

2016-2017

RESIDENTIAL LIVING GUIDE

DALTON STATE COLLEGE

IMPORTANT DATES

FALL SEMESTER 2016

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| Last Day to Pay for Housing | Thursday, August 11 |
| Fall Opening | Friday, August 12 – Saturday, August 13 |
| Building Bash | Saturday, August 13 |
| First Day of Classes (A & B) | Monday, August 15 |
| Week of Welcome | Monday, August 15 – Friday, August 19 |
| Last Day to Drop w/o a “W” | Friday, August 19 |
| Labor Day Holiday | Monday, September 5 |
| Last Day to Drop B Session | Thursday, September 15 |
| Last Day of Classes (B) | Wednesday, October 5 |
| Fall Break | Monday, October 10 – Tuesday, October 11 <small>Residence Halls are open.</small> |
| First Day of Classes (C) | Wednesday, October 12 |
| Freak Week | Monday, October 24 – Friday, October 28 |
| Last Day to Drop A Session | Tuesday, October 25 |
| Last Day to Drop C Session | Monday, November 14 |
| Thanksgiving Break | Wednesday, November 23 – Friday, November 25 <small>Residence Halls are open.</small> |
| Spring 2017 Financial Aid Deadline | Thursday, December 1 |
| Last Day of Classes (A & C) | Monday, December 5 |
| Sweater Spectacular Week | Monday, December 5 – Friday, December 9 |
| Final Exams (A & C) | Tuesday, December 6 – Monday, December 12 |
| Fall Closing | Tuesday, December 13 at 12:00 (noon) <small>Residence Halls are closed. All students must have vacated student housing. Students not returning for the spring semester must have completed the closing checklist and followed all proper check-out procedures.</small> |
| Graduation | Thursday, December 15 |

SPRING SEMESTER 2017

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| Spring Opening | Sunday, January 8 at 9:00am |
| First Day of Classes (A & B) | Monday, January 9 |
| Martin Luther King, Jr. Holiday | Monday, January 16 |
| 2017-2018 Application Online | Wednesday, February 1 |
| Last Day Classes (B) | Wednesday, March 1 |
| First Day of Classes (C) | Monday, March 6 |
| Spring Break | Monday, March 13 – Friday, March 17 Residence Halls are open. |
| Spring Fling Week | Monday, April 3 – Saturday, April 8 |
| Summer 2017 Financial Aid Deadline | Thursday, April 20 |
| Last Day of Classes (A & C) | Monday, May 1 |
| Final Exams (A & C) | Tuesday, May 2 – Monday, May 8 |
| Spring Closing | Tuesday, May 9 at 12:00 (noon) All students must have completed the closing checklist and followed all proper check-out procedures. Students approved to stay for summer will be allowed to remain and given a date to transition into their summer assignment. |
| Graduation | Saturday, May 13 |

SUMMER SEMESTER 2017

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| First Day of Classes (A & B) | Monday, May 22 |
| Memorial Day Holiday | Monday, May 29 |
| Last Day of Classes (B) | Monday, June 19 |
| Final Exams (B) | Tuesday, June 20 |
| First Day of Classes (C) | Wednesday, June 21 |
| Independence Day Holiday | Tuesday, July 4 |
| Last Day of Classes (A & C) | Wednesday, July 19 |
| Final Exams (A & C) | Thursday, July 20 |
| Summer Closing | Friday, July 21 at 12:00 (noon) All students must have completed the closing checklist and followed all proper check-out procedures. Students enrolled for the fall semester will be allowed to remain and given a date to transition into their fall assignment. |

RESIDENCE HALL STAFF

RESIDENT ASSISTANTS (RAs)

Each floor has at least two Resident Assistants (RAs). RAs are sophomores, juniors or seniors who work for Residential Life and help students adjust to college. RAs are friendly and approachable, so feel free to talk to any staff member about any concerns you may have. They are great resources regarding how to get involved on campus and effective study habits. RAs help students learn to live cooperatively with others by developing community, mediating conflicts, and reporting policy violations. RAs also ensure that everyone is familiar with safety and security procedures.

To develop a sense of community and help you meet new people, RAs sponsor many programs throughout the year. Stop by the TV in the main lobby to learn more about these events and other timely updates about Mashburn Hall. Residential Life also uses Facebook, Twitter and other social media outlets to advertise events. Talk to your RA about how to get involved in your hall.

