Residential Living Guide
Mashburn Hall
Dalton State College

IMPORTANT DATES

FALL SEMESTER 2025

Fee Payment Deadline	Thursday, August 14
Fall Opening	Saturday, August 9
First Day of Classes (A & B)	Monday, August 11
Last Day to Drop w/o a "W"	Friday, August 15
Labor Day Holiday	Monday, September 1
First Day of Classes (C)	Wednesday, October 8
Fall Break	Monday-Tuesday October 6/7
Thanksgiving Break	Thursday, November 27 - Friday, November 28
Last Day of Classes (A & C)	Monday, December 1
Reading Day	Tuesday, December2
Final Exams (A & C)	Wednesday, December 3 - Tuesday, December 9
Fall Closing	Wednesday, December 10@ 5:00pm 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.

SPRING SEMESTER 2026

Spring Opening	Sunday, January 4 @ Noon
First Day of Classes (A & B)	Wednesday, January 7
Martin Luther King, Jr. Holiday	Monday, January 19
First Day of Classes (C)	Wednesday, March 4
Spring Break	Monday, March 9 - Friday, March 13 Residence Halls are open.
Last Day of Classes (A & C) Reading Day	Wednesday, April 29 Thursday, April 30
Final Exams (A & C)	Friday, May 1 - Thursday, May 7
Spring Closing	Friday May 8@ 5:00pm (unless otherwise specified) 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	TBD

SUMMER SEMESTER 2026

First Day of Classes (A & B)	Monday, May 18
Memorial Day Holiday	Monday, May 25
Last Day of Classes (B)	Tuesday, June 16
Final Exams (B)	Wednesday, June 17
First Day of Classes (C)	Monday, June 22
Last Day of Classes (A & C)	Monday, July 20
Final Exams (A & C)	Tuesday, July 21
Summer Closing	Wednesday, July 22@ 5:00pm 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.

RESIDENTIAL 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 main lobby to learn more about these events and other timely updates about Mashburn Hall. Residential Life also uses Instagram, Snapchat and other social media outlets to advertise events. Talk to your RA about how to get involved in your hall.

RAON 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.

OFFICE MANAGER
The Office Manager is a student employee for Residential Life who directly supervises the Office Assistants. 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 Office Manager 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.

DIRECTOR
The Director is a full time, professional staff member who directly supervises the Assistant Director. The Director ensures student success and development by collaborating with the Dean of Students Office, the Department of Health and Wellness, and other campus partners. The Director provides strategic direction for the administrative, budgetary, facilities, and programmatic vision for the Office of Residential Life.

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.

Roommate agreements will be provided at the beginning of the Fall semester and are to be turned into your RA by Labor Day weekend.

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. Please not that it is crucial for residents with ESAs or Service Animals to familiarize themselves with the policies and guidelines set forth by Dalton State Disability Access Office. This includes responsibility for the care, behavior, and well-being of the animals, as well as compliance with applicable local, state, and federal laws. The college expects all residents with ESAs or Service Animals to adhere to these regulations to maintain a harmonious and inclusive living environment for everyone.

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 may request to stay during the winter break or extend the time of departure by filling out a Winter Break Extension Form found online. Residents who have not been granted an extension will not be allowed to return to Mashburn Hall until it has officially re-opened in January. 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.

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 may 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 able to check out cooking utensils from the front desk between the hours of 9 AM and 11 PM. Residents are responsible for cleaning up after themselves when they use the kitchens and checked out kitchen items. 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 to put out a fire, 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 9 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. 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 recycling, if they choose to recycle, and transporting it to the recycling areas on campus or in the Dalton area. Corvias provides trash service for each floor during the Academic year, but not during scheduled breaks or the summer. Each floor has a designated day for trash pickup which are as follows: 1st floor: Tuesday; 2nd floor: Wednesday; 3rd floor: Thursday; 4th floor; Friday. Residents are expected to follow the guidelines that are posted on the back of the main suite door.

