

Campus Life

Student Center

The Pope Student Center building houses the offices of both The Dean of Students and Auxiliary Services. The Dean of Students Office currently encompasses The CARE Team, Career & Professional Development, Disability Support Access, Testing, Peer Tutoring and Supplemental Instruction, Student Conduct, and Student Life (Campus Programming, Leadership and Civic Engagement, New Student Orientation, the Student Government Association, and Student Organizations, including Greek Life). The Student Center also houses the Bookstore, the Game Room, and Food Services. The Student Center provides students the opportunity to relax, purchase meals, buy supplies from the bookstore, and read the bulletin boards for the latest information on student life, news and events around campus. The Game Room offers additional recreational options through video games, pool tables, and ping pong tables. Game equipment is available in the Game Room. Cultural programs and other entertainment events are also held in the Student Center.

Dining Services

Dining Services is operated by Metz Culinary Management.

The Roadrunner Cafe is open Monday-Friday from 7:00am-8:00pm and from 10:30am-7:00pm on Saturday and Sunday. The Roadrunner Cafe offers breakfast, lunch, and dinner with All-You-Care-To-Eat during dinner (weekdays) and all day Friday, Saturday, and Sunday.

The Rage Cafe (located in Peeples Hall) is open Monday-Thursday from 7:30am-2:00pm. The Rage Cafe offers Starbucks coffee, Krispy Kreme donuts, pastries, and grab and go food selections.

Bookstore

The Bookstore is operated by Follett Higher Education and is open Monday-Thursday from 7:30am-6:00pm and Friday from 7:30am-1:30pm. During the summer semester the Bookstore is open Monday-Thursday from 7:30am-5:00pm and closed on Fridays. Services include: textbooks and supplies, textbook buy-backs, best-sellers, reference materials, clothing, apparel, computers and accessories, personal items, and graduation merchandise.

Library

The **Derrell C. Roberts Library** <http://www.daltonstate.edu/library> provides extensive collection of resources and services. The 57,700 square foot facility houses approximately 137,000 volumes, 386 current periodical subscriptions, 10,000 media items, 59,000 e-books, and a federal government documents repository. The floor plan and the Library Virtual Tour are available at <http://libguides.daltonstate.edu/virtualtour>.

Locate books, periodicals, government documents, e-books, and media using the **GIL-Library Catalog** <http://gil.daltonstate.edu>. Use the **GIL Universal Catalog** <https://giluc.usg.edu/> to locate materials owned by other USG libraries to request interlibrary loan or GIL Express borrowing. Another online tool, **Library Guides**, will help find library materials or assistance in specific areas such as Social Work or MLA Style.

In the east wing of the Library is the Circulation Desk, the public computer area, and the Reference section. To your left as you enter the main entrance, the **Circulation Desk** is where staff will gladly assist you with items that instructors place on Course Reserve, using the photocopiers, picking up print jobs, and checking out library materials. With a current

driver's license, DSC students can checkout wireless laptops and use them throughout the building. Past the Circulation Desk are 39 public workstations for both students and the community. To the left of the computer area are the Reference shelves and the periodical shelves. Our Reference Collection contains general and subject dictionaries and encyclopedias, almanacs, directories, statistical resources, and multi-volume criticism sets.

In the west wing of the Library is the Reference Desk, Government Documents, the Learning Commons, and the Student Technology Help Desk. The **Reference Desk** is where you can get answers to questions about course assignments or personal research. Reference staff are ready to teach you the best search techniques and how to evaluate the many resources that are available. If interested, faculty can request library instruction classes tailored to course assignments either in person or via the web page <http://www.daltonstate.edu/library/forms.html>. Our library instruction classroom is located near the Reference Desk and is equipped with wireless laptops. The **Government Documents** area is also near the Reference Desk. As a selective federal documents repository, the Roberts Library holds numerous authoritative studies and informational documents published by various federal agencies. Many of these documents are linked to the federal agency site through GIL Library Catalog.