RA ON DUTY

At least one RA is on duty for Mashburn Hall every day of the week. We advise you store the RA on Duty number in your phone should you need assistance after the front desk is closed. You can contact the RA on Duty by calling (706) 508-3937.

OFFICE ASSISTANTS (OAs)

An Office Assistant (OA) is a student employee for Residential Life who works at the front desk in Mashburn Hall. An OA is responsible for greeting and assisting students, parents, and guests with their concerns. OAs also assist professional staff members with the day-to-day operations of the Residential Life office.

HEAD RESIDENT

The Head Resident is a member of the Residential Life professional staff. They are directly supervised by the Assistant Director and assist with various administrative, programmatic and supervisory responsibilities of the Residential Life department. The Head Resident plays a vital role in student learning outside of the classroom through the oversight of specific, planned programs and on-going individual and group interaction. The Head Resident works to establish a community environment conducive to maximum academic, personal, and social development; maintaining healthy and safe living conditions; and providing overall support of the mission of Residential Life. The Head Resident is an integral part of the leadership team in Residential Life.

OFFICE MANAGER

The Office Manager is a full-time, professional staff member that coordinates all housing application, room assignments and billing for Residential Life. The Office Manager directly supervises the Office Assistants, including staff selection, training, and staff developmental programs. The Office Manager is responsible for the day-to-day operations of the front desk and office. The Office Manager's office is located on the street level of Mashburn Hall.

ASSISTANT DIRECTOR

The Assistant Director is a full-time, professional staff member who lives on campus. The Assistant Director directly supervises the Head Resident and Resident Assistant staff to ensure that they are providing consistent service to residents and contributing to the safety of residents. The Assistant Director coordinates student staff selection, training, and staff developmental programs. The Assistant Director's office is located on the street level of Mashburn Hall.

YOU AND YOUR ROOMMATES

Our staff wants you to have a great experience by choosing to live on campus! Whether you are sharing a room or suite with other Dalton State students, you have a responsibility to live cooperatively with them. Many students have grown up with a private bedroom and the idea of sharing space with a non-family member can be overwhelming. Residential Life staff are here to help you adjust to this new experience.

It is important to understand that you and your roommates or suitemates do not need to be best friends, however, it is important to be respectful of each other. Most conflicts with your roommates or suitemates center around five issues: noise, cleanliness, hosting guests, respect for personal belongings, and adherence to college policies. Effective and consistent communication is essential to making the best of your roommate/suitemate experience. To assist you in reducing potential conflicts with your roommate or suitemates, Residential Life provides Roommate and Suitemate Agreements that you are expected to complete at the beginning of the semester, or each time you begin living with a new person. These agreements will be revisited, and adjusted if necessary, when conflicts arise.

It is important to contact your Resident Assistant (RA) before major conflicts develop. If you are uneasy with habits or behaviors of your roommate or suitemates, we encourage you to talk with them first. More often than not, they do not realize that their habits bother you. We recognize that you may feel uneasy raising your concerns. RAs can help you navigate your situation, and if necessary, provide conflict mediation between you and the other students involved.

LIVING ON CAMPUS

ACCOMODATIONS

Under the Americans with Disabilities Act, students needing housing accommodations must be registered with Andrea Roberson (aroberson@daltonstate.edu or 706-272-2524) in Disability Access and must provide an accommodation approval form. Requests for special accommodations or service animals must be received at least 30 days prior to anticipated occupancy.

BICYCLES

Bicycles must be parked in racks located in the front of Mashburn Hall and may not be parked in any location that obstructs pedestrian traffic. Bicycles may not be kept in student rooms or stored in any other part of the residence hall. Bike helmet and bike lights are recommended.

BREAK CLOSING

The college does not provide temporary housing during winter break. Residents are not allowed to return to Mashburn Hall until it has officially re-opened. You should be aware that there may be interruption in utility services (i.e., heat, a/c, electricity, water) due to maintenance that can only be accomplished during breaks. During breaks, Corvias and Dalton State College personnel may move furniture or other items in order to service heating/air conditioning units. Before you leave, be sure to unplug all electronics and take any necessary items before leaving for break.

CABLE TV

A list of TV channels is available here:

https://www.myresnet.com/public/content/channels_daltonstatecollege.pdf

Make sure your TV has the proper QAM Tuner (internal or external). Without a QAM tuner you will not receive TV service. To determine whether your TV has an internal tuner you will need to search the specifications section of your TV manual or locate the make and model of the TV and lookup the specs online. Below is a compiled list of information about television compatibility. You should verify the specifications when you make a purchase.

