help you with all paperwork, act as your liaison to the shipping companies and your Cadet Shipping advisor. You can either email me at mjohansson@sunymaritime.edu or call me directly at 718-409-3519.

I look forward to working with you!

Sincerely,

Meredith Allen Johansson ‘91  
Cadet Shipping Coordinator
Disclaimer

This handbook is current as of June 2013. **No Cadet, AT ANY TIME, may use this handbook and the documents contained herein to facilitate a cadet shipping position (billet) with a company on his or her own accord without applying first through the Office of Cadet Shipping.** Cadets are advised that the information contained in this handbook is subject to change at the discretion of the Office of Cadet Shipping. The Office of Cadet Shipping reserves the right to add, repeal, or amend any rules or regulations affecting Cadets, and any dates reported herein. In any such case, the Office of Cadet Shipping will provide appropriate notice as is reasonable under the circumstances. Each Cadet is expected to have knowledge and understanding of information contained in this handbook and in other publications as they are referenced. Matriculation at SUNY Maritime College constitutes the Cadet’s agreement to the standards of conduct and academic expectations as outlined in this document.

Each Cadet is responsible for reviewing, understanding, and abiding by the information contained in this handbook. All Cadets will be held accountable for their behavior and academic performance. Failure to read this handbook does not excuse any Cadet from complying with the policies, regulations, and guidelines of SUNY Maritime College.
**Academic/Administrative Offices**

The Associate Provost/Dean of Students and the Director of Licensing & International Internship Programs are responsible for ensuring the Cadet Commercial Shipping program application process is implemented effectively and efficiently.

The Deck and Engineering Departments receive preliminary Cadet Shipping applications from interested Cadets and then conduct academic screening to ensure applicants have met all academic prerequisites for the program. GPA requirements are as follows: Marine Transportation 2.3, Engineering 2.0, and MTSVO/AELL 2.0. The academic departments submit their approved lists directly to the Commandant of Cadets for regimental approval. The academic department Cadet Shipping advisors include:

- **Deck Unlimited Advisor:** Professor Walter Nadolny
- **Engine Unlimited Advisor:** Professor Cathy Strez
- **Deck Limited Advisor:** Capt. Eric Johansson
- **Engine Limited Advisor:** Professor Sean McDermott

The Commandant of Cadets (COC) provides confirmation that Cadets hold valid Merchant Mariner Credentials and are in good regimental standing as defined under the Rules and Regulations of the Regiment of Cadets and confirm that the Cadet has been an active member of the Regiment for the past 180 days (for eligibility in the Random Drug Testing program). The Commandant of Cadets also processes Entry Level and Cadet (Deck or Engine) MMCs, as well as a Transportation Worker Identification Credential (TWIC).

The Cadet Shipping Review Board (CSRB) is responsible for approving the final list of Cadets for the program.

The Cadet Shipping Coordinator (CSC) is responsible for working directly with the approved Cadets in processing Cadet Shipping applications, including STCW compliance and Random Drug Testing letters to be signed by the authorized College representatives and any additional documentation required by their assigned company. The CSC facilitates and assigns appropriately-sized tonnage and horsepower vessels (as deemed by their academic chair) to the Cadets and ensures Cadets receive and understand company specified travel and joining instructions.

The Registrar processes the registrations.

**Student Accounts** works with the Cadet to pay for tuition (academic) or administrative fees (non-academic) as listed in www: [www.sunymaritime.edu.studentaccounts/index.aspx](http://www.sunymaritime.edu/studentaccounts/index.aspx).

The IT Department maintains the current TRB (Training Record Book) system.

**Health Services** will review all required physicals submitted by the Cadet’s primary care physician.
Shipping Periods

SUNY Maritime College has three academic semesters (SPRING, SUMMER, and FALL) and two non-academic periods (SUMMER AND WINTER BREAK) each year.

Academic Credit Eligibility Rules

No Cadet AT ANY TIME may use this handbook and the documents contained herein to facilitate a cadet ship position (billet) with a company on his or her own accord. All billets MUST go through the Office of Cadet Shipping for sea time credit.

Academic Eligibility Rules:
(Applies for SPRING, SUMMER, and FALL)

1. Cadet shall have successfully completed their first training ship cruise (MT 510 or ENG 510).
2. Cadet shall hold a valid MMC AT THE START OF THE PROCESS. A Cadet whose MMC is waiting NMC (National Maritime Center) processing or is “enroute” is NOT eligible for the upcoming Cadet Shipping program. No exceptions will be allowed.
3. Cadet must FIRST apply within his/her academic department by submitting a Cadet Shipping pre-application form to the department’s designated academic Cadet Shipping advisor.
   a. The Cadet may be called in for a departmental interview.
4. Cadet shall have successfully completed ALL cruise course prerequisites as set forth by his/her academic department.
5. Cadet shall have met the minimum GPA as set by his/her academic department.
6. Cadet shall be in good regimental standing (this also includes having no Class I offenses).
7. Cadet is subject to a background check and shall sign a release form to permit the College to conduct the check.
8. The CSRB reserves the right to deny a Cadet for the Cadet Shipping program.
9. Cadet shall register for Cadet Shipping at the time of registration.
10. Cadet shall pay the tuition at the time of registration with Student Accounts. No processing of the application will be done until all tuition/fees are paid.
11. Cadets are eligible to register for 2 credit (Independent Study/Recency), 4 credit (MTDO 524/525, MTEO 522/523) or 6 credit (MT521, ENGR 521) Cadet Shipping courses.
   a. Two- and four-credit courses are charged by the credit.

