



Arkansas State University-Newport

Student Housing Handbook

2024-2025

Office of Student Housing

Walton Hall, Office 162
7648 Victory Blvd. | Newport, AR 721120
870-512-7859 | housing@asun.edu

Emergency Contact Information

In Case of Fire	
FIRE DEPARTMENT	870.523.2895
ASUN POLICE DEPARTMENT	870.512.7866; 870.217.1348
NEWPORT POLICE DEPARTMENT	870.523.2721
In Case of Medical Emergency	
ASUN POLICE DEPARTMENT	870.512.7866; 870.217.1348
AMBULANCE	911
JACKSON COUNTY EMERGENCY	911
Other Important Contact Information	
OFFICE OF STUDENT HOUSING	housing@asun.edu
FINANCIAL AID OFFICE	onestop@asun.edu
ASUN CASHIER	onestop@asun.edu

1.0 Housing Policies

1.1 Housing Application

All housing applications will be kept on file throughout the academic year.

1.2 Housing Agreement

The student housing lease agreement (the "Housing Lease Agreement") which you signed is for the full academic year. Any resident who terminates the Housing Lease Agreement, and officially withdraws from Arkansas State University-Newport ("ASU-Newport"), before October 1st in the fall semester, or March 1st in the spring semester, will be responsible for fifty percent (50%) of room and board charges for that semester. Any resident who terminates their Housing Lease Agreement and officially withdraws from ASU-Newport, or after October 1st in the fall semester, or March 1st in the spring semester, will be responsible for full room and board charges for the current semester. Any resident wishing to terminate their Housing Lease Agreement must submit an [Agreement Release Request](#) for approval by the Office of Student Housing (housing@asun.edu).

1.3 Room and Board Charges

It is the policy of ASU-Newport that the student's agreement for housing is the Student Housing Lease Agreement on an academic year basis. Students will not be released from the binding room and board agreement or refunded any part of the room and board payment, except for the following reasons: graduation or withdrawal from ASU-Newport, unanticipated financial hardship, documented medical problems, marriage, student teaching or internship. To be released from financial obligation, the student must submit an Agreement Release Request which is available from Student Housing. Room and board charges are stated in the current [catalog](#) and on the [college website](#).

These are subject to change. These charges must be paid in full by August 1 of the Fall semester and January 5 of the Spring semester. Payment can be made to the ASUN cashier located in the Student Community Center on the Newport Campus, by phone with a credit/debit card at 870.512.7802 or by mail to ASU-Newport address: ASU-Newport Cashier, 7648 Victory Blvd. Newport, AR 72112.

1.4 Room Assignments

Every effort is made to honor room and roommate requests; however, ASU-Newport makes these assignments. ASU-Newport does not discriminate in

assigning students to housing on the basis of race, religious affiliation, or national origin. ASU-Newport reserves the right to reassign living assignments when deemed necessary. Rooms are assigned based on the housing application date with returning students receiving priority. Changes to room assignments must be approved through the Office of Student Housing.

1.5 Room Inventory

A Room Condition Report (RCR) showing the status of the room, bathroom, and contents is completed when you check into the student housing. Check the room carefully, as damage that occurs during the year will be charged against your account. Notify Student Housing (housing@asun.edu) of any discrepancy. In the absence of written proof of damage, the room will be judged to be in excellent condition at the time the student moves in.

1.6 Room Care and Inspection

Rooms and bathrooms are expected to be kept neat and orderly at all times. ASU-Newport reserves the right to enter and inspect all rooms at any time. If upon inspection, your room needs cleaning, you will be asked to clean it in an allotted time. If not cleaned in the allotted time, custodial staff will clean the room and a charge will be added to your account. Rooms are expected to be reasonably clean for break periods. Room furnishings are expected to remain in their assigned room. Modifications can't be made to any furniture, appliances, etc.

1.7 Keys

One key will be issued to the student. Charges could be added to your account to replace it, if lost. Individuals are not allowed to make copies of college issued keys. To report a lost or stolen room key, contact the Office of Student Housing.

Check Out Procedures

Follow these procedures when checking out of the student housing:

- A. Remove all personal items (i.e. personal furniture, microwaves, posters, tape, etc.). There could be a charge for the removal of belongings by ASU-Newport.
- B. Sweep and mop floors.
- C. Return room furniture to original configuration.
- D. Clean the sink, closets, shelves, bathroom, etc.

- E. Arrange time for the Office of Student Housing to check your room.
- F. Complete [forwarding address form](#).
- G. Complete exit survey (during the semester).
- H. Turn in the room key to the Office of Student Housing and sign your RCR.
- I. Students will submit the RCRs form to the Office of Student Housing.