An open computer lab (for students only) with 48 workstations is located in the **Learning Commons**. A current validated DSC student ID is required to use the Learning Commons. All the workstations offer access to the **GALILEO** (Georgia Library Learning Online) a virtual library of 200+ full-text databases with over 27,000 full-text periodicals, subject indexes and directories, online reference materials, and Georgia documents and historical papers. GALILEO is Georgia's statewide library consortium and provides students and faculty with online resources. These resources are available from the Library's GALILEO page <http://www.galileo.usg.edu>. Students and faculty may access these resources on campus without a password. All students and faculty, including distance learners, can access these same resources by going to the Library's main page and clicking Off-Campus Access and entering your DSConnect username and password.

Also located in the Learning Commons is the **Student Technology Helpdesk**. The Student Technology Helpdesk is a service provided by the Roberts Library staff to assist students both on and off-campus with computer-related issues. The purpose of the Helpdesk is to provide students with training and assistance in the use of technology.

Contact the Helpdesk in person, by phone (706-272-4543), by email at askalibrarian@daltonstate.edu, by texting (706-225-8927), or by clicking on the ASK US button on the Library home page. Round out your tour of the first floor by having a snack in the Wireless Lounge (next to the Learning Commons), which is outfitted with vending machines and comfortable seating.

The second floor is accessible with an elevator and stairwell to your right as you come in the main entrance. All circulating books and media items are located upstairs as well as the media viewing area and **ten group study rooms**. Group study rooms are reserved for groups of two or more and are primarily for student use. Rooms are available first come, first served. Students who need adaptive technology can get access to the **Adaptive Technology Lab**, which is also on the second floor. Please check with the Disability Support Services for more information about using this lab. The second floor is a designated quiet study floor and offers many quiet coves and comfortable seating, including glider rockers that overlook walking paths and woodland views.

In addition to using the Roberts Library facilities, DSC distance learning students may find it more convenient to make use of local public libraries

and other college libraries. Agreements are in place with Catoosa, Pickens, and Gilmer public libraries to assist currently enrolled DSC students who live in their service areas. In addition, the Dalton Public Library will circulate materials to students with a current validated I.D. Roberts Library also has agreements with Georgia Highlands College and Georgia Northwestern Technical College. The staff at these public and college libraries have agreed to help DSC students and to refer them to staff at the Roberts Library if necessary. All electronic resources are available to all students regardless of their location. Get off-campus access information from the link Off-Campus Access on the Library home page and by entering your DSConnect username and password <http://transcoder.daltonstate.edu:2048/login?url=http://www.galileo.usg.edu>. Distance learners can call for information 706-272-4527 or send us a question via the Ask Us button on the Library web page. We are here to help with your needs and questions.

The Roberts Library building is open over 65 hours a week during the semesters and Library resources are available 24/7 via the Library's web site, <http://www.daltonstate.edu/library>. Library hours, including changes in the schedule for summer, holidays and intercessions, can be found at <https://gil.daltonstate.edu/calreq.php>.

The usual semester hours are:

Day	Time
Monday-Thursday	7:30 a.m. - 8:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 7:00 p.m.

The Roberts Library staff encourages you to take full advantage of the resources and services that the Library has to offer. We look forward to seeing and hearing from every student. Suggestions and questions are welcome either in person, by e-mail, or in our Suggestion Box, which is located in the Learning Commons. Make the Library a regular part of your college experience to insure your academic success.

Gym

The Bandy Gymnasium provides health and physical education facilities for scheduled activities and informal recreation. The facility includes a basketball court, weight room, locker rooms, and classroom.

Campus Recreation and Intramurals

The Dalton State College Campus Recreation Program strives to promote a varied recreational program which will meet the needs and interests of all students. The program is organized and conducted so as to provide for the development of leadership, fellowship, cooperation, and other qualities desirable for the wise use of leisure. It should serve as an extension of the instructional program in physical education and, through cooperation with other departments and agencies, contribute to the recreational and social activities on the campus.