Requirements:

1. All billets (available berths aboard the vessel) shall go through the CSC. Under no circumstance is a Cadet to contact a company without PERMISSION from the CSC. A Cadet found violating this rule will be prevented from Cadet shipping.
2. Cadet shall submit a Cadet Shipping application packet consisting of the following documents:
   a. Cadet Contact Sheet
   b. Signed/dated Rules and Regulations form
   c. Cadet Shipping and Vessel Type form
   d. Waiver and Release of Liability
   e. Cadet Contract
   f. Merchant Marine Credential (MMC) – See the Regimental Affairs Office for application.
   g. Passport
   h. Transportation Worker Identification Card (TWIC)

j. Proof of overseas/foreign travel medical insurance

k. Benzene Test Results - CSC will provide information on this test if Cadet is matched with a tanker vessel.

l. Travel Immunizations - CSC will provide information on obtaining additional travel immunizations if required by their assigned company.

3. CSC will arrange for the following documents:
   
   m. STCW letter – Signed by the Marine Transportation Department

   n. Random Drug Testing letter – Signed by the COC

4. Cadet will receive “On-Board Packet”
Spring Cadet Shipping Timeline  
(January – April)

No Cadet, AT ANY TIME, may use this handbook and the documents contained herein to facilitate a billet with a company on his or her own accord. All billets MUST go through the Office of Cadet Shipping for sea time credit.

1. FIRST TWO WEEKS OF SEPTEMBER: The process begins each year in early September when the academic departments collectively announce, through Maritime Blast, a SPRING and SUMMER mandatory Cadet Shipping informational and sign-up meeting to be held by the academic departments in the THIRD WEEK of September.

2. THIRD WEEK OF SEPTEMBER: The academic departments hold a meeting for both SPRING and SUMMER Cadet Shipping in the S&E Lecture Hall during regimental activity. Cadet Shipping pre-applications are distributed at this meeting to those in attendance. Attendance will be taken and ONLY those Cadets in attendance will be placed on the SPRING or SUMMER Cadet Shipping screening list.

3. LAST WEEK OF SEPTEMBER: The academic departments review, screen, and approve their list of SPRING Cadet Shipping. The academic departments forward their academically-qualified SPRING Cadet Shipping list to the COC for regimental screening and review. The SUMMER Cadet Shipping list is to be retained and used by the academic departments for academically screening, interviewing, and reviewing purposes. (see SUMMER Cadet Shipping)

4. FIRST TWO WEEKS OF OCTOBER: The COC confirms MMC holders and current Cadets in the Regiment (for Random Drug Screening participation). The COC forwards the regimentally-qualified SPRING Cadet Shipping list to the CSPB for final approval.

5. THIRD WEEK OF OCTOBER: CSPB releases FINAL SPRING Cadet Shipping list to CSC and copies COC, Academic Departments, Health Services, Registrar, and Student Accounts. CSC invites, via email, those Cadets on this list to the mandatory SPRING Cadet Shipping information session to be held the third week of October.

6. THIRD WEEK OF OCTOBER: A mandatory SPRING Cadet Shipping information session is held on a Wednesday during regimental activity in a location TBA. The Cadet Shipping Handbook will be distributed to those Cadets who are on the approved SPRING Cadet Shipping list and who are in attendance. The following will be collected at this session: Rules and Regulations form, Vessel Type form, Waiver and Release of Liability, and Cadet Contract. Attendance will be taken, only Cadets in attendance will be allowed to continue the process (unless prior notification has been given to the CSC).

7. LAST WEEK OF OCTOBER: **Original** documents will need to be submitted upon request to the CSC (Coordinator) located in the Office of Student Affairs, Baylis Hall. CSC processes all documents and begins working directly with the Cadets. CSC coordinates all STCW and Random Drug Testing letters for Cadets.

8. LAST WEEK OF OCTOBER: CSC identifies Cadets’ vessel request types and seeks to locate these vessel types within the industry, based on availability. **If applying for an MSC billet, please skip to STEP 13.**

9. THIRD WEEK OF NOVEMBER: All SPRING Cadet Shipping students must register for Cadet Shipping and pay all tuition and fees.
10. **THIRD WEEK OF NOVEMBER:** CSC holds mandatory orientation meeting for all academic and non-academic Cadet Shipping students about “What to Expect Aboard Your First Vessel.” All Cadets will receive an *On-Board Packet.*

11. **THIRD WEEK OF DECEMBER:** CSC provides company assignments to SPRING Cadet Shipping students.

12. **DECEMBER-FEBRUARY:** SPRING Cadet Shipping students report to their assigned vessels. All Cadet Shipping students must report, via email or phone, to the CSC when they embark and disembark their vessels.

***END of procedure for non-MSC Cadet Shipping – CONTINUE MSC Cadet Shipping***

13. **LAST WEEK OF OCTOBER:** If applying for an MSC billet, the CSC coordinates with the Cadets to begin the MSC documentation process. An additional MSC meeting is held to facilitate the successful completion of the MSC employment and medical Cadet Shipping document packet. MSC Cadets receive three (3) weeks to complete this packet and submit by the deadline date. Cadets have two days after initial MSC meeting to withdraw via email from the MSC portion of the Cadet Shipping Program.

14. **THIRD WEEK OF NOVEMBER:** All SPRING Cadet Shipping students must register and pay all tuition and fees.

15. **THIRD WEEK OF NOVEMBER:** CSC processes timely submitted MSC applications. CSC sends only completed MSC packets to MSC Virginia for processing (MSC Virginia takes four weeks to process MSC Cadet Packets).

16. **THIRD WEEK OF NOVEMBER:** CSC holds mandatory orientation meeting for all academic and non-academic Cadet Shipping students about “What to Expect Aboard Your First Vessel.” All Cadets receive *On-Board Packets.*

17. **THIRD WEEK OF DECEMBER:** MSC Cadets begin receiving employment and medical clearances to Cadet Ship.