Dynex – only limited models have a QAM tuner

Insignia – only limited models have a QAM tuner

LG – most models since 2007 have a QAM tuner

Samsung – all models since 2009 have a QAM tuner (fifth digit of model # must be B or higher)

Sony – most models since 2007 have a QAM tuner

Sylvania – do not appear to have QAM tuners

Toshiba – most models since 2007 have a QAM tuner

Vizio – recent models have a QAM tuner

Westinghouse – some models require QAM tuner activation

CLEANING

Residents are responsible for keeping their room, bathroom, and suite in a clean and sanitary condition. It is important to develop and follow a cleaning schedule with your roommates or suitemates. Damage and/or cleaning charge of \$125 or more will be assessed for rooms or suites left in unsatisfactory condition at check-out.

COOKING

Mashburn Hall has two common kitchens located on the first and third floor in which residents may cook. Residents are responsible for cleaning up after themselves when they use the kitchens.

Residents are allowed to bring a microwave (under 1,100 watts) and a mini fridge (under 3.5 cu. Ft.). For the safety of all residents, do not leave food unattended while cooking. A common mistake is to overcook popcorn. Burnt popcorn may activate the fire alarm which causes all residents to evacuate. If your actions cause the Fire Department to respond, you may be billed a \$200 fine in addition to any costs for cleanup and/or restoration.

COURTESY HOURS

Courtesy hours are in effect at all times; 24 hours a day, seven days a week, in all areas of Mashburn Hall. A student's right to study and sleep will be respected. Residents and their guests will lower their voices and/or volume of their equipment if asked to do so at any time.

CREDIT HOURS

Residential students must be enrolled in at least 12 credit hours during the fall and spring semester to remain in student housing. Students must be enrolled in at least 3 credit hours during the summer semester. Special exception is made for students enrolled in the Nursing program, in which 9 credit hours is considered full time. If a student drops below the required number of credit hours for the term, they must notify Residential Life at reslife@daltonstate.edu.

GARBAGE AND RECYCLING

Residents are responsible for emptying their own bagged garbage or recycling and transporting it to the trash rooms and designated recycling areas located on each floor in Mashburn Hall. Should this privilege become abused, residents will be required to deposit their bagged trash in the dumpsters located behind the building. Residents found in violation of this policy will be charged \$25 for the first offense, and reported to the conduct process for any additional violations.

HOSTING GUESTS

Residential students are allowed to host other students at any time as long as it does not interfere with a roommate(s)' right to sleep, study, privacy, and/or normal use of the room (as stipulated by the roommate agreement). All guests, student and non-student, are required at all times to be escorted while in the residence hall by the person they are visiting. Guests as well as other students are limited to a stay of three consecutive nights per week, no more than nine nights in a month. Staying longer than three nights is considered cohabitation and can be documented through the student conduct process. One night is considered staying in a suite, that you are not a resident of, after 12:00am. A resident may have no more than two overnight guests at any one time, provided all roommates/suitemates approve. All residents are responsible for the behavior of their guests at all times. Overnight guests must be at least 16 years of age. All overnight guests must have their vehicles registered with the Residential Life and place the vehicle registration pass in the lower left hand corner of the rear window of their vehicle.

INTERNET ACCESS

Wireless internet access is available throughout the residence hall. Students are required to create an account at www.MyResNet.com. All residents are automatically given 50 Mbps download speed up to five devices without competing for internet quality and speed. Make sure that all your devices like smartphones, tablets, and game systems are registered by logging in to your dashboard at www.MyResNet.com and select Connect a Device. To report a problem with your internet, please call the 24-Hour support center: 855-377-4161.

LAUNDRY

Laundry rooms are located on each floor in Mashburn Hall. Washers and dryers are owned and operated by an external vendor. Students are responsible for supplying their own liquid detergent, fabric softener and bleach; all powder detergent is prohibited. Laundry that is left in the laundry room for more than 48 hours will be collected and donated.

LOCKOUTS

For your personal safety, it is important to lock your room and suite door each time you leave and carry your keys and Roadrunner ID with you at all times. After the first two weeks of classes in the fall, residents are billed \$25 each time they request lock out assistance. From 1:00am – 9:00am, the lock out assistance fee is \$50. To request lock out assistance after hours, call the RA on Duty number. Residents may be required to show proof that the keys are in their room and if the keys cannot be produced, the RA will report the keys lost and the students will be billed for a lock change.

