

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

HRE, Harbour Management & Residence Education Staff

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Resident Education Coordinator (REC)

The Residence Education Coordinators (RECs) are full-time live-in professionals that conduct the day-to-day Residential Education functions within The Harbour @ OCC. They supervise the Resident Advisors, respond to community emergencies, support residential

Residential & Coast District Policies

The Harbour Community Policies

The exhaustive list of Community Policies for The Harbour can be found on the website at <http://theharbourocc.com/policies.pdf>.

Barbeque Grills. Due to city, county and state fire codes and regulations, the use of or storage of gas or charcoal grills, or fuel containers related to these grills, are prohibited throughout the community except for built-in grills provided by The Harbour for this purpose. Any resident or apartment violating this policy may be subject to administrative fees of at least \$50 per day and/or referral to law enforcement.

Common-Area Furnishings. Furnishings provided in apartment common areas such as living rooms are intended for the common use of all residents of the apartment, and may not be removed or taken into individual bedrooms. Furniture in any community or lounge area may not be relocated.

Common-Area Lights. Lights in hallways, stairwells, clubhouse areas, the building exterior and 155 (parking garage) are for the general safety of the community. Tampering with these lights in any way is prohibited. Prompt reporting of all outages to management is appreciated.

Soliciting. Any soliciting or distribution of any type of material within the community is prohibited without prior written approval from management. Please notify management of any suspected unauthorized solicitor so that appropriate action may be taken.

Guests. All residents are responsible for the actions of their

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 (ro)-3(u)-4(.31 Tm0 g0 G{.})JTJETQ5I.0ETQd7fh)-5 0.52 0 6WñBT/F1 9.96 Tf1 0 0 1 93.264 376.01 Tm

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 Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to member of the District Community could result; (d) causing a member of the District Community to believe that the Student or their agent may cause mental harm to that person or any member of the person's family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.

Misrepresentation. A false statement or representation based upon the intentional disregard of false or possibly

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 alcohol is controlled by the California Department of Alcohol and Beverage Control.

However, the enforcement of alcohol laws on college premises is the primary responsibility of the college Campus Public Safety Department. Each college within the District has been designated "Drug free," and only under certain circumstances is the consumption of alcohol permitted.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval.

Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Computer and Network Usage (BP/AP 3720)

The District owns, leases, and/or operates a variety of computer and communication systems, including but not limited to, voicemail, electronic mail (e-mail), telephone, and access to the internet, which are provided for the use of District faculty, admini

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

There are numerous emergency situations that could cause a single building, all buildings or even a whole campus evacuation. When an alarm sounds in a building or if an order from The Harbour staff or OCC

Campus Safety is received to evacuate part of or all of the campus, then it is understood that a situation exists of sufficient urgency to warrant immediate action by the residential community. While the circumstances requiring an evacuation may be varied, the process of evacuation is relatively standard. The main emphasis is on a safe, orderly, timely and complete egress of all building occupants to a pre-designated evacuation area.

In the event of a campus emergency that requires an evacuation from The Harbour, all residents and their guests should meet at Assembly Area Zone A, either in the OCC Adams Lot north of the Horticulture Gardens or south of The Harbour in the OCC parking lot west of Information Technology.

Preparation is key:

Know the closest Assembly Area Zone for evacuation from your room or common spaces.

Determine individual

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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.

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

In order to request and receive housing accommodations, including an assistance animal, the student is encouraged to complete the [Housing Accommodations Request Form](#). To determine reasonable housing accommodations, confirmation that describes the needed accommodation or modification, and the relationship between the student's disability and how the requested accommodation is necessary to use campus housing is required.

management and maintenance staff inspects all bedrooms and apartments approximately quarterly. If at any time management believes there are urgent health, fire, safety, maintenance or security issues located in the resident's apartment, management and maintenance staff may enter with or without

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 C95ed

The Harbour is not responsible for mail delivery by

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

Resident or Resident's Guests, and re-assign the bedroom space and/or apartment to others for use. Any such abandoned property or personal possessions shall be stored and disposed of by The Harbour Management as provided by law. The Harbour Management will determine when a bedroom and/or apartment is abandoned, which may take into consideration any one of the following: the removal of personal property from the bedroom space other than in the usual course of continuing use, the failure to pay housing charges or other charges, and failure to respond to any notices, phone calls, or correspondence from The Harbour Management. Upon abandonment, The Harbour Management may recover damages including without limitation the worth at the time of award of the amount by which the unpaid rent for the balance of the Housing Agreement term, including after the time of award, exceeds the amount of such rental loss for the same period that the Resident proves could be reasonably avoided.

Moving Damages

Each resident is responsible for all damage caused on the premises, whether in connection with moving into or out of their apartment or bedroom, and whether intentionally caused or not. This liability

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.

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

The Harbour Management reserves the right to enter an apartment and any bedroom space without prior notice (including a passkey and/or disarming the alarm or other means of entry if locks have been

Act of 1964 as amended; Title IX of the Education Amendments of 1972; California state law; and the Coast Community College District Board policies.

If you have questions regarding the behaviors of sexual misconduct or if you would like to discuss your concern with an administrator, please contact the Associate Dean, Title IX & Student Relations at