18. **JANUARY-FEBRUARY:** As MSC billets become available, Cadets will be assigned to MSC vessels based upon vessel type availability. All Cadet Shipping students must report, via email or phone, to the CSC when they embark and disembark their vessels.
Summer Cadet Shipping Timeline
(May – August)

No Cadet, AT ANY TIME, may use this handbook and the documents contained herein to facilitate a billet with a company on his or her own accord. All billets MUST go through the Office of Cadet Shipping for sea time credit.

1. **FIRST TWO WEEKS OF SEPTEMBER:** The process begins each year in early September when the academic departments collectively announce, through Maritime Blast, a SPRING and SUMMER mandatory Cadet Shipping informational and sign-up meeting to be held by the academic departments in the THIRD WEEK of September.

2. **THIRD WEEK OF SEPTEMBER:** The academic departments hold meeting for both SPRING and SUMMER Cadet Shipping in the S&E Lecture Hall during regimental activity. Cadet Shipping pre-applications are distributed at this meeting to those in attendance. Attendance will be taken and ONLY those Cadets in attendance will be placed on the SPRING or SUMMER Cadet Shipping screening list.

3. **LAST WEEK OF SEPTEMBER to THIRD WEEK OF OCTOBER:** The academic departments review, screen, and approve their list of SUMMER Cadet Shipping. The academic departments forward their academically-approved lists to the COC for regimental review and screening.

4. **FIRST TWO WEEKS OF NOVEMBER:** The COC confirms current regimentally-active student status (for Random Drug Screening participation) and MMC-holder status. The COC forwards regimentally-approved SUMMER Cadet Shipping list to the CSPB for FINAL approval.

5. **FIRST TWO WEEKS OF DECEMBER:** CSPB releases FINAL SUMMER Cadet Shipping list to CSC and copies COC, Academic Departments, Health Services, Registrar, and Student Accounts. CSC invites, via email, those Cadets on this list to the mandatory SUMMER Cadet Shipping information session to be held the fourth week of January.

6. **LAST WEEK OF JANUARY:** A mandatory SUMMER Cadet Shipping information session is held on a Wednesday during regimental activity in a location TBA. The Cadet Shipping Handbook will be distributed to those Cadets who are on the approved SUMMER Cadet Shipping list and who are in attendance. The following will be collected at this session: *Rules and Regulations form, Vessel Type form, Waiver and Release of Liability, and Cadet Contract.* Attendance will be taken, only Cadets in attendance will be allowed to continue the process (unless prior notification has been given to the CSC).

7. **LAST TWO WEEKS OF FEBRUARY:** **Original** documents will need to be submitted upon request to the CSC (Coordinator) located in the Office of Student Affairs, Baylis Hall. CSC processes all documents and begins working directly with the Cadets. CSC coordinates all STCW and Random Drug Testing letters for Cadets.

8. **FIRST TWO WEEKS OF MARCH:** CSC identifies Cadets’ vessel request types and seeks to locate these vessel types within the industry, based on availability. **If applying for an MSC billet, please skip to STEP 13.**

9. **THIRD WEEK OF APRIL:** All SUMMER Cadet Shipping students must register for Cadet Shipping and pay all tuition and fees.
10. **THIRD WEEK OF APRIL:** CSC holds mandatory orientation meeting for all academic and non-academic Cadet Shipping about “What to Expect Aboard Your First Vessel.” All Cadets will receive an *On-Board Packet.*

11. **FINALS WEEK - APRIL:** CSC provides company assignments to non-MSC SUMMER Cadet Shipping.

12. **MAY-JUNE:** SUMMER Cadet Shipping students report to their assigned vessels. All Cadet Shipping students must report, via email or phone, to the CSC when they embark and disembark their vessels.

***END of procedure for non-MSC Cadet Shipping – CONTINUE MSC Cadet Shipping***

13. **SECOND WEEK OF FEBRUARY:** If applying for an MSC billet, the CSC coordinates with the Cadets to begin the MSC documentation process. An additional MSC meeting is held to facilitate the successful completion of the MSC employment and medical Cadet Shipping document packet. MSC Cadets receive three (3) weeks to complete this packet. Cadets have two days after initial MSC meeting to withdraw via email from the MSC portion of the Cadet Shipping Program.

14. **LAST WEEK OF MARCH:** CSC processes timely submitted MSC applications. CSC sends only completed MSC packets to MSC Virginia for processing (MSC Virginia takes four weeks to process MSC Cadet Packets).

15. **THIRD WEEK OF APRIL:** All SUMMER Cadet Shipping students must register and pay the tuition and fees.

16. **THIRD WEEK OF APRIL:** CSC holds mandatory orientation meeting for all academic and non-academic Cadet Shipping about “What to Expect Aboard Your First Vessel.” All Cadets receive *On-Board Packets.*

17. **FIRST TWO WEEKS OF MAY:** MSC Cadets begin receiving employment and medical clearances to Cadet Ship.

18. **MAY-JUNE:** AS MSC billets become available, Cadets will be assigned to MSC vessels based upon vessel-type availability. All Cadet Shipping students must report, via email or phone, to the CSC when they embark and disembark their vessels.
Fall Cadet Shipping Timeline
(September-December)

No Cadet, AT ANY TIME, may use this handbook and the documents contained herein to facilitate a billet with a company on his or her own accord. All billets MUST go through the Office of Cadet Shipping for sea time credit.

1. **THIRD WEEK OF JANUARY**: The process begins each year when the academic departments collectively announce, through Maritime Blast, a FALL mandatory Cadet Shipping informational and sign-up meeting to be held by the academic departments in the first week of February.

2. **FIRST WEEK OF FEBRUARY**: The academic departments hold meeting for FALL Cadet Shipping in the S&E Lecture Hall during regimental activity. Cadet Shipping pre-applications are distributed at this meeting to those in attendance. Attendance will be taken and ONLY those Cadets in attendance will be placed on the FALL Cadet Shipping screening list.