Residents must check out within 24 hours of their last final exam unless special permission is granted by the Office of Student Housing.

1.8 Missing Person Policy

In accordance with the Higher Education Reauthorization Act of 2008, all residents are asked to supply an emergency contact person at the time of application that will be notified should a student be missing for 24 hours. Parents or guardians of students under 18 will also be notified within 24 hours. In addition, the appropriate law enforcement agency will be notified when a student is determined missing for more than 24 hours.

2.0 Damages and Charges

2.1 Room Damages

Room damage charges will be assessed for damage to college property. Occupants are responsible for damage to their rooms. Damages in rooms will be assessed to an individual if possible and at the sole discretion of ASU-Newport. If this is not possible, all occupants of the room will be charged.

3.0 Guidelines, Policies & Procedures

The following section lists general policies and conduct expectations for residents living in student housing. These policies provide a safe and healthy living and learning environment for residents. It is understood that a regulation covering every possible conduct situation cannot be specifically stated. Residents are asked to use good judgment and not infringe upon the rights of others.

3.1 Housing Eligibility

- A. Students enrolled as an ASUN degree-seeking student (min. of 6 credit hours).
- B. Housing payments must be kept current.

3.2 Fire Equipment

Necessary equipment for fire safety has been placed in student housing. Residents should familiarize themselves with the location of this equipment. It should not be tampered with or removed unless needed for a fire. Fire equipment and alarms are covered under state laws which will be enforced. Students caught pulling fire alarms may face felony charges. Fire sensors and sprinklers are installed in each room and are hard wired into the building. Tampering with these items will trigger an alarm. At no time are these items to be tampered with. Tampering with fire equipment will result in disciplinary action. Use of candles, incense, fireworks, or other potential fire hazards is strictly prohibited.

3.3 Custodial Care

You are responsible for keeping your room and bathroom clean. The grounds around each student housing are a part of the overall building area. Students are asked to please remove all trash they are responsible for taking outside and keeping the outside areas neat and tidy.

3.4 Visitation

Visitation, which is the privilege of having temporary guests in your room, is a privilege that can facilitate personal and social development and enhance the quality of life as a college student. However, some limitations are placed on visitation to protect the privacy rights of all students and encourage an atmosphere appropriate for an academic community. The privilege of having guests hinges on the fulfillment of your responsibilities as a resident and as a member of the college community.

The following visitation policy must be observed:

1. Each resident has a right to privacy that outweighs his/her roommate's visitation privilege. If the presence of a visitor is an inconvenience to a roommate, the visitor should leave. No one should abuse this right by making unreasonable demands.
2. Quiet Hours are in effect between 10:00 p.m. and 9:00 a.m. on the night preceding class days and between the hours of midnight and 9:00 a.m. on other nights.
3. The Office of Student Housing may alter the visitation schedule, with prior notification, if special circumstances deem it necessary.
4. Participation in visitation involves the specific agreement that ASU-Newport

may check rooms when guests are present.

5. Students violating the visitation policy or the right to privacy of others will be subject to disciplinary action and possible loss of privilege.

3.5 Social Media

Making abusive, harassing, or obscene comments online or on social networking websites is a violation of college rules and regulations. The Office of Student Housing and ASU-Newport Police cooperate fully in enforcing the policies prohibiting the use of this type of behavior and speech. If you should receive annoying, harassing, or obscene messages, contact the Office of Student Housing. You may also contact ASU-Newport Police if you are not able to immediately locate an office member. Situations involving these types of messages will receive swift and appropriate action.

3.6 Decorations

You are encouraged to decorate your room if you wish. You must abide by these rules/expectations:

- A. You cannot hang anything that would be visible from the outside on your window. You cannot hang anything on the blinds.
- B. Do not use nails, staples, stickers, sticky-tack, or paint on painted surfaces. Use masking tape or scotch tape which will not take the paint off when removed. Use of command hooks is permitted. Residents may not paint their rooms.
- C. For fire prevention, no large flags, sheets, or similar draping may be used to separate room areas.

3.7 Loss or Theft

ASU-Newport is not responsible for the loss or theft of any item. If an item has been stolen, it should be reported to the Office of Student Housing immediately. Residents should utilize the locks on their doors when not occupying their rooms.

3.8 Room Check

A room check or inspection may be made by college staff when deemed necessary.

3.9 Smoking/Tobacco Use

ASU-Newport is a tobacco-free campus. This includes smokeless tobacco products. Smoking and use of tobacco products is prohibited inside campus buildings and on campus property. Open flames of any type, including candles or incense is prohibited.

