

The title 'Resident Handbook' is written in a dark blue, cursive font on a thick, orange brushstroke background. The brushstroke has a textured, hand-painted appearance. Above the orange stroke, there are several horizontal bars of different colors: a small multi-colored grid, a red bar, and a green bar. Below the orange stroke, there are several horizontal bars of different colors: a cyan bar, a yellow bar, and a green bar. The overall design is vibrant and artistic.

Resident Handbook



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Welcome

On behalf of Orange Coast College, the department of Housing & Residential Education (HRE), and The Harbour at OCC we would like to welcome you to your new home. We are excited to be one of the first Southern California community colleges to offer on-campus housing for students. HRE and The Harbour staff are committed to providing opportunities that contribute to student learning and development, creating welcoming and safe living environments, as well as further enhancing student success and the Pirate experience here at OCC.

Living on-campus is a transformative experience for students! It provides you with many opportunities to engage with the campus and its resources, make significant and life-long connections with peers

doors must remain closed when air conditioning is operating; this equipment does not function properly when windows are open.

Public Areas. The sidewalks, driveways, courtyards, stairways, corridors, and all other common areas of the community may not be obstructed in any way by a resident or guest, including by garbage cans, supplies, shopping carts, bicycles or other belongings. If articles are left in any public areas, management may remove them at the resident's risk and expense.

Locks, Keys, Keycards. Residents will be given one electronic key fob (for the assigned apartment and for exterior doors, amenity areas and elevators), one bedroom key and one mailbox key. These keys and key fobs must be returned to management upon vacating the premises. No locks may be changed or added to any doors without management's written consent.

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Laundry Facility. The community laundry facility is open 24 hours unless otherwise posted. Residents may not use more than two washing machines or dryers at one time. Please refrain from removing other users' laundry from machines.

Internet Connection; Business Center. Internet connectivity is provided throughout the community for use by residents and guests. A business center or lounges with computer devices are provided for the use of residents only; the display or other transmission of objectionable, pornographic, discriminatory, harassing or otherwise inappropriate material using any computer equipment provided by The Harbour is prohibited. Users must abide by applicable laws at all times in the course of using computer equipment and/or Internet connections provided by The Harbour. The display, downloading, uploading or other use of materials in violation of the copyright or other intellectual property rights of any person are prohibited using any Internet connection or computer equipment provided by The Harbour. Users of the Internet connection provided by The Harbour must also abide by all acceptable use policies and other rules issued by the community's Internet service provider from time to time.

Bicycle Parking. The Harbour provides storage for residents' bicycles and other two-wheeled vehicles without combustion engines, on a first-come, first-served basis. Other motorized vehicles may not be stored at or left on the grounds of the community. Bicycle storage is provided as a convenience; the community owner and management have no responsibility for loss or damage to bicycles or other belongings left in storage. Management may restrict any resident's use of this storage facility at any time.

Coast Community College District Board Policies & Administrative Procedures

The exhaustive list of Coast Community College District Board Policies and Procedures can be found on the website at <https://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx>. Below you can review a summary of some of the most frequently referenced policies for your reference as a resident:

Coast Community College District Student Code of Conduct ([BP/AP 5500](#))

The primary purpose of this Student Code of Conduct is to support and protect Students to ensure their academic and personal success throughout their attendance at any of the Colleges within the District. In addition, this Student Code of Conduct intends to educate Students about rights

cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any Student or other person.

- **Inappropriate Usage of Social Media.** Using social media to harass, intimidate, or threaten other individuals. Usage of social media that will have indirect or direct impact on an individual or interference with the educational process.
- **Infliction of Mental Harm.** (a) Inflicting mental harm upon any member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any

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craft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.

- [Unauthorized Electronic/Digital Recording](#). Electronic/digital recording by any person on District

Alcoholic Beverages ([BP/AP 3560](#))

The possession, sale, or furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of

Smoking and Tobacco Use ([BP/AP 3570](#))

Smoking and tobacco use are prohibited on all Orange Coast College property, including in all buildings, student housing, exterior open spaces, parking lots, on campus sidewalks, stadiums, recreational spaces, and practice facilities. Smoking and tobacco use are prohibited in all District-owned or leased vehicles.