MAIL AND PACKAGES

All residential students are assigned a mailbox located in the main lobby of Mashburn Hall. A complete address, shown below, should always be used to receive service from all mail and package carriers.

(Student Name)
623 Roadrunner Place
Suite **(Box Number)**
Dalton, GA 30720

If an item will not fit in the students' mailbox, they will receive a notification to their Dalton State College email that a package has been delivered. Students must present their Roadrunner ID to retrieve a package.

MAINTENANCE REQUEST

Residents may submit non-emergency maintenance requests 24/7 online. Please follow the instructions on the maintenance request page located under the "Resources" tab on the Residential Life website.

MEAL PLANS

All students living in Mashburn Hall are required to purchase one of the three meal plans offered by Metz Culinary through Dalton State College. For more information on the different meal plans offered, please visit Auxiliary Services website.

PARKING

All motor vehicles intended to be operated or parked on campus must be registered with Public Safety. Students must present a photo ID to receive a residential parking decal. Residential student parking is located in the parking lot left of the parking garage.

PERSONAL PROPERTY

Dalton State College and Corvias are not responsible for residents' belongings during occupancy or after check-out. Residents are encouraged to have appropriate and adequate renters' insurance or to make sure your belongings are covered under your parent or guardians' home owner's insurance.

PEST CONTROL

If you see signs of insects or other pests in your living area, submit an online maintenance request located under the "Resources" tab on the Residential Life website. To help control pests, keep food in containers and off of floors and counters, and empty your trash regularly. Please be aware that Pest Control, escorted by a staff member, will enter student accommodations on a monthly basis to spray.

QUIET HOURS

One of the goals of Residential Life is to provide an atmosphere that is conducive to study and rest. A students' right to study and sleep takes precedence over the right of students to make noise. Quiet hours are 11:00pm to 8:00am, Sunday through Thursday and 1:00am to 10am, Friday and Saturday.

SAFETY AND SECURITY

FIRE SAFETY

Mashburn Hall has been equipped with fire extinguishers located throughout the building, and a built-in fire detection and suppression system. These are for student safety and should not be tampered with. Tampering with fire safety equipment is a serious matter and will result in disciplinary and/or criminal action.

Fire drills are conducted once per semester. All occupants of the building must leave the building whenever a fire alarm sounds. Rooms may be checked during fire drills to ensure compliance. Failure to evacuate during a fire drill will report in disciplinary action.

Candles & Incense

Candles, incense, and candle/wax warmers are not permitted in Mashburn Hall. Potpourri, oil scented reed diffusers, room sprays, and scented electrical plug-ins are permitted on campus.

Electrical Outlets

Do not overload electrical outlets, instead use power strips with surge protection. Unplug items that you use periodically (i.e. phone charger, hair dryer). The use of extension cords is not permitted.

INSPECTIONS, PROHIBITED ITEMS AND ACTIONS

Your room and/or suite will be periodically inspected by Residential Life staff. Inspections may be announced or unannounced. Any unacceptable conditions found during the inspection must be corrected within the specified time frame. Policy violations will be reported for conduct sanctions. Any prohibited items discovered during room inspections will be confiscated and fines will be imposed.

At the start of winter break, RAs will check each resident's room to ensure that they are gone and have followed all closing procedures. When RAs notice policy violations in a resident's room, the violations will be reported.

Alcohol

Any use, possession, consumption, sale, manufacturing, or distribution of alcoholic beverages or paraphernalia (i.e. empty bottles, shot glasses, funnel, games), including public intoxication, on college premises is prohibited (except as expressly permitted by College regulations). This is to include off campus distribution of alcoholic beverages by students to students less than twenty-one (21) years of age.

Damage and Vandalism

College and vendor property is to be respected and used in a responsible manner. Malicious or unauthorized intentional damage or destruction of property belonging to the College, to a member of the College community, or to visitors to the campus is prohibited. The following behaviors are inappropriate on campus: unauthorized removal, alteration, possession or use of property belonging to a designated area; unauthorized entry into or onto any property; damage, destruction or defacement of property, including throwing items out of residence hall windows; unauthorized painting or staining; and unauthorized use, possession or duplication of keys.