3. **SECOND WEEK OF FEBRUARY**: The academic departments review, screen, and approve their list of FALL Cadet Shipping. The academic departments forward their academically-approved lists to the COC for regimental review and screening.

4. **THIRD WEEK OF FEBRUARY**: The COC confirms current regimentally-active student status (for Random Drug Screening participation) and MMC-holder status. The COC forwards regimentally-approved FALL Cadet Shipping list to the CSPB for FINAL approval.

5. **FOURTH WEEK OF FEBRUARY**: CSPB releases FINAL FALL Cadet Shipping list to CSC and copies COC, Academic Departments, Health Services, Registrar, and Student Accounts. CSC invites, via email, those Cadets on this list to the mandatory FALL Cadet Shipping information session to be held last week of March.

6. **FIRST WEEK OF MARCH**: A MANDATORY FALL Cadet Shipping information session is held on a Wednesday during regimental activity in a location TBA. The Cadet Shipping Handbook will be distributed to those Cadets who are on the approved FALL Cadet Shipping list and who are in attendance. The following will be collected at this session: Rules and Regulations form, Vessel Type form, Waiver and Release of Liability, and Cadet Contract. Attendance will be taken, only Cadets in attendance will be allowed to continue the process (unless prior notification has been given to the CSC).

7. **SECOND WEEK OF MARCH**: Original documents will need to be submitted upon request to the CSC (Coordinator) located in the Office of Student Affairs, Baylis Hall. CSC processes all documents and begins working directly with the Cadets. CSC coordinates all STCW and Random Drug Testing letters for Cadets.

8. **SECOND WEEK OF MARCH**: CSC identifies Cadets’ vessel request types and seeks to locate these vessel types within the industry during the months of July and August, based on availability. If applying for an MSC billet, please skip to STEP 13.

9. **THIRD WEEK OF APRIL**: All FALL Cadet Shipping students must register for Cadet Shipping and pay all tuition and fees.

10. **THIRD WEEK OF APRIL**: CSC holds mandatory orientation meeting for all academic and non-academic Cadet Shipping about “What to Expect Aboard Your First Vessel.” All Cadets will receive an On-Board Packet.
11. THIRD TO FOURTH WEEK OF AUGUST: CSC provides company assignments to FALL Cadet Shipping.

12. AUGUST - OCTOBER: FALL Cadet Shipping students report to their assigned vessels. All Cadet Shipping students must report, via email or phone, to the CSC when they embark and disembark their vessels.

***END of procedure for non-MSC Cadet Shipping – CONTINUE MSC Cadet Shipping***

13. THIRD WEEK OF MARCH: If applying for an MSC billet, the CSC coordinates with the Cadets to begin the MSC documentation process. An additional MSC meeting is held to facilitate the successful completion of the MSC employment and medical Cadet Shipping document packet. MSC Cadets receive three (3) weeks to complete this packet. Cadets have two days after initial MSC meeting to withdraw via email from the MSC portion of the Cadet Shipping Program.

14. THIRD WEEK OF APRIL: All FALL Cadet Shipping students must register and pay all tuition and fees.

15. THIRD WEEK OF APRIL: CSC processes timely submitted MSC applications. CSC sends only completed MSC packets to MSC Virginia for processing (MSC Virginia takes four weeks to process MSC Cadet Packets).

16. LAST WEEK OF APRIL: CSC holds mandatory orientation meeting for all academic and non-academic Cadet Shipping about “What to Expect Aboard Your First Vessel.” All cadets will receive an On-Board Packet.

17. JUNE: MSC Cadets begin receiving employment and medical clearances to Cadet Ship.

18. AUGUST – SEPTEMBER Cadets will be assigned to MSC vessels based upon vessel type availability when the FALL Cadet Shipping Session starts. All Cadet Shipping students must report, via email or phone, to the CSC when they embark and disembark their vessels.
Non-academic Eligibility Rules
(Cadet Shipping for non-credit experience)

No Cadet, AT ANY TIME, may use this handbook and the documents contained herein to facilitate a billet with a company on his or her own accord. All billets MUST go through the Office of Cadet Shipping.

General Eligibility Rules:
(Appplies for SUMMER and WINTER BREAK)
1. Cadet shall have successfully completed their first training ship cruise (MT 510 or ENGR 510).
2. SUMMER BREAK ONLY: Cadet must be registered for the first Summer Sea Term session.
3. Cadet shall hold a valid MMC AT THE START OF THE CADET SHIPPING APPLICATION PROCESS. A Cadet whose MMC is waiting NMC processing, or is “en route” is NOT eligible for the upcoming Cadet Shipping program. No exceptions will be allowed.
4. Cadet applies directly to the CSC by attending the mandatory meeting for SUMMER BREAK and/or WINTER BREAK Cadet Shipping. This meeting will be announced, via email, through Maritime Blast. The Cadet Shipping Process is explained and application packets of information are distributed to those Cadets who are in attendance. The application packet includes all the necessary forms and deadlines for successfully completing the basic document packet.
5. Cadet shall have met the minimum GPA as set by his/her academic department.
6. Cadet shall be in good regimental standing (this also includes having no Class I offenses).
7. Cadet is subject to a background check and shall sign a release form to permit College to conduct the check.
8. The Cadet Shipping Program Review Board reserves the right to deny a Cadet for the Cadet Shipping program.
9. Cadet shall pay a Cadet Shipping fee to Student Accounts at the time of registration.