3.10 Use of Electrical Cords

- A. All extension cords must be U.L. approved.
- B. Use only two (2) appliances to one cord.
- C. Do not use multiple head plugs.
- D. Use only one extension cord for each outlet.
- E. Electrical appliances with heating coils should not be used with extension cords. Electrical heaters and electric blankets are not allowed.
- F. Power strips are strongly suggested for the protection of residents' electronic/electric equipment.

3.11 Room Furniture

Each resident room is furnished with a full-size bed and mattress.

3.12 The following are not permitted:

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, students are expected to follow the Student Code of Conduct listed in the [Student Handbook](#).

4.0 College Sanctions/Due Process

Violations of college policies and all other rules and guidelines can result in sanctions being imposed against the offender(s). The [Student Handbook](#) explains student sanctions and due process. Residents should familiarize themselves with these sections.

5.0 Services

5.1 Food Service

ASU-Newport café, The Hub, is in the Student Community Center on the Newport

campus. Dining facilities are available for residents, commuting students, faculty/staff, and members of the community. In addition to The Hub, vending service is offered at various locations on campus.

Student Housing residents have the option to add a meal plan. Resident students must present their ASU-Newport ID to utilize the meal plan. The Hub is open during the regular session of classes and serves two meals per day, Monday through Friday. Weekends and vacation periods are not included in meal plans. Room and meal plans are stated on the ASU-Newport website.

5.2 Computer Internet Access

Wireless internet is provided.

Students are expected to abide by the Appropriate Use of Information and Technology Resources Policy which is available on the ASU-Newport website. Included in this policy is information concerning illegal downloads, excessive use and inappropriate behavior. Students found in breach of this policy will be referred for disciplinary action.

5.3 Maintenance

If anything in your room is in need of repair, please report it in writing to the Office of Student Housing using a [maintenance request form](#). The maintenance request forms are available on the website.

ARKANSAS STATE UNIVERSITY – NEWPORT STUDENT HOUSING LEASE AGREEMENT LEASE TERMS AND CONDITIONS

1. ELIGIBILITY. a) In order to qualify to live in student housing, a student must be enrolled in a minimum of six (6) hours per fall and spring semester for academic year leases and three (3) hours in either summer term for summer lease; be of at least eighteen (18) years of age.

b) ASU-Newport reserves the right not to lease with students who have violated the terms and conditions of its lease agreements or ASU-Newport rules or regulations, or who have a past-due balance with ASU-Newport.
2. LEASE TERM DATES. a) An academic year lease is an agreement of terms of housing for a lease period beginning the Sunday before the first day of classes of the fall semester of an academic year concluding the last day of official college finals

exams of the spring semester of the same academic year.

b) A summer lease is an agreement of terms of housing for a lease period beginning the first non-holiday before the first day of classes of either summer I or II semesters concluding the day of official college finals exams of the summer II semester of the same calendar year; except during pre-established holidays, between semester breaks, or when ASU-Newport is officially closed for all operations.

3. PAYMENT. A) Students are required to have their student account either paid in full or have arrangements finalized with the Cashier's Office, before moving into campus housing.

b) If a payment plan is established with the Cashier's Office, ASU-Newport reserves the right to reassign a resident or cancel this lease agreement if payments are not received by the dates agreed to in the payment plan, or if payment is returned due to insufficient funds.

c) Failure to pay does not constitute a cancellation of the lease agreement by the resident. Residents are required to complete the procedures outlined in Section 5, Termination of Agreement By Resident, and Section 8, Occupancy, in order to properly terminate this lease agreement.

4. TERMINATION OF AGREEMENT BY ASU-NEWPORT. ASU-Newport may terminate this agreement for (i) failure to meet financial obligations to ASU-Newport; (ii) conduct on the part of the residence that violated the provisions of the lease agreement; and/or (iii) as part of a disciplinary action associated with ASU-Newport or legal action associated with a city, state, or federal law.

5. TERMINATION OF AGREEMENT BY RESIDENT. a) Any resident wishing to terminate their lease agreement must submit an Agreement Release Request for approval by the Office of Student Housing. Residents will not be released from the binding room agreement or refunded any part of the room and board payment, except for the following reasons: (i) graduation, (ii) withdrawal from ASU-Newport, (iii) demonstrated unanticipated financial hardship, (iv) documented medical problems, or (v) marriage. Residents approved to be released from the agreement may have housing charges reduced based on schedule outlined in section 6, Reduction of Room Charges, of this agreement.