At Dalton State College, the intramural program is not limited to one particular group of students but all students, faculty and staff members no matter what their interests, are encouraged to participate. Some of the sports offered on a seasonal basis are: flag football, basketball, soccer, volleyball, dodgeball, and tennis.

The following objectives have been developed to guide intramural participants and personnel in their involvement with the program.

1. To provide an opportunity for every individual, regardless of ability or experience to realize the joy of recreational participation.

2. To provide programs geared toward mass participation rather than elite competition.
3. To contribute to the development and identity of student groups on campus.
4. To create programs and activities organized and administered by students.
5. To provide programs that are attractive alternatives for free time through physical recreation to develop lifelong habits of exercise and play.
6. To implement a program that provides fitness, social affiliation and fun through competitive and recreational pursuits.

Fitness Center

The following rules and regulations have been adopted by the Office of Campus Recreation for the Fitness Center:

1. You must present a valid DSC student, faculty staff or membership ID card to the front desk. No valid ID = no entrance. No exceptions.
2. You must check in at the information desk before each visit to the Fitness Center.
3. Secure all personal items in a locker in the locker room. Dalton State College is not responsible for lost or stolen personal belongings. Staff members are not permitted to hold valuables.
4. Wipe down each machine when you are finished using it with the gymwipes provided.
5. No food, drinks, gum, or tobacco products are allowed in the Fitness Center; however, a water bottle with a secure lid is permitted.
6. No yelling or cursing.
7. No one under 16 is allowed in the work out area.
8. Proper attire is required. The Fitness Center dress code will be strictly enforced. This is to reduce the risk of injury during the exercise session, reduce repair and maintenance costs to the equipment, and to maintain a professional environment. Shoes must be worn and must have a rubber sole bottom and no metal or rough edges (metal rips the upholstery). No open-toe shoes allowed. T-shirts must be full-length. No halter tops, half shirts, etc. No "offensive" language, designs, pictures. Jeans and street clothes are prohibited due to risk of ripping upholstery of machines.
9. Please keep shirt on at all times.
10. Instruction and spotters available upon request.
11. Fitness Center users may not adjust sound system, TV's, thermostat, or move any equipment.
12. Bars, weights, and dumbbells must be returned to the proper plate holders or rack after each use.
13. Slamming or dropping dumbbells or weight stacks is strictly prohibited.
14. SPOTTERS must be utilized when necessary on all free weight equipment.
15. Weight collars are required on all free weight bars.
16. Immediately report any Fitness Center-related injury or equipment irregularity to the staff member(s) on duty.
17. Time is limited to 45 minutes on all cardiovascular equipment when other waiting.
18. Respect for equipment, facilities, and staff must be demonstrated at all times. Misuse of equipment and facilities may result in immediate expulsion and/or loss of additional privileges.
19. Visit as often as you can, ask questions, and enjoy!

All hours are subject to change due to staffing issues.

All facilities are closed when the college is closed.

Residential Life

Living on campus provides students with opportunities for learning outside the classroom, leadership development, social outlets and entertainment.

Mashburn Hall is a four story suite-style residence hall, located across George Rice Drive from the Pope student center. All rooms in Mashburn Hall are equipped with high speed wireless internet and digital cable. All cable, internet, electricity, and water services are provided at no additional cost to the resident. Students must provide their own computer and television if desired.

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. In addition, 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.

At least one RA and Professional Staff member are on duty every day of the week. For assistance after the office and front desk are closed, residents can call the RA on Duty phone number: 706-508-3937.

Living On Campus

A student must be enrolled in at least 12 credit hours per semester in order to live on-campus. Students will complete a housing application on their MyDaltonState after being accepted to Dalton State College. Students will follow the instructions on the application, review and sign the contract to officially submit your application. The housing contract is your agreement with Dalton State College Residential Life for the entire academic year, and will be held responsible for all fees associated with Residential Life.