Requirements:
1. All billets (berths) shall go through the CSC. Under no circumstance is a Cadet to contact a company without PERMISSION from the CSC. A Cadet found violating this rule will be terminated from the program.
2. Cadet shall submit a Cadet Shipping application packet consisting of the following documents:
   a. Cadet Contact Sheet
   b. Signed/dated Rules and Regulations form
   c. Cadet Shipping and Vessel Type form
   d. Waiver and Release of Liability
   e. Cadet Contract
   f. Merchant Marine Credential (MMC) – See the Regimental Affairs Office for application.
   g. Passport
   h. Transportation Worker Identification Card (TWIC)
   i. USCG Physical 719K –To download a copy of the physical, go to www.uscg.mil/forms/cg/CG_719K.pdf
   j. Proof of overseas/foreign travel medical insurance
   k. Benzene Test Results - CSC will provide information on this test if Cadet is matched with a tanker vessel.
   l. Travel Immunizations- CSC will provide information on obtaining additional travel immunizations if required by their assigned company.
3. CSC will arrange for the following documents:
   m. STCW letter – Signed by the Marine Transportation Department
   n. Random Drug Testing letter – Signed by the COC
4. Cadet will the receive “On-Board Packet”
Summer Break Cadet Shipping (not for credit)
(July 1 through late-August, from one to seven weeks)

Cadets apply directly to the CSC as this shipping period is non-academic. Only those Cadets registered for the first Summer Sea Term are eligible to apply for SUMMER BREAK Cadet Shipping. Cadet MUST be available for entire seven weeks at time of application (no concessions will be given by the school or shipping company for weddings, reunions, work commitments, etc…)

1. **SECOND WEEK OF FEBRUARY**: CSC sends email, through Maritime Blast, of mandatory meeting for those interested in SUMMER BREAK Cadet Shipping (not for credit).

2. **FIRST WEEK OF MARCH**: A mandatory SUMMER BREAK Cadet Shipping information session is held on a Wednesday during regimental activity in a location TBA. The Cadet Shipping Handbook will be distributed to those Cadets who are on the approved FALL Cadet Shipping list and who are in attendance. The following will be collected at this session: Rules and Regulations form, Vessel Type form, Waiver and Release of Liability, and Cadet Contract. Attendance will be taken, only Cadets in attendance will be allowed to continue the process (unless prior notification has been given to the CSC).

3. **SECOND WEEK OF MARCH**: Original documents will need to be submitted upon request to the CSC located in the Office of Student Affairs, Baylis Hall

4. **SECOND WEEK OF MARCH**: CSC confirms GPA minimum for each cadet and forwards this GPA-approved list to the COC for regimental review.

5. **THIRD WEEK OF MARCH**: COC forwards regimentally-approved SUMMER BREAK Cadet Shipping list to the CSC. CSC coordinates all STCW and Random Drug Testing letters for Cadets.


7. **THIRD WEEK OF APRIL**: CSC holds MANDATORY orientation meeting for all SUMMER BREAK Cadet Shipping students about “What to Expect Aboard Your First Vessel.” All Cadets will receive an On-Board Packet.

8. **FIRST WEEK OF JUNE**: CSC identifies Cadets’ vessel type requests and seeks to locate these vessel types within the industry, based on availability.

9. **THIRD WEEK OF JUNE**: CSC provides company assignments to SUMMER BREAK Cadet Shipping students.

10. **JUNE - JULY**: SUMMER BREAK Cadet Shipping students report to their assigned vessels. All Cadet Shipping students must report, via email or phone, to the CSC when they embark and disembark their vessels.
Winter Break Cadet Shipping (not for credit)
(Shipping Period: End of fall final’s week – start of spring semester, one to four weeks, no concession for Christmas or New Year’s Day)

Cadets apply directly to the CSC as this shipping period is non-academic.

No Cadet, AT ANY TIME, may use this handbook and the documents contained herein to facilitate a billet with a company on his or her own accord. All billets MUST go through the Office of Cadet Shipping.

1. **FIRST WEEK OF OCTOBER**: CSC sends email, through Maritime Blast, of mandatory meeting for those interested in WINTER BREAK Cadet Shipping (not for credit).

2. **THIRD WEEK OF OCTOBER**: A mandatory WINTER BREAK Cadet Shipping information session is held on a Wednesday during regimental activity in a location TBA. The Cadet Shipping Handbook will be distributed to those Cadets who are on the approved WINTER BREAK Cadet Shipping list and who are in attendance. The following will be collected at this session: *Rules and Regulations form, Vessel Type form, Waiver and Release of Liability, and Cadet Contract*. Attendance will be taken, only Cadets in attendance will be allowed to continue the process (unless prior notification has been given to the CSC).

3. **LAST WEEK OF OCTOBER**: **Original** documents will need to be submitted upon request to the CSC located in the Office of Student Affairs, Baylis Hall.

4. **LAST WEEK OF OCTOBER**: CSC confirms GPA minimum for each cadet and forwards this GPA-approved list to the COC for regimental review.

5. **FIRST WEEK OF NOVEMBER**: COC forwards regimentally-approved SUMMER BREAK Cadet Shipping list to the CSC. CSC coordinates all STCW and Random Drug Testing letters for Cadets.


7. **THIRD WEEK OF NOVEMBER**: CSC holds mandatory orientation meeting for all SUMMER BREAK Cadet Shipping students about “What to Expect Aboard Your First Vessel.” All Cadets will receive an *On-Board Packet*.

8. **THIRD WEEK OF NOVEMBER**: CSC identifies Cadets’ vessel type requests and seeks to locate these vessel types within the industry, based on availability.

9. **FIRST TO SECOND WEEK OF DECEMBER**: CSC provides company assignments to WINTER BREAK Cadet Shipping students.

10. **DECEMBER – JANUARY**: WINTER BREAK Cadet Shipping students report to their assigned vessels. All Cadet Shipping students must report, via email or phone, to the CSC when they embark and disembark their vessels.
Company Disqualifiers

Note: Companies have their own employment regulations and standards. They may disqualify a candidate based upon, but not limited to the following:

1. Exposed body tattoo(s)
2. Exposed body piercing(s) and/or multiple ear piercings
3. Physical readiness (e.g., weight guidelines as an overall vessel safety issue)
4. Background check (e.g., alcohol violations, DUI/DWI, credit issues, traffic violations, encounters with law enforcement).