Safety & Emergency Protocol

Emergency Evacuation

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All living environments with full-size kitchens have refrigerators and microwaves. Mini refrigerators or micro-fridges are permitted in individual rooms if they are UL-approved and not larger than 4.3 cubic feet. Energy star is recommended. For safety reasons, the use of electrical cooking appliances such as coffee pots, personal microwaves, hot plates, sandwich makers, electric grills, and popcorn poppers is permitted only in kitchen areas. Window air conditioners are not permitted. 6HRE or Harbour staff will document and provide notice for removal of unauthorized or arsovalTc 0 Tw 38jE.3ff2 Td+D.06 Td(p)10.0(o)D0.014Tww

Residence Education

Health & Wellness

Immunization Recommendations

It is highly recommended that all incoming Housing students provide documentation of vaccination or immunity to the following infectious diseases: Measles, Mumps, Rubella (MMR), Varicella, Pertussis (Tdap), Influenza and Meningitis, and provide Tuberculosis (TB) clearance as recommended for colleges and universities by the California Department of Public Health (CDPH) to protect the health and safety of residents and staff. Please complete the new contact and consent information form when you sign into the Student Health Portal.

OCC Immunization Recommendations & Deadline

Due October 1, 2023: All incoming OCC Housing students are HIGHLY RECOMMENDED to:
Obtain the Vaccines Listed Below, Complete the (1) Housing Clearance Consent form, (2) Meningitis Information Form, (3) TB Risk Assessment form, (4

1. Be prepared! Gather all the info you will need to complete your recommendations online
2. Sign in to the [Student Health Portal](#).
3. Once you are logged in, from the Home Page, click on My Forms, and complete the "1. Housing Clearance Consent" form, "2. Meningitis Information" form, "3. TB Risk Assessment" form, and "4. OCC Housing Immunizations" form.
4. Enter all the requested dates and immunization information.
5. Upload images or PDF files of your immunization records or OCC IZ Worksheet for Outside Providers, by clicking

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In order to request and receive housing accommodations, including an assistance animal, the student is encouraged to complete the [Housing Accommodations Request Form](#).

notice, as permitted by applicable law. If a scheduled inspection is to be performed, the residents will be notified approximately one day prior to the inspection by notice placed at the front door of the apartment or otherwise delivered to one or more residents.

Gender Inclusive Housing

Apartment assignments are available for both same gender and gender inclusive living options. The Harbour will a6dM Tc 0.001 Tw 0.bed(T)-itinnng

The Harbour is not responsible for mail delivery by the U.S. Postal Service or other delivery services. The Harbour may (without obligation) accept packages for residents, but is not responsible for loss or damage.

The mailing address for residents is as followed:

Resident Name
1369 Adams Avenue, Unit #XXXX
Costa Mesa, CA 92626

Meal Options

The apartments at The Harbour have full kitchens with standard appliances.

Orange Coast Food Services is now offer on-campus meal plans to Harbour residents. To learn more about the meal plan options and direction to purchase, please visit.

<https://orangeoastcollege.edu/life-at-occ/food-services/meal-plan/index.html>

Pirate's Cove

OCC's Office of Student Equity offers the Pirate's Cove, an on-campus food pantry, for students who are experiencing food insecurity. [OCC's Pirates' Cove Pantry and Resources Hub](#) is available to assist students facing food insecurity and in need of other basic needs. Located behind the campus bookstore, this is a judgment-free zone that can be used by currently enrolled students needing assistance. Physical student I.D. card and current enrollment is required to access Pirates' Cove Pantry food/ grab & go and hygiene resources.

Move-In

Move-in is scheduled for Wednesday, August 23, 2023. Please review the Resident Move-In Checklist to make sure you are prepared for fall move in. You will receive further instructions from The Harbour management team via email and for review in the Resident Portal.

Before Resident may access or occupy the premises, all required charges and installments due must be paid in full with cleared funds.