Decorations and Furnishings

Each resident is responsible for the care and good order of his/her room and suite common areas. Residents may not make permanent alterations in rooms (including painting and/or writing on the walls and ceiling) or suite common areas. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors, or furnishings; removes paint; or leaves behind a residue is prohibited. No decorations, flags, banners, or other items may be hung on the exterior of the residence hall nor draped from or obstruct a window or doorway of any resident room/suite or residence hall entry. Items that are damaged should be reported to a member of the Residential Life staff immediately so a maintenance request can be submitted to repair the items. Only College officials/representatives are permitted to repair damaged items in the suite.

Drugs

Unlawful possession or use of drugs controlled by federal or Georgia law is prohibited. The possession or use (without valid medical prescription), manufacture, furnishing, or sale of any synthetic, narcotic or dangerous drug is prohibited.

Explosives

No student shall possess, furnish, sell or use explosives/fireworks of any kind of College property or at functions sponsored or supervised by the College or any recognized College organization. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

Failure To Comply

Failure to follow the oral or written instructions regarding university policies or state law which is given by any properly identified university official whom the Board of Trustees or the president has vested with the authority to give such instruction, or knowingly interfering with students, faculty or staff acting in the performance of their assigned duties is prohibited.

Hoverboards

Use, possession or storage of electronic skateboards including self-balancing boards/scooters and other similar equipment (i.e. Hoverboards, Skagway's, IO Hawks, Skywalkers) is prohibited in Mashburn Hall. These devices' batteries can burst into flame – especially while being charged – resulting in a fire.

Pets

Pets, except non-carnivorous fish, are prohibited in the residence hall. You may keep fish in your room providing the fish tank does not exceed 10 U.S. gallons and all residents of the room agree to have a fish tank in the room. You are responsible for caring for the fish over breaks. Please keep in mind that Mashburn Hall is closed between the fall and spring semesters. Additionally, visiting pets are not permitted in the residence hall. Residents will be billed a \$100 per day fine for any pets or animals found on the property.

A special exception is made for students who need a Service Animal in order to have equal access to housing. Please register Service Animals with the Office of Disability Access.

Solicitation

Any external, non-institutional, sponsored sales and solicitations are strictly prohibited. Residents may not allow outside salespersons to conduct any sales, demonstrations, or

presentation of any product in their rooms or suites. This includes but is not limited to all public, private, and religious organizations.

Theft

No student shall take, attempt to take, keep in his/her possession, or resell items of the College, its property, or other items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization. No student shall provide to other individuals copies of licensed software and copyrighted movies/music unless there is a specific provision in the license allowing such activity. The activity is forbidden, even if the software is provided without cost for educational purposes.

Tobacco

Tobacco products are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookah or simulate the use of tobacco such as electronic cigarettes. If found in violation of this policy inside a housing unit, you will receive a \$250 fine each time and documented through the student conduct process. If found in violation of this policy but not inside the residence hall, you will be documented through the conduct system and fined \$50 per violation. Three or more violations could result in eviction from campus housing as determined by Residential Life.

Weapons

Students are prohibited from possession of firearms on college property or at events sponsored or supervised by the college or any recognized college organization, unless allowed by federal, state, or local law. Exceptions may be made for official use authorized by the college. Federal, state, and local law enforcement officers are exempt from this firearms regulation. Even if legally possessed, it is prohibited to possess such firearms in a manner that harms, threatens or causes fear to others. The possession or use of any other items brandished in a threatening manner as a weapon, is prohibited. Possession of any weapons or firearms listed above will result in a \$200 fine

Residence Life staff members and other authorized College personnel may enter a resident's room and/or suite under the following circumstances:

- When there is an immediate threat to the health and safety of residents/property
- When it is necessary to preserve campus order, security, or discipline
- During fire drills or severe weather evacuations
- For routine maintenance repairs or inspections
- At closing for all breaks

HALL SECURITY

Security in Mashburn Hall is everyone's responsibility. Residential Life encourages you to take an active role in the security of the residence hall. This is your home away from home – don't let people do things in Mashburn Hall that you wouldn't want them to do at your home. If you have any questions or concerns about hall security, talk to your Resident Assistant.

Hall Access

Carry your keys and Roadrunner ID with you at all times. Do not prop exterior or interior doors and if you see a door propped open, close it immediately. It is important to not let strangers in the building or allow them to "tailgate" or follow you through after you open the door.