Unsuccessful Completion of Cadet Shipping

Failure to successfully complete any Cadet Shipping assignment may result in:

1. Repatriation home (all associated costs to be paid by the Cadet)
2. Failing grade (if for credit)
3. Denial of sea service letter
4. Permanent notation in Cadet’s academic file, if for credit
5. Denial of future Cadet Shipping billets
6. Captain’s Mast (for Cadets, up to and including dismissal from the Regiment)

Benzene Test Information

If you have expressed interest in a tanker vessel, you are required to obtain a Benzene test. (Benzene is a hazardous substance due to its chemical toxicity and is considered carcinogenic). Once the test has been completed, results will take approximately 10 business days for processing.

To obtain a script for the Benzene Test (blood test only, not full pulmonary), you may do one of the following:

1. Obtain a Benzene test directly from your family physician; or
2. Obtain a script from Throggs Neck Urgent Medical Care, 3594 East Tremont Avenue, Bronx – Phone: 718-684-3939. Then take the script to Quest Diagnostics, 3250 Westchester Avenue, Suite 105, Bronx - Phone: 718-518-8282; or
3. Obtain a script from Health Services during normal business hours, 9:00am–5:00pm Monday through Friday. Then take the script to Quest Diagnostics, 3250 Westchester Avenue, Suite 105, Bronx - Phone: 718-518-8282.

**IMPORTANT** YOU must follow up with the Benzene testing facility to ensure you receive the results of your Benzene test in a timely manner. Once you have obtained the results, electronically scan the results and email them as an attachment titled SUNY Your Last Name Benzene to Meredith Johansson at mjohansson@sunymaritime.edu.

Immunization and Travel Vaccines Information

Certain companies require additional immunizations and/or travel vaccines. To find a local facility that offers “Travelers Immunizations”, go to www.cdc.gov Click on TRAVELER’S HEALTH, then click on FIND A CLINIC. There are locations in the Bronx and Brooklyn. Call ahead to ensure the vaccine is available. There will be a fee, to be paid by the cadet, involved for each immunization; however, it has been determined that this website provides the least expensive facilities in our area. Please inform the Cadet Shipping Coordinator of your immunization appointment date. Please provide an electronic copy of your immunizations to the Cadet Shipping Coordinator by scanning the results and emailing them as an attachment titled SUNY Your Last Name Immunization Type to Meredith Johansson at mjohansson@sunymaritime.edu.
*Begin*
Office of Student Affairs
Cadet Shipping Application
and Document Process
Document Checklist

The following original documents will need to be submitted upon request to the CSC (Coordinator) located in the Office of Student Affairs, Baylis Hall.

- MMC (Merchant Marine Credential)
- Passport
- TWIC (Transportation Worker Identification Card)
- USCG Physical Form (CG-719K, Rev. 1/09, pages 1-9)
  - signed/dated by both Cadet and doctor
- Proof of Overseas/Foreign Travel Medical Insurance

Please Note: The Cadet Shipping Coordinator will coordinate the Random Drug Testing and STCW Compliance letters in conjunction with the Regimental Affairs Office and Marine Transportation Department, respectively. If you are assigned to a company with tankers in its fleet, you will be notified to obtain a Benzene test. If you are assigned to a company requiring travel immunizations, you will be notified to obtain these at a testing facility.
Cadet Contact Sheet
Print legibly!

Name ___________________ Available Dates: __/__/__ - __/__/__ Dept. Airport________________________

Check ONE of the following four: __Deck __Engine __ MTSVO __ AELL

If MTSVO, state tonnage/horsepower requirements: ____________________________________________

Cadet ID # ________ Age _____ Date of Birth ___/___/____ Room # (if appl.) ________

Home Address/City/State/Zip ________________________________________________________________

Home Phone __________________ Cadet Cell Phone _____________________________________________

College Email ______________ @sunymaritime.edu Alt. Email ________________________

Next of Kin __________________________ Relationship ________________________________

Next of Kin Address/City/State/Zip ________________________________________________________

Next of Kin Home Phone ________________ Next of Kin Cell Phone ____________________________

Expected Graduation Date (Mo/Yr) __/__/__ Major _______ Grad. License Student: Y or N

Citizenship: __U.S. __Res. Alien __Foreign # of TSES cruises completed: 1 or 2 or 3

Are you on an F-1 Visa? Y or N If yes, you must see the Coordinator for International Student
Services for Cadet Shipping Program eligibility.

Some companies in the program do not provide transportation to/from the vessel. Would you be
able to provide your own domestic transportation? Yes or No (circle one)

Cadets: Please complete information below (for office use only):

SSN # _____ - _____ - _______ TWIC Exp. ____________
Passport # __________________ Passport Exp. __________
MMC # __________________ MMC Exp. ____________
Cadet Shipping - Rules and Regulations

The following rules SHALL apply to the Cadet Shipping program:

1. Cadet Shipping candidates shall register for “In Lieu Of” Cruise through the Registrar’s office to receive authorization to Cadet Ship and receive academic credit. Non-academic Cadet Shipping candidates do not need to register through the Registrar’s Office.
2. For non-academic Cadet Shipping (summer and winter), fees are assessed in accordance with the fee schedule at: http://www.sunymaritime.edu.studentaccounts/index.aspx.
3. Cadet Shipping candidates shall be placed with participating companies through the Office of Cadet Shipping only.
4. Cadet Shipping candidates shall attend all scheduled meetings prior to sailing Cadet Shipping.
5. Cadet Shipping candidates shall have valid MMC and TWIC cards.
6. Cadet Shipping candidates shall have successfully completed at least one cruise on the TS Empire State VI.
7. Cadet Shipping candidates shall be part of the undergraduate or graduate license program.
8. Cadet Shipping candidates shall attend pre-scheduled drug and/or Benzene test appointments. (Failure to take scheduled tests will result in immediate suspension of Cadet Shipping program.)
9. Cadet Shipping candidates shall have met the criteria of his/her academic department.
10. Cadet Shipping candidates shall be in good standing in the Regiment up to and including the day of embarking assigned vessel.
11. Once the Cadet Shipping candidate signs the Cadet Shipping contract, the Cadet MAY NOT withdraw from the program without good cause. Failure to meet the contract’s specifications will result in a letter stating such actions and will be placed in the Cadet’s permanent file.
12. No changes will be made once the Cadet/company assignment has been finalized.
13. Cadets may or may not receive a stipend while on board vessel; however, if received it should be considered a bonus to the valuable experience gained by sailing Cadet Shipping.

The above stated criteria shall be met to be considered a Cadet Shipping candidate. If any one of the above criteria is not met, the Cadet Shipping candidate forfeits his/her opportunity for the Cadet Shipping program.

Cadet Signature

Witness Signature

Cadet Printed Name               Date

Witness Printed Name               Date
This page intentionally left blank.
## Cadet Shipping and Vessel Type

<table>
<thead>
<tr>
<th>Cadet Name</th>
<th>Cell Phone</th>
<th>Last Four SSN#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet Email</td>
<td>@sunymaritime.edu</td>
<td>Current Reg. Class</td>
</tr>
</tbody>
</table>

Have you received any Class I Offenses? **Y** or **N**  Do you have excessive demerits? **Y** or **N**

Have you previously Cadet shipped? **Y** or **N**  If yes, when and for how long?

<table>
<thead>
<tr>
<th>Check</th>
<th>Cadet Shipping Type</th>
<th>Deck, Engine MTSVO, or AELL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENGR 521 (&quot;In Lieu Of” Cruise)</td>
<td># Days Required:</td>
</tr>
<tr>
<td></td>
<td>MT 521 (&quot;In Lieu Of” Cruise)</td>
<td># Days Required:</td>
</tr>
<tr>
<td></td>
<td>MTDO 524</td>
<td># Days Required:</td>
</tr>
<tr>
<td></td>
<td>MTDO 525</td>
<td># Days Required:</td>
</tr>
<tr>
<td></td>
<td>MTEO 522</td>
<td># Days Required:</td>
</tr>
<tr>
<td></td>
<td>MTEO 523</td>
<td># Days Required:</td>
</tr>
<tr>
<td></td>
<td>Recency</td>
<td># Days Required:</td>
</tr>
<tr>
<td></td>
<td>Academic Sea Time Make-Up (Winter Break)</td>
<td># Days Required:</td>
</tr>
<tr>
<td></td>
<td>Academic Sea Time Make-Up (Post-Cruise)</td>
<td># Days Required:</td>
</tr>
<tr>
<td></td>
<td>Non-Academic – For Experience Only (Winter Break)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Academic – For Experience Only (Post-Cruise)</td>
<td></td>
</tr>
</tbody>
</table>

Rate your vessel-type preference below by placing a **1st**, **2nd**, and **3rd** next to the vessel-type. Please be advised that this is a **preference** and not a guarantee. Academic ranking, regimental ranking, maritime company participation, and the global economy will **all** factor into the final placement of billet availability.

**1st**  **MSC**  **2nd**  **Research**  **3rd**  **LNG**  **Heavy Lift**

**1st**  **Bulk Carrier**  **2nd**  **Drill Ship**  **3rd**  **Tug/Towboat**  **USCG**

**1st**  **Container/RoRo**  **2nd**  **Passenger**  **3rd**  **Offshore Supply Vessel (OSV)**  **Articulated Tug Barge (ATB)**

---

Submit this form to the Office of Student Affairs, Cadet Shipping, Baylis Hall
This page intentionally left blank.
SUNY Maritime College Cadet Commercial Vessel Shipping Program

Agreement, Waiver and Release of Liability

I hereby agree and acknowledge to the following, in consideration of being allowed to participate in the SUNY Maritime College Cadet Commercial Vessel Shipping Program:

1. My participation in the Cadet Commercial Vessel Shipping Program shall not create an employer/employee relationship between SUNY Maritime College or USCG (or any of their respective affiliated entities) and myself;

2. My participation in the Cadet Commercial Vessel Shipping Program is strictly voluntary;

3. I understand that I will be responsible for paying for all costs associated with the Cadet Commercial Vessel Shipping Program, which may include travel and food expenses;

4. While I am participating in the Cadet Commercial Vessel Shipping Program I agree to abide by all SUNY Maritime College regulations and policies, Cadet regimental rules, and USCG rules and regulations;

5. I will participate in all required training and orientation activities;

6. I HEREBY ASSUME FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE arising out of, or related to the Cadet Commercial Vessel Shipping Program, whether caused by the NEGLIGENCE OF RELEASEES or otherwise;

7. I release and waive all liability of, SUNY Maritime College and their respective affiliated entities, and each of their respective officers, directors, agents, representatives and employees (collectively the "RELEASEES"), from any and all claims, actions, damages and liabilities, injury or loss, of any kind whatsoever, that in any way are caused by, arise out of, result from, or are related to, my participation in the Cadet Commercial Vessel Shipping Program including, without limitation, related to the negligence of any of the RELEASEES;

8. I will indemnify and hold harmless SUNY Maritime College (and their respective affiliated entities) for any loss, liabilities, damages, injury, loss, claims or actions incurred by SUNY Maritime College (or any of their respective affiliated entities), as the case may be, which arise out of, or are related to, my participation in the Cadet Commercial Vessel Shipping Program;

9. I will keep the Cadet Shipping Coordinator and Cadet Shipping Faculty Advisor at SUNY Maritime College, fully apprised of my activities related to the Cadet Commercial Vessel Shipping Program;

10. My participation in the Cadet Commercial Vessel Shipping Program may be terminated for any reason, with or without cause, at any time, by SUNY Maritime College, without prior notice;
11. My participation in the Cadet Commercial Vessel Shipping Program will have no bearing on whether or not I am accepted into another Cadet Commercial Vessel Shipping Program in the future or any other SUNY Maritime College program, position or employment;

12. This AGREEMENT, WAIVER AND RELEASE OF LIABILITY shall be governed by New York Law in the event that there is proceeding related to this Agreement, Waiver and Release of Liability, consent to the jurisdiction and venue of the Federal and State courts located in New York City.

