




# Step by Step Housing Registration Guide




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ARKANSAS STATE  
UNIVERSITY

99+



Academic Year Housing

Cancel Your Housing

Summer Housing

Village and Circle Housing

Log Out

Click Here  
to begin  
your  
housing  
application



WELCOME TO THE A-STATE  
HOUSING PORTAL

#### RESOURCES & LINKS

[SEE CURRENT HOUSING OPTIONS](#)

[HOUSING CONTRACT  
RELEASE APPLICATION](#)

[SUBMIT A  
MAINTENANCE REQUEST](#)

#### HOUSING INFORMATION

[My Assignment Information](#)

[My Roommate\(s\)](#)



Academic Year Application

Demographic Information

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## Academic Year Application



### Welcome to Arkansas State

Please click 'save & continue' to begin the application process.

Students who need special living accommodations need to register with [Access & Accommodation Services](#) at 870-972-3964, or visit [Access & Accommodations](#).

**Click Here** 

SAVE & CONTINUE



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## Demographic Information

To update this information please visit your [Banner Self Service](#)

Last Name

██████████

First Name

██████████

Middle Name

██

Preferred Name/Nickname

██████████████████

Gender

Male

Date of Birth

██████████

In this section, your demographic information is shown. Since that can't be changed we will scroll down to the next section.





## Emergency contact information

---

Emergency Contact Name

Contact Relationship

Phone

Cell Phone Number

Street Address

Street Address 2

City

State/Province

Zip/Postcode

**In this section, you can edit your emergency contact information. Please ensure that this is up to date before you proceed to the next section. Once completed please scroll down.**



### Special Accomodations

Students who need special accommodations need to register with Access and Accommodation Services at [870-972-3964](tel:870-972-3964) or visit [Access and Accommodation Services](#).

Please Check this box if you would like to receive more information about Disability Services.

### Criminal History

Have you ever been convicted of or have a pending felony charges on your record?

No

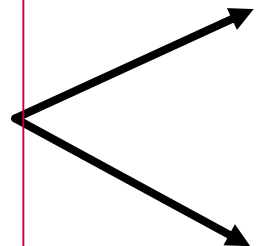
Are you required to register as a sex offender?

No

Convictions shall include a finding of guilty by judge or jury, a plea of guilty or a plea of nolo contendere, irrespective of the pendency or availability of any appeal or application for collateral relief. If you check yes, explain fully below specifying the nature of the offense(s), the date(s) it/they occurred, the name and location of the court(s), and sentence(s) imposed. In addition, please attach court documentation.

SAVE & CONTINUE

**These sections are very important. Please ensure you these are accurately completed before clicking Save and Continue.**



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## Profile

Please answer the following questions honestly. This will help to create a compatibility percentage for potential roommates. You may change your responses at any time by logging back into the portal.

### I would be interested in living with a student from...

Another country:

Yes

Another part of the U.S.

Yes

### Roommate Languages

Do you prefer to live with someone who speaks a language other than English?

No

### Room Organization

I feel most comfortable in my room when it is...

Clean and organized

### Temperature Control

I prefer my room to be...

Cool

### Study Habits

Do you prefer to study in your room, on a couch, or elsewhere else?

**The questions in this section are used in roommate matching. These will help us match you with the best possible roommate so make sure to answer them accurately before continuing to the next section.**







### Drinking

Do you mind having a roommate who drinks alcoholic beverages?

(Please note that Arkansas State University is located in a "dry" county and is a "dry" campus which means that no alcoholic beverages are allowed in the residences regardless of your age.)

### Roommate Relations

If my roommate is frustrated or angry with me, I want him or her to...:

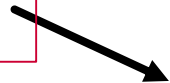
### Smoking

Do you smoke?

Do you prefer having a roommate that smokes?

(Smoking is prohibited on the A-State Campus)

**Click Here**



**SAVE & CONTINUE**





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Academic Year Housing Cancel Your Housing

Log Out

- Academic Year Application
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**Not In a Group**  
You are not a member of any roommate groups.

CREATE GROUP

SAVE & CONTINUE

- Join Group
- Search For Roommate Group Name
- Search for Roommates by Name/ID Number
- Search for Roommates by Profiles
- Suggest Roommates

Use this link to create a new group

Use this link to join a preexisting group



A-State University Housing  
Phone: 870-972-2042  
Email: Housing@astate.edu

# Creating a new roommate group

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### Roommate Group Details

- ✓ Academic Year Application
- ✓ Demographic Information
- ✓ Profile
- ✓ Upperclass Roommate Groups
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Group Name:

Password:

Confirm Password:

GO BACK SAVE GROUP

✓ 8 characters long  
✓ Lowercase characters  
✓ Uppercase characters  
✓ Numeric characters  
✓ Symbol characters

The roommate group requires a unique name and password.