Keys and Roadrunner ID

Residents are responsible for the keys assigned to them at check-in. Do not lend your room key or student ID to anyone. Report a broken, lost, or stolen key or Roadrunner ID to Residence Life immediately to deactivate the card. To request a replacement card, please contact Auxiliary Services. If you lose your key(s), or it is stolen, there will be a \$125 lock change fee billed directly to your student account.

Propping Doors

Do not prop open any exterior residence hall doors. Even though propping the doors may make it easier for you to get back into Mashburn Hall, you have also made it easier for an unauthorized person to enter the building.

Propping suite doors with the deadbolt is prohibited. Continual use of the deadbolt as a means to prop open the suite doors will cause

Room Security

When you are sleeping or anytime you leave your room, always lock your room/suite door and take your keys and Roadrunner ID with you. Immediately report lost keys or damaged lock mechanisms to Residence Life. Should you suspect a theft has occurred, contact a Residential Life staff member (i.e., the RA on Duty, or your RA), and file a report with Dalton State College Public Safety (706-272-4461). You are encouraged to check with your family's insurance provider to determine if your homeowner's/apartment dweller's policy might cover your personal property. If this coverage is not provided, you may wish to consider obtaining personal renter's insurance.

Suspicious Behavior

Never let people you do not know into the residence hall. If you notice someone loitering outside of the building or attempting to follow a resident into the hall, call Dalton State College Public Safety immediately.

SEVERE WEATHER

Severe weather is a threat to campus and every resident needs to know how to respond. In Georgia, tornadoes can occur any time of the year, but peak in the spring.

Tornado Watch

This means that conditions are favorable for severe weather and possible tornadoes.

Tornado Warning

This means that a tornado has either been seen or appears on a weather radar. Once a warning is issued for campus, a Roadrunner Alert will be activated and Residential Life staff will provide instructions.

If you receive an alert that there is a Tornado Warning, take shelter immediately. Move to the southwest corner of the building on the first floor staying away from windows and exterior doors.

Roadrunner Alert

Roadrunner Alert is Dalton State College's emergency notification system. It allows College officials to send critical information to the campus community through the use of text messages, voice messages, and emails. Dalton State College urges all students to update their emergency contact information in myDaltonState so that Roadrunner Alerts are sent to correct numbers or addresses. College campuses are safe places, but emergencies and disasters can occur. Dalton State College is

committed to keeping the campus community as safe as possible through effective communion prior to, during, and following emergencies.

In order to update information for Roadrunner Alerts:

1. Log into myDaltonState
2. Click "Personal Information," under Banner
3. Click "Update Emergency Contacts"
4. In the drop down menu under "Relationships" click on Roadrunner Alert or Roadrunner Text
5. You have the option of using multiple numbers to receive messages
6. Enter your personal information
7. Enter the primary phone number where you can be reached in the event of an emergency
8. Click submit
9. Please program your phone with the following number (706-272-2493), or the Roadrunner Alert may not reach you

MOVE IN AND CHECK OUT

MOVING-IN

Residents are able to move into Mashburn Hall on Friday, August 12 or Saturday, August 13 for the Fall 2016 semester. Move-In is scheduled for 9:00am to 3:00pm both days. All residents, new or returning, are required to check-in with a Residential Life staff member. This process includes picking up your parking decal if you brought a vehicle, picking up your Roadrunner ID if you are a new resident, reviewing your student account, and receiving appropriate keys. Please note that early arrivals are not permitted.

Dalton State College reserves the right to assign a resident's space to another resident in the event that the original resident has not checked into their room by 9:00am on the first day of class for the first academic term of residency. For more information, please review the Housing Agreement and Contractual Obligations section.

CHECK-OUT

When you are ready to vacate your room, the following check-out procedures must be completed:

- Thoroughly clean your room and suite, including bathrooms.
- Properly dispose of personal garbage by removing it to the trash rooms located on every floor. No trash or items should be left in the room/suite or outside the door. Large items to be discarded must be carried to a dumpster. Students are responsible for the proper disposal of all items (i.e., furniture) that do not comply with waste management guidelines.
- Sign up for a check-out appointment. A staff member will inspect the condition of the vacated space and note any damages or cleaning charges.
- Turn in all keys to a staff member.
- Residents who fail to complete this process are billed for Improper Check-Out (\$125), in addition to charges for keys not returned and/or for cleaning and/or damages beyond normal wear and tear.
- At the end of the spring semester, watch for information about the Check-Out for Charity program. Donated items will benefit local nonprofit groups and charities.
- Students must complete the forwarding mail form through the United State Postal Service to ensure mail is not returned.