Check-in Inspections

Prior to Resident taking possession of the assigned bedroom space (and any re-assigned bedroom space), Resident will conduct an inspection of the assigned bedroom space and apartment and will note on the Check-In/Check-Out Inspection Report ("Inspection Report") any defects, damage or other conditions observed, if not already identified by Owner on such report; upon completion and approval by Owner, the Inspection Report will become part of this Agreement. Resident acknowledges that except as provided in the Inspection Report, each bedroom space and apartment are being delivered in "as-is" condition, and Resident's acceptance of the assigned bedroom space and apartment at the beginning of the Term constitutes Resident's acknowledgment that the bedroom space and apartment and all fixtures are in good repair and condition. Owner will not be responsible for any damages or consequences suffered by Resident as a result of Owner's inability to timely deliver possession of the apartment or assigned bedroom space to Resident on the anticipated Start Date; in such event, the rent payable will be abated

until Owner renders possession and such delay will not extend or decrease the term or change the End Date.

Move-Out

Resident will have access to the Property and the assigned bedroom space and apartment until 12:00pm Noon on the End Date listed in the resident's Housing Agreement. Upon termination or expiration of this Agreement for any reason, Resident will immediately vacate and relinquish the bedroom space and entire apartment, and all of Owner's fixtures, in a clean and sanitary condition, including removing all (did a o 3.10 .) 010T1

your authorization at any time. There are convenience fees for each payment made by a credit or debit card, which will be shown when you authorize your automatic monthly payment.

If any payment is returned unpaid, The Harbour may require the resident to make future payments by certified funds. Payment (including by mail) is deemed made only when actually received by The Harbour, subject to clearance of funds. Resident's payment obligation is a promise by Resident which is independent from all of The Harbour's promises, duties and obligations.

Late Installments

To cover added costs for late payment, each payment will be increased by \$30 as a late charge if not received by the close of business within two calendar days after the date due and will be increased by an additional \$5 per day thereafter until paid in full, with a maximum late charge of \$130 for any single unpaid installment. In the event any payment is past due, The Harbour management may take legal action for possession and payment. To cover added costs for processing of payments that are dishonored or returned due to insufficient funds, each such payment will be increased by \$25 for the first instance or \$35 for each subsequent instance as a returned payment charge and will not be considered paid until valid payment has been received.

Recreational Facilities & Community Spaces

The Harbour has provided community spaces, amenities and areas for the use of residents and guests. In order that these facilities, be used for the benefit of everyone and be properly maintained, serviced and operated with safety, management will establish schedules and appropriate regulations for the use of each such facility. Management may add, remove, upgrade or modify any of the provided community facilities and amenities, without notice or compensation. All guests, as well as children of residents or guests, must be accompanied at all times by the responsible resident when using any communal facility or amenity. Appropriate attire and footwear are required at all times when using any communal facility or amenity.

to purchase renter's liability insurance (with or without optional personal property insurance) from a pre-approved third-party provider, for Resident's convenience. Resident is not obligated to purchase any insurance from such provider and may arrange its own personal liability insurance policy from any insurer of Resident's choosing meeting the requirements of this paragraph, in which case Resident agrees to provide written proof of the required personal liability insurance coverage, including causing The Harbour to be listed as named interested parties on such insurance coverage. The Harbour will provide instructions prior to move-in for submitting proof of insurance or purchasing a compliant insurance policy; Resident's failure to comply with these insurance requirements will be a breach by Resident with The Harbour reserving its remedies but will not give Resident any right of termination. If Resident fails to provide sufficient proof of personal liability insurance to The Harbour within two days after the Start Date, twafter

OCC Recycling Center is located just east of The Harbour is another option for residents who wish to directly make their own donations. The Recycling Center is traditionally open 9:00AM to 5:00 PM, seven days a week. To learn more about the accepted donations and California Redemption Value on eligible items, please review their [website](#).

Resources

OCC Catalogue

The [OCC 2023-2024 Catalogue](#) is a comprehensive resource for the college that includes important information for students. You can learn more about instructional programs and academic pathways

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Act of 1964 as amended; Title IX of the Education Amendments of 1972; California state law; and the