A-State University Housing  
Phone: 870-972-2042  
Email: Housing@astate.edu



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Academic Year Housing

Cancel Your Housing

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## Roommate Group Join

Group Name:

<empty>

Password:

<empty>

GO BACK

JOIN GROUP

To join an existing roommate group you will need to know the Group Name and Password.



A-State University Housing  
Phone: 870-972-2042  
Email: Housing@astate.edu

Joining an existing roommate group

Once you have joined or created your roommate group, you will be taken to this screen.

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✓ Academic Year Application Group: WolfPack

✓ Demographic Information [VERIFY GROUP](#) [DELETE GROUP](#) [EDIT GROUP](#) [Search for Roommates by Name/ID Number](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

✓ Profile

✓ Upperclass Roommate Groups (Group Leader)  
Classification: Returning - Upper-class Student  
Age: 21  
Gender: Male [VIEW PROFILE](#)

Room Selection

Application Status

[SAVE & CONTINUE](#)

A-State University Housing  
Phone: 870-972-2042  
Email: [Housing@astate.edu](mailto:Housing@astate.edu)

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### Group: WolfPack

VERIFY GROUP DELETE GROUP EDIT GROUP

[Search for Roommates by Name/ID Number](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

[Redacted] Group Leader)  
Classification: Returning - Upper-class Student  
Age: 21  
Gender: Male  
[VIEW PROFILE](#)

### Incoming Requests

[Redacted]  
Age: 19  
Classification: Returning - Upper-class Student  
Gender: Male  
Description:  
Expiry Date: 2/18/2021 16:31  
[ACCEPT](#)  
[DECLINE](#)

SAVE & CONTINUE

If you are the host of a group, you will have to accept or decline incoming roommate requests.





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Academic Year Housing

Cancel Your Housing

Log Out



Academic Year Application



Demographic Information



Profile



Upperclass Roommate Groups



Housing Contract



Room Selection



Application Status

### Group: WolfPack

VERIFY GROUP

DELETE GROUP

EDIT GROUP

[Search for Roommates by Name/ID Number](#)

[Search for Roommates by Profiles](#)

[Suggest Roommates](#)

[Redacted] (Group Leader)

Classification: Returning - Upper-class Student

Age: 21

Gender: Male

VIEW PROFILE



[Redacted]

Classification: Returning - Upper-class Student

Age: 19

Gender: Male

REMOVE ROOMMATE



MAKE LEADER

SEND MESSAGE

VIEW PROFILE

SAVE & CONTINUE

Once you have approved your roommate, the screen will show you the below options.



A-State University Housing

Phone: 870-972-2042

Email: [Housing@astate.edu](mailto:Housing@astate.edu)



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## Housing Contract



### 2021 – 2022 Academic Year Housing Contract

Academic Year: August 21, 2021 through May 7, 2022

#### TERMS AND CONDITIONS OF OCCUPANCY

When a student agrees to the conditions of this contract within the Housing Portal, this room and board contract immediately becomes a binding contractual obligation between the student and University Housing at Arkansas State University-Jonesboro. All information contained on the University Housing website and the Arkansas State University Student Handbook, is a legally binding adjunct which is incorporated into the contract by University Housing. It is the student's responsibility to become familiar with all provisions of this contract.

The University Housing contract ends on the last day that residential communities are open for the spring term of the academic year as published in the University Academic Calendar, which includes any breaks or other periods of extension.

Provisions may be added or changed during the term of this contract with appropriate prior notification to residents. No term or condition of this contract can be waived without a formal written agreement from the student and University Housing, and no oral statements made by University Housing, its agents, or employees are considered a waiver of any term or condition.

#### I. Assignments and Meal Plans

Campus housing is available to students who are officially admitted to Arkansas State University, and are enrolled in classes (online or on-campus). Assignments will be made only after the completion of the Housing Contract and the receipt of the \$100 deposit.

This contract does not guarantee any specific room, building, roommate, or type of accommodation. The University reserves the right to make and alter the student assignment at any time. It is the policy of the University to assign students and roommates without regard to race, color, national origin, religion, age, sexual orientation, or disability. Students of the opposite sex will not be assigned to the same room, suite, or apartment, except in the Social Justice Living-Learning Community.

The University reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residential community to another. The student does not have the option to reject a roommate if not paying an additional fee for a private unit, as established by University Housing. The University reserves the right to alter the specific room assignment, if necessary, during the assignment process, after assignment notification.

By entering your A-State Student ID number and clicking "I Accept", you agree to the terms and conditions of the University Housing Contract:

504XXXXX

I ACCEPT

Enter your 8 digit student ID number here to sign the housing contract.





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### Initial Room Selection

#### Reminder:

In the event that you do not see or cannot choose your desired location, we recommend you consider your location option or change your roommate group size.

If you have any additional questions, please contact our office.