DAMAGES

Residents are billed for damages which include but are not limited to: destruction of College property; defacing walls, doors, windows, floors, or trim; putting holes in doors or walls; painting College property; leaving stains or tape, glue, or putty residue; and fire/smoke/water damage due to negligence.

YOUR HOUSING AGREEMENT

The Housing Contract is your agreement with Dalton State College for the academic year. You must pay all housing fees to the College while you are enrolled as a student. No subleases are allowed.

CONTRACT CANCELLATION BY RESIDENT

Cancellation of this contract does not constitute withdrawal from Dalton State College. Residents who withdraw from Dalton State College must notify Residential Life. Should a resident wish to cancel his/her contract, the resident will be required to complete and sign a "Contract Cancellation Form" located under the "Resources" tab on the Residential Life website and submit the form to the Residential Life office.

Dalton State College will allow any resident to cancel his/her contract with no additional financial penalty, as long as, proper documentation is provided, **only for the following reasons noted below:**

- Medical Reason for the Student (Approved documentation required)
- Military Duty for the Student
- Graduation (This must be noted on the contract/application at the beginning of the term)
- Required Internship or Study Abroad (This must be noted on the contract/application at the beginning of the term)
- Change in Marital Status (Marriage license documentation required at time of cancellation)

CONTRACT CANCELLATION BY DALTON STATE

Dalton State College reserves the right to terminate this contract, to serve the resident with written notice to vacate the premises immediately, and take possession of the room/suite at any time for violation of the contract, Residential Life policies and procedures, violation of the Dalton State College Code of Student Conduct, noncompliance with rules and regulations of Federal, State and local laws or Dalton State policies, for reasons of health or safety, for the purpose of renovation, for behavior which is incompatible with the maintenance of order and propriety in campus housing. If a resident is evicted for any reason, the resident will be held liable for the remaining amount of his/her contract.

Residents who are asked to vacate his/her room as a result of disciplinary action are not eligible for a refund of that semester's fees or the application fee.

Dalton State College reserves the right to assign a resident's space to another resident in the event that the original resident has not checked into their room by 9:00am on the first day of class for the fall semester. Residents will still be held to the full contract bill and will be considered an abandonment of property (unless prior communication or approval by emailing reslife@dalttonstate.edu).

RIGHT OF OCCUPANCY

Residents are provided with a space in Mashburn Hall but does not include the right to a specific space, roommate, or type of accommodation. Housing assignments are made by Residential Life and are subject to availability of space and without regard to race, religion, color, age, disability, national origin, or sexual orientation.

When there is a vacant space in a partially occupied unit, residents are able to reserve extra bed space or bedroom through the 50% Buyout Program. If a resident decides not to participate in the 50% Buyout Program the vacant space must be maintained by the occupant(s) in a manner that will allow a new resident to move in immediately. Residents that occupy both spaces without participating in the 50% Buyout Program will be charged the cost of the 50% Buyout.

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| Academic Affairs | Westcott | 706-272-4420 |
| Admission | Westcott | 706-272-4436 |
| Bookstore | Pope Student Center | 706-272-4548 |
| Bursar, Office of | Westcott | 706-272-4435 |
| Counseling | Health Professions | 706-272-4430 |
| Career Services | Pope Student Center | 706-272-4428 |
| Disability Access | Pope Student Center | 706-272-2524 |
| Financial Aid | Westcott | 706-272-4545 |
| Library | Roberts Library | 706-272-4583 |
| MyResNet | MyResNet.com | 855-377-4161 |
| Public Safety | Health Professions | 706-272-4461 |
| Registrar, Office of the | Westcott | 706-272-4436 |
| Residential Life Front Desk | Mashburn Hall | 706-712-8228 |
| Residential Life Duty | Mashburn Hall | 706-508-3937 |
| Roadrunner Card | Pope Student Center | 706-272-2534 |
| Student Life | Pope Student Center | 706-272-4428 |
| Study Abroad | Liberal Arts | 706-272-2678 |
| Testing Center | Liberal Arts | 706-272-2606 |
| Writing Lab | Liberal Arts | 706-272-4403 |



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