13. The agreements and acknowledgements contained in this AGREEMENT, WAIVER AND RELEASE OF LIABILITY will become effective immediately and will survive the cessation of my participation in the INTERNSHIP PROGRAM; and,

14. In signing this document, I certify that I have read, understood and accept all terms and conditions in this AGREEMENT, WAIVER AND RELEASE OF LIABILITY.

Student Signature: ________________________________

Student Name (Print): ________________________________

Student Maritime ID #: ________________________________

Date: ________________________________

Witness Signature: ________________________________

Witness Name (Print): ________________________________

Date: ________________________________
**Cadet Shipping Contract**  
(Office of Student Affairs’ Copy)

SUNY Maritime College provides a unique opportunity for its core of regimental Cadets to experience shipboard life and receive hands-on training in an authentic working environment. As this opportunity is made possible only through the full administrative and financial support of participating industry companies, there are many professional and dedicated persons working behind-the-scenes to coordinate this promised billet for you. Please recognize that this is a unique opportunity for you to represent SUNY Maritime College and to showcase yourself – appreciate the value of it and enjoy the experience and adventure!

- **I PROMISE** to maintain proper communication, via email and phone, with College’s and company’s Point of Contact after company assignment has been made.
- **I UNDERSTAND** that I am a mutual partner with the College and the assigned company in SUNY Maritime College’s Cadet Shipping program.
- **I UNDERSTAND** that most travel and administrative expenses are paid for by the participating companies.
- **I PROMISE** to maintain proper communication with my company’s Point of Contact after assignment has been made.
- **I PROMISE** to report to my assigned vessel as directed specifically by the company.
- **I UNDERSTAND** that a family emergency or illness will be the only excused release from this contract. Failure to report to my assigned vessel will result in a letter stating such infraction placed in my permanent record. Failure to fulfill assigned commitment dates for the company will result in the same.
- **I UNDERSTAND** that reporting to and successfully fulfilling my Cadet Shipping assignment secures both future Maritime College Cadet Shipping billets and job opportunities.
- **I UNDERSTAND** that SUNY Maritime College reserves the right to apply campus disciplinary procedures for inappropriate student behavior which occurs at off-campus locations whenever the student’s conduct, and an activity and/or event, adversely affect the campus community or undermine the interests and/or mission of the institute.
- **I UNDERSTAND** that I am expected to conduct myself in accordance with the rules and regulations of the College while aboard my assigned vessel and in its ports of call.
- **I UNDERSTAND** that I am responsible for any monies owed the company if I disembark the vessel prior to the scheduled debarkation dated agreed upon by you, the company, and the Master. Failure to pay these monies will result in an Incomplete for this course.
- **I HAVE READ AND UNDERSTAND** the Rules and Regulations for Cadet Shipping as stated in this handbook.

<table>
<thead>
<tr>
<th>Cadet Signature</th>
<th>Witness Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cadet Printed Name</th>
<th>Date</th>
<th>Witness Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>
This page intentionally left blank.
Suny Maritime College provides a unique opportunity for its core of regimental Cadets to experience shipboard life and receive hands-on training in an authentic working environment. As this opportunity is made possible only through the full administrative and financial support of participating industry companies, there are many professional and dedicated persons working behind-the-scenes to coordinate this promised billet for you. Please recognize that this is a unique opportunity for you to represent Suny Maritime College and to showcase yourself—appreciate the value of it and enjoy the experience and adventure!

✔ I Promise to maintain proper communication, via email and phone, with College’s and company’s Point of Contact after company assignment has been made.

✔ I understand that I am a mutual partner with the College and the assigned company in Suny Maritime College’s Cadet Shipping program.

✔ I understand that most travel and administrative expenses are paid for by the participating companies.

✔ I promise to maintain proper communication with my company’s Point of Contact after assignment has been made.

✔ I promise to report to my assigned vessel as directed specifically by the company.

✔ I understand that a family emergency or illness will be the only excused release from this contract. Failure to report to my assigned vessel will result in a letter stating such infraction placed in my permanent record. Failure to fulfill assigned commitment dates for the company will result in the same.

✔ I understand that reporting to and successfully fulfilling my Cadet Shipping assignment secures both future Maritime College Cadet Shipping billets and job opportunities.

✔ I understand that Suny Maritime College reserves the right to apply campus disciplinary procedures for inappropriate student behavior which occurs at off-campus locations whenever the student’s conduct, and an activity and/or event, adversely affect the campus community or undermine the interests and/or mission of the institute.

✔ I understand that I am expected to conduct myself in accordance with the rules and regulations of the College while aboard my assigned vessel and in its ports of call.

✔ I understand that I am responsible for any monies owed the company if I disembark the vessel prior to the scheduled debarkation dated agreed upon by you, the company, and the Master. Failure to pay these monies will result in an Incomplete for this course.

✔ I have read and understand the Rules and Regulations for Cadet Shipping as stated in this handbook.

Cadet Signature ___________________________  Witness Signature ___________________________

Cadet Printed Name ___________________________  Witness Printed Name ___________________________