Staying between 8/21/2021 and 5/7/2022 for Term: 2021-2022 Academic Year

<p><b>Arkansas Hall</b></p> <p>Located near the Red Wolf Center, Arkansas Hall is a suite style residence hall for all students desiring a single room. Each suite will only share a bathroom with students of the same gender.</p> <p>SELECT</p>	<p><b>Collegiate Park</b></p> <p>This community is located just off of Johnson Avenue. We offer a variety of 4 bedroom/ 2 bath, 2 bedroom/2 bath, 2 bedroom/1 bath apartments.</p> <p>SELECT</p>	<p><b>Northpark Quads</b></p> <p>Located near the Reynolds Center, this community is made up of five buildings consisting of 4 bedroom/ 2 bath suites.</p> <p>SELECT</p>
<p><b>Pack Place</b></p> <p>Pack Place is up of 4 bedroom/4 bathroom, and 2 bedroom/2 bathroom apartments.</p> <p>SELECT</p>	<p><b>Red Wolf Den</b></p> <p>Located just off of University Loop, this community consists of 4 bedroom/2 bath, 3 bedroom/1 bath, and 2 bedroom/1 bath apartments.</p> <p>SELECT</p>	

This screen will show you the available housing options. Use the select button to see the available rooms for each area.

\*Please note: If you do not see your desired location, there are no rooms available in that space at this time.



- Academic Year Application
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## Room List

**Assigning Roommate Groups**

When assigning your roommate group, please select "Add to Cart" for each room for each of your group members. All selected rooms will need to be in the same suite/apartment.

**Room Types**

Pack Place 2bed\2b

Pack Place 4bed\4b

Staying between 8/21/2021 and 5/7/2022 for Term: 2021-2022 Academic Year

 <b>Pack 1111A</b> 4 Pack 1111 (4 bed\4bath) Pack Place <a href="#">Room Info</a> <input type="button" value="REMOVE FROM CART"/>	 <b>Pack 1201B</b> 4 Pack 1201 (4 bed\4bath) Pack Place <a href="#">Room Info</a> <input type="button" value="ADD TO CART"/>	 <b>Pack 1201C</b> 4 Pack 1201 (4 bed\4bath) Pack Place <a href="#">Room Info</a> <input type="button" value="ADD TO CART"/>
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Removing from cart will deselect a room.

Selecting room info will allow you to view additional details as seen in the next slide.

Adding to cart will select a room. You can add multiple rooms to your cart.



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Meal Plan Selection

Application Status

App Complete

## Room Info

Pack 2304B

Location: Pack Place

Floor/Suite: Pack 2304 (2bed\2bath)

On this page we can view any students who have already selected a bed space and view their profiles, as well as how many open beds there are for each specific room.

Bed	Occupant	Preferred Name	Profile
Pack 2304A-1	757035	[REDACTED]	<a href="#">View Profile</a>
Pack 2304B-1	-Vacant-		

GO BACK



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Academic Year Housing Cancel Your Housing

09:54 Log Out

Academic Year Application

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Housing Contract

Room Selection

Application Status

### Room List

#### Assigning Roommate Groups

When assigning your roommate group, please select "Add to Cart" for each room for each of your group members. All selected rooms will need to be in the same suite/apartment.

#### Room Types

- Pack Place 2bed\2b
- Pack Place 4bed\4b

Staying between 8/21/2021 and 5/7/2022 for Term: 2021-2022 Academic Year

<b>Pack 1111A</b>	<b>Pack 1201B</b>	<b>Pack 1201C</b>
4	4	4
Pack 1111 (4 bed\4bath)	Pack 1201 (4 bed\4bath)	Pack 1201 (4 bed\4bath)
Pack Place	Pack Place	Pack Place
<a href="#">Room Info</a>	<a href="#">Room Info</a>	<a href="#">Room Info</a>
<b>ADD TO CART</b>	<b>REMOVE FROM CART</b>	<b>REMOVE FROM CART</b>

Since we have two people in our roommate group, we will add two rooms to our cart.

Room Info  
ADD TO CART REMOVE FROM CART REMOVE FROM CART

Pack 1217A  
4 Pack 1217 (4bed/4bath)  
Pack Place  
Room Info  
ADD TO CART

Pack 1217B  
4 Pack 1217 (4bed/4bath)  
Pack Place  
Room Info  
ADD TO CART

Pack 1217C  
4 Pack 1217 (4bed/4bath)  
Pack Place  
Room Info  
ADD TO CART

Pack 1217D  
4 Pack 1217 (4bed/4bath)  
Pack Place  
Room Info  
ADD TO CART

Pack 1301A  
4 Pack 1301 (4bed/4bath)  
Pack Place  
Room Info  
ADD TO CART

Pack 1301B  
4 Pack 1301 (4bed/4bath)  
Pack Place  
Room Info  
ADD TO CART

Now that we have added rooms to our cart, we will select save and continue at the bottom of the screen.