6. REDUCTION OF ROOM CHARGES. a) Any resident who terminates their lease, and officially withdraws from ASU-Newport, before October 1st in fall semester, or March 1st in spring semester, will be responsible for fifty percent (50%) of room charges for that semester.

b) Any resident who terminates their lease and officially withdraws from ASU-

Newport, or after October 1st in fall semester, or March 1st in spring semester, or June 15 in summer semester will be responsible for full room charges for the current semester.

c) Any resident that withdraws from ASU-Newport must vacate the student housing within twenty-four (24) hours of the official withdrawal.

d) Room assignments will be held until 5:00 p.m. on the first day of classes of the semester of fall semester for academic year leases, and 5:00 p.m. on the first day of classes of the semester for spring or summer only leases. Any resident who is pre-registered for housing and does not check into the student housing by this deadline will be considered a "No Show" and will lose their room assignment and any lease agreement will be terminated immediately.

e) Any resident who intends to terminate their lease agreement at the end of the fall semester must notify the Office of Student Housing in writing by December 1. Notice must be given approval prior to when the student housing closes for the fall semester, otherwise, the resident will be assessed and responsible for room charges for the spring semester.

8. OCCUPANCY. Failure to occupy an assigned space does not constitute a release from the lease agreement. All residents must officially check-out of the student housing consisting of signing the appropriate inventory and checkout forms, removing all personal belongings, cleaning the room, returning the key(s), and meeting with the Office of Student Housing, or designee, to complete exit paperwork.

9. HOUSING ASSIGNMENTS. a) Housing assignments shall be made based on the date of paid housing.

ASU-Newport reserves the right to make all assignments and to make any assignment changes necessary, if needed, due to roommate conflicts, personal issues, disciplinary problems, and/or any other reason deemed necessary by the Office of Student Housing.

10. ROOM CONSOLIDATION. Double rooms are to be occupied by two residents. In case an occupant does not claim their assigned double room, space or moves, the resident who remains agrees to accept another roommate, move to another double room space, or pay the difference in housing rates to retain the double room as a single in a process referred to as consolidation. In the case where more than one resident must move to another double room space, the resident with the most recent housing application date will be required to move.

11. MEAL PLAN. All residents have the option to purchase a meal plan through ASU-Newport. Upon activating the meal plan, the student accepts full financial responsibility for the semester's meal plan.

12. LIABILITY. ASU-Newport does not assume any legal obligation to pay for the loss or damage to the resident's personal property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the lease agreement. Residents are encouraged to carry appropriate renters and other types of insurance to cover such losses.

13. REPAIRS, MALFUNCTIONS AND MAINTENANCE. a) The resident is responsible for the accommodation assigned and shall reimburse ASU-Newport for all damage within or to said accommodations. Charges for damage and/or necessary cleaning will be assessed to the resident(s) by ASU-Newport and must be paid promptly. Failure to pay will result in a hold on resident's registration, graduation, and/or transcript.

b) Any and all malfunctions and/or damage to College property should be reported immediately to the Office of Student Housing, or designee, for timely repairs. ASU-Newport may temporarily turn off equipment and interrupt utilities to avoid property damage or to perform work requiring such interruption.

14. ALTERATIONS. No alterations or repairs may be made to the assigned room, its furnishings or equipment without express written consent of the Office of Student Housing. Stacking of furniture not specifically designed to be stacked is prohibited.

15. NON-TRANSFERABLE LEASE. This lease agreement may not be transferred to another student and/or person.

16. INSPECTION OF ROOMS. ASU-Newport shall have the right to enter any of its leased residential spaces for inspection at reasonable hours whenever necessary to make repairs, alternations, safety/health inspections, pest control, etc. All rooms will be periodically inspected for health/safety violations. If violations are found, the resident(s) will have sufficient time to correct the violation. If the violation is not corrected, the student will be billed for the violation, and it will be corrected by College staff. Continued violations may result in judicial action and could also result in the termination of lease at ASU-Newport.

17. ABANDONED PROPERTY. Any personal property left or abandoned by a resident or their guest, unless claimed within 30 days, shall be deemed the property of ASU-Newport. ASU-Newport may use, dispose of, or sell the personal property after no claim has been made for it within 30 days. The resident agrees to absolve and hold ASU-Newport harmless for any damage to or claim for the abandoned property due to the damage, destruction, disposal, or sale of such personal property.

I have read and understand the conditions of this lease agreement. I acknowledge I have received notification that the ASU-Newport Student Handbook which contains information concerning judicial rights, student code of conduct, and student housing policies is available online (www.asun.edu). I further acknowledge I have been advised to periodically review the Student Handbook for updates and revision. My signature below affirms my agreement to abide by all College, student discipline and housing policies.

I hereby enter this agreement to accept housing from ASU-Newport and assume responsibility for full payment thereof at the rates and time designated by ASU-Newport.

Resident's Signature: _____ Date: _____