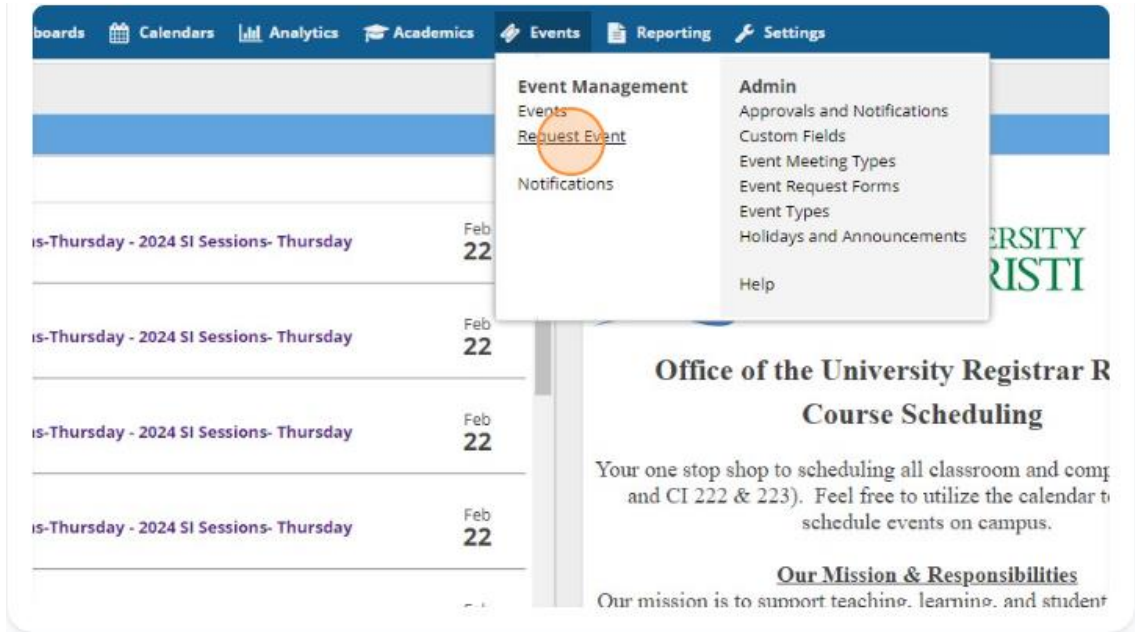




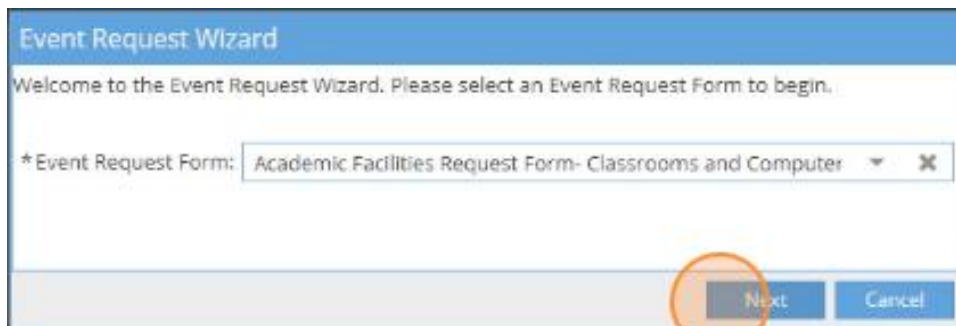
**Texas A&M University – Corpus Christi**  
**Office of the University Registrar**  
**Requesting an Event in Ad Astra**

**Instructions:** This document will show how to request an event in Ad Astra.

1. Navigate to <https://www.astra.tamucc.edu>
  - a. Select the ‘Events’ tab and then ‘Request Event’



2. Select the type of request form needed and hit ‘Next’
  - a. Standardly the ‘Academic Facilities Request Form- Classrooms and Computer Labs’ form is used unless otherwise needed



3. Begin to fill the selected form as applicable
4. Required information
  - a. Contact Information
  - b. Event Name
  - c. Number of Attendees



**Texas A&M University – Corpus Christi**  
**Office of the University Registrar**  
**Requesting an Event in Ad Astra**

**Contact Information**

\*Your Name:

\*Email Address:

Phone Number:

Campus Sponsor:

Sponsor Contact:

**Event Information**

\*Event Name:

Event description:

Event Type:

\*How many attendees are expected?

- d. Event Location
  - i. Select ‘Add Meeting’
  - ii. Add meeting times and dates of event being requested
  - iii. Select ‘Add Meeting’ again

**Create Meeting(s)**

Single  Multiple  Recurring

Start Time:  End Time:

Start Date:  End Date:

\*Meeting Name:

Meeting Type:

Max Attendance:

Featured  
 Private  
 Requires Room

- e. Room
  - i. If no room is selected, we will choose room that best fits



**Texas A&M University – Corpus Christi**  
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**Rooms**

Select a Classroom Location

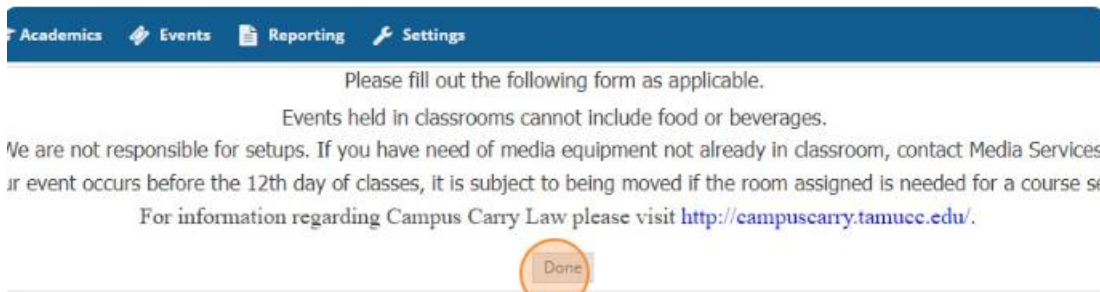
- Bay Hall
- Center for Instruction
- Center for the Sciences
- Engineering
- Island Hall
- O'Connor
- Early Childhood Development Center

**Preferred Classrooms**

Please enter the preferred classrooms, if applicable.

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5. Select 'Submit'
6. Read acknowledgment and select 'Done'



7. Request will be sent to scheduling team for approval.
8. An event summary will be sent to your email with details and confirmation

	Description	Name	Start Date	End Date	Start Time	End Time	Created Date ^1	Created By
	Event requested: Requesting an Event in Astra	Requesting an Even...			12:00 AM	12:00 AM	02/26/2024 11:43 AM	Reese John...