Prev... 1 2 3 4 5 6 Next  
7 8  
SAVE & CONTINUE

The "Assign Beds" page will show you all members of your roommate group and provide you with the ability to assign each member to a bed space.


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## Assign Beds

If you are part of a roommate group, scroll to the bottom of the screen to assign your roommates.

### My Room






Gender: Male

Select Bed ▾

### My Roommates

Below are your current roommates. You can assign beds to all of them.



Age: 19  
Gender: Male

Select Bed ▾

[GO BACK](#) [ASSIGN BEDS](#)

✓ Academic Year Application **Assign Beds**

✓ Demographic Information If you are part of a roommate group, scroll to the bottom of the screen to assign your roommates.

✓ Profile **My Room**

✓ Upperclass Roommate Groups

✓ Housing Contract

○ Room Selection

● Application Status



Select Bed ✓

Pack 1217B (1 total spaces, 1 avail...)

Pack 1217B-1

Pack 1217C (1 total spaces, 1 avail...)

Pack 1217C-1

Select Bed ▾

**My Roommates**

Below are your current roommates. You can assign beds to all of them.

Noah

Age: 19

Gender: Male

Select Bed ▾

GO BACK

ASSIGN BEDS

Use the drop down box to assign each individual in the roommate group to a room from your cart. You will have to assign all members of your roommate group. If you have selected more rooms than you have roommates they will not be saved for you. If you selected fewer, you will not be able to assign everyone in your roommate group.

**Assign Beds**

If you are part of a roommate group, scroll to the bottom of the screen to assign your roommates.

**My Room**

Age: 21  
Gender: Male  
Pack 1217B-1

**My Roommates**

Below are your current roommates. You can assign beds to all of them.

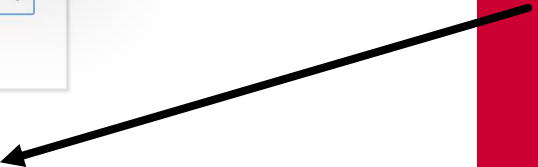
Select Bed

- Pack 1217B (1 total spaces, 1 avail...)
- Pack 1217B-1 (Taken By Trevor)
- Pack 1217C (1 total spaces, 1 avail...)
- Pack 1217C-1

Select Bed

GO BACK ASSIGN BEDS

Once we have assigned all members of our roommate group, we will click the assign beds option.





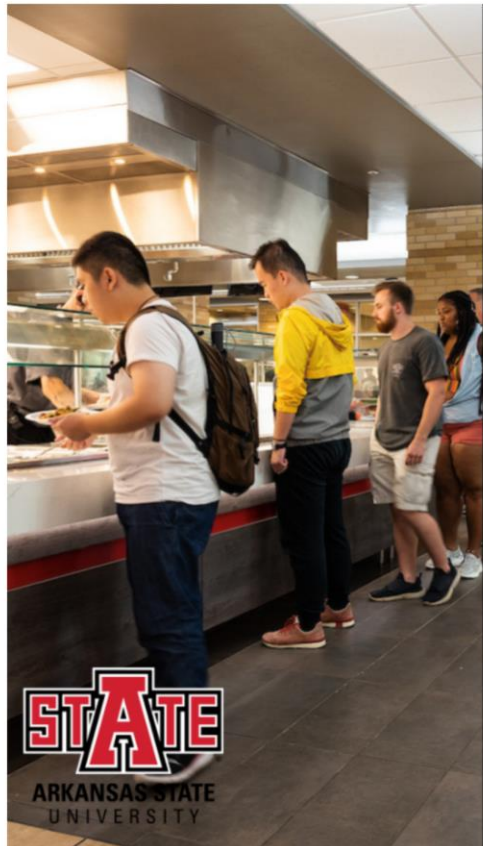
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Academic Year Housing

Cancel Your Housing

Log Out



**Meal Plan Selection will open at a later date. Watch your A-State email for more info.**

Click Here to continue to view your application status.



SAVE & CONTINUE



Academic Year Application

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App Complete

## Application Status

You started your application for 2021-2022 Academic Year on 2/16/2021, and have not signed the contract.

## Booking Summary

**Room:** Pack 2304B-1

**Room Type:** Pack Place 2bed\2b

**Location:** Pack Place

**Floor:** Pack 2304 (2bed\2bath)

Bed	First Name	Last Name	Check In Date	Check Out Date	Profile
Pack 2304A-1	Mattison	Davis	8/21/2021	5/7/2022	<a href="#">View Profile</a>
Pack 2304B-1	Casey	Gilbert	8/21/2021	5/7/2022	<a href="#">View Profile</a>

Once you click Save and Continue the application process will be complete.



SAVE & CONTINUE