Residential Life Policies

Accommodations: 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 Campus Living 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

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.

Garbage and Recycling: Residents are responsible for emptying their own garbage and recycling and transporting it to the trash rooms and designated recycling areas located on each floor in Mashburn Hall.

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). 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.

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 detergent, fabric softener and bleach. 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 15th day 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.

Student Life

Student Life at Dalton State enhances the educational experience, fosters student learning and development, and prepares students for their future. Student Life initiatives are designed to help students transition into college and prepare them for a lifetime of learning and contribution. Student Life reaches beyond the classroom. With a wide variety of student organizations and an active student government, students will find plenty of opportunities to make friends and pursue interests all over campus.

Student Life is a student-centered office dedicated to individual and organizational growth and development. The Office empowers all Dalton State College students by providing opportunities to continue learning outside of the classroom through diverse, community-centered, and transition-based activities.

The major emphasis with all activities at Dalton State College is "Balanced Programming" and "Programming with a Purpose." Dalton State College presents lectures, fine arts displays, artists, comedians and musicians. Student Life promotes these programs through the Student Government Association, the Campus Activities Board, the Campus Calendar, and *The Stall Wall*.

Please be sure to visit www.daltoncampuslife.com/studentlife (<http://www.daltoncampuslife.com/studentlife>) for more information on all of the offerings of Student Life.

Eligibility for Student Activities and Events

Membership in all student organizations and participation in all activities shall be open to all students regardless of age, race, gender, religion, creed, national origin, color, sexual orientation, or disability. For more information concerning existing Registered Student Organizations, forming Registered Student Organizations, and/or participating in campus programming activities and events, please visit Student Life.

Liability and Alcohol Waivers

Students who participate in co-curricular activities and class field trips **must** have a Release/Liability Waiver and Alcohol Policy on file in The Dean of Students Office before leaving campus or participating in the activity. Registered Student Organization advisors and students have access to these forms at <http://daltoncampuslife.com/wp-content/uploads/2013/07/Trip-Registration-Form-and-Release-Waiver-of-Liability-and-Covenant-Not-to-Sue.pdf>

Roadrunner Card (Official Student Identification)

The Roadrunner Card is issued through the Roadrunner Card & Business Center and is required once registration is complete and fees are paid.

A personal photo is required before your Roadrunner Card can be processed. All photos are taken in the Roadrunner Card & Business Center, Monday through Thursday, 7:30am until 6:00pm and Friday, 7:30am until 1:30pm. During the summer semester the Roadrunner Card & Business Center is open Monday-Thursday from 7:30am-5:00pm and closed on Fridays.

A valid form of identification must be presented before your photo will be taken. The Roadrunner Card is used as your primary identification card and allows for entrance to the Fitness Center, Student Life events, Athletic events, printing on campus, access control, and checking out books in the Library. Any student whose card is lost, stolen, or damaged should

contact the Roadrunner Card & Business Center and a replacement card can be purchased for \$20.

Students can add money to their Roadrunner Cash account (optional), and then use those funds to make purchases at the Bookstore, Roadrunner Cafe, Rage Cafe, and select vending machines. Enrolled students will receive \$15 in print funds each semester. Print funds roll over from Fall to Spring semester and expire at the end of the Spring semester.. Print funds cannot be used for anything other than printing functions.

Office of Alumni Relations

The Dalton State Office of Alumni Relations serves as the connection between 10,000 alumni and the college. The alumni office is assisted by a 15-member Alumni Advisory Council that provides support for communications such as the biannual Dalton State magazine for alumni and friends, a quarterly e-mail newsletter, and reunions and other programs to engage Dalton State alumni throughout the year. Contact the Office of Alumni Relations at 706-272-2473 or alumni@daltonstate.edu or <http://www.daltonstate.edu/alumni-and-friends/index.html>.