The guidelines include:

- Pour out any and all liquids prior to bagging your trash.
- Make sure the bag is free of holes and securely tied at the top. Should anything leak on the carpet, you may be charged a cleaning or replacement fee.
- Pizza boxes should be cleared of any and all food. All boxes should be broken down, emptied, and placed under the bagged trash. No boxes should be placed in garbage bags.
- Trash will be picked up every Wednesday between the hours of 8:30 AM -9:30 AM.
- Trash should be placed outside your suite door after 10:00 PM on the night before your designated trash pick-up day, or before 8:30 AM the day of your trash pick-up.
- Each suite can have a maximum of two bags placed outside the suite to be picked up by the trash service.
- If you miss the trash pick-up day, it is your responsibility to deposit your trash in the dumpsters located behind Mashburn Hall.

It is important that all suites and residents adhere to these policies for the greater good of the community. Failure to follow the policies listed may result in loss of this trash service for individual suites/the entire floor, or documentation through the conduct process.

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 nights per academic year. 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 be checked in as a guest by the resident at the front desk between the hours of 9 AM and midnight and have their vehicles registered with the Residential Life; place the vehicle registration pass in the lower left hand corner of the rear window of their vehicle.

To support the safety and accountability of our residential community, Mashburn Hall has implemented a guest identification policy.

When a guest enters the building with their host, they must present a valid, state-issued photo ID or Roadrunner ID (e.g., driver's license, state ID card, passport) to the residential staff member on duty. This ID will be securely held at the front desk for the duration of the guest's visit.

The ID will only be returned once the guest exits the building. This process helps us maintain a safe and respectful living environment by ensuring all non-residents are accounted for during their stay.

Residents are reminded that:

- All guests must be accompanied by their host at all times while in the building.
- Guests must adhere to all college and residential life policies.

Failure to comply with the guest policy may result in conduct action and/or restriction of guest privileges.

We appreciate your cooperation in maintaining the security and comfort of our residential community.

INTERNET ACCESS
Wireless internet access is available throughout the residence hall. Students are required to create an account at https://daltonstate.apogee.us/. 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 https://daltonstate.apogee.us/. 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 1 week 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 12:00am - 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 Campus 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 or by visiting dscfixit.com

MEAL PLANS
All students living in Mashburn Hall are required to purchase a meal plan offered by Aladdin Food Services 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. Residents who have preferred parking will be assigned a numbered spot specifically for that resident. Preferred parking passes must be displayed on a rear windshield with text facing out.

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. Residents are not permitted to leave personal property in common area spaces unattended.

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 10:00pm to 8:00am, Sunday -- Thursday and 12:00am to 10am, Friday and Saturday.

SOCIAL MEDIA
Residential Life uses a number of social media platforms to provide residents with information about a variety of topics such as: programming in the building and on campus, important deadlines, break reminders, and miscellaneous announcements throughout the semester, though email is the official form of communication for the college.

Instagram: @dscreslife

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, PROHIBITTED 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 marks 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, 10 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 $50 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 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 a weapon on campus will be documented through the conduct system.

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 go to Campus Services Card Office in Lower Pope or contact Auxiliary Services. If you lose your bedroom 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 be referred to student conduct for destruction of property.

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 Saturday, August 10th for the Fall 2025 semester. Move-In is scheduled for 10:00am to 4:00pm. All residents, new or returning, are required to check-in with a Residential Life staff member. This process includes programming your student ID card, picking up your Roadrunner ID if you are a new resident, reviewing your student account, and receiving appropriate keys.

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.
- 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: trash left behind; 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 CONTRACT

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 contracUapplication at the beginning of the term)
- Required Internship or Study Abroad (This must be noted on the contracUapplication 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.

ADDITIONAL RESOURCES

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
Health and Wellness	Bandy Gym	706-272-4443
Library	Roberts Library	706-272-4583
Apogee	WiFi	855-377-4161
Public Safety	Health Professions	706-272-4461
Office of Computing Information Services	Gignilliat Memorial Hall	706-272-6211
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
Student Health Services	Health Professions	706-272-2532
Study Abroad	Liberal Arts	706-272-4600
Testing Center	Liberal Arts	706-272-2606
Tutoring and Supplemental Instruction	Pope Student Center	706-272-4428
Writing Lab	Liberal Arts	706-272-4403