

## Texas A&M University – Corpus Christi Office of the University Registrar

### Scheduling a room for a course in Ad Astra

**Instructions**: This document will show how to schedule a room for an academic course in Ad Astra. Users must have scheduling rights for academic courses in departments.

- 1. Navigate to <u>https://www.astra.tamucc.edu</u>
  - a. Select the 'Academics' tab and then select 'Sections'

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#### **Room Assignment**

- 2. Select 'Term' in the left side and select 'Search'
- 3. Go through the following steps and options to filter courses and room status as needed
  - a. Meeting status=All (view all courses and room assignments)
    - b. Meeting status=Unassigned (view rooms that do not have a room assigned)
    - c. Meeting status=Requested (department requested a room and schedule team will review. Once approved, the room assignment will export to banner)

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Scheduling an Event in Ad Astra Updated February 5, 2024



## Texas A&M University – Corpus Christi Office of the University Registrar

#### Scheduling a room for a course in Ad Astra

4. Select the course to view info and to select a room

×	⊙ ARTS 5394/001 SEM	MW	08/22/2	12/08/2
×	⊙ CHEM 1411/W05 LEC	TR	08/22/2	12/08/2
×	⊙ CMSS 6370/W01 LEC	TR	08/22/2	12/08/2
×	⊙ COMM 3311/001 LEC	MW	08/22/2	12/08/2
×	⊙ COSC 3324/W01 LEC		08/22/2	12/08/2
×	⊙ ECED 5337/B01 LEC	W	08/22/2	12/08/2
×	⊙ EDAD 5696/001 IND	Т	08/22/2	12/08/2

5. Select the house symbol under meeting type to view available rooms

Sectior	n COMM 331	1 / NONVERE	BAL COMMU	NICATIC	ON 002											
Sectio	n Info															
* Subj	ect:	COMM				Ŧ	×	Title:	NONVE	ERBAL COMMUNIC	ATION			— Sandbox Op	tions —	
* Cour	rse:	3311				~	ж	* Campus:	Μ			~	х	🗌 Assign All M	leetings t	
* Deliv	very Method:	Standard				~	ж	*Term:	202209	9		~	ж	Do Not Opt	imize	
* Secti	ion:	002						Part Of Term:	1_2022	1_202209 👻 🗙				Ignore In Historical A		
Cour	rse Offering Id:	d: 72050						SIS Key:	202209	202209_72050			x			
														Max Enrollment:	35	
														Enrollment:	24	
Secti	on Notes															
Same	e Time Info															
Meetings																
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<b>×</b> +	LEC	07:00 PM	09:30 PM	W	08/22/2022	12/	08/20	22 Ivy, Dia	na	Scheduled	BH 205	~ <b>~</b>				

6. Use the drop arrows at top to show Room, Capacity and Seat Fill Score

			ivy, Diana	_		
Filter Show Current Filter Q Search Custom P P		Room	Capacit 👻	Sector		COMM 3311 002 (L 8/22/2022-12/8/2022 W 7:00-9:30pm Enrollment: 24
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Room Options	⊙	IH 157	38	92		Name
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and	0	OCNR 132	44	79		Room Type
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3uilding 🕂 🤄	0	RFEB 107	53	66	•	Seat Fill Score
Room 🕂 🤄	0	CI 109	55	63		Score
	0	CI 106	55	63		Available
Region + C		DEED 400	50	(C)		As an She had a

Scheduling an Event in Ad Astra Updated February 5, 2024



## Texas A&M University – Corpus Christi Office of the University Registrar Scheduling a room for a course in Ad Astra Selecting a Room

7. Filter room options. These are generated from the Preference Set.

Filter			•							
Show Current	Filter	<b>Q</b> Search			KOOM			Capa	city	s
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Time				-						
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- a. For preference worksheet, navigate to <u>https://www.tamucc.edu/academics/registrar/faculty-</u>staff/assets/documents/course-scheduling-preference-sheet.pdf
- b. Send completed form to <a href="mailto:schedule@tamucc.edu">schedule@tamucc.edu</a>
- 8. View available rooms that have the appropriate seat fill score to course enrollment
  - a. About 65% score and above if possible
  - b. Uncheck 'show available room' to view rooms that have been scheduled prior.
  - c. Hovering over 'unavailable' will see what has been scheduled into that room

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Building	+⊘	$\odot$	CI 109	55	63	Available
Room	+ 0	۲	CI 112	56	62	Available
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Region	<b>+</b> 0	^	CI 400	F.4	c0	A
Room Type 1 Clea	r <b>+</b> ⊘	«	< Page 1 of 2 > >>	•		
						OK Cancel



# Texas A&M University – Corpus Christi Office of the University Registrar

## Scheduling a room for a course in Ad Astra

9. Select the available room of your choosing and select 'OK'

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Time ·	0	BH 205	61	57	Selected							
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Room Options	•	IH 157	38	92	Available							
Show Only Available Rooms	0	CS 114	38	92	Available							
Show Shared Rooms	•	IH 268	40	87	Available							
Show Alt Room Configs	• ا	OCNR 130	40	87	Available							
Capacity:	•	CS 111	40	87	Available							
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and	0	OCNR 132	44	79	Available							
Campus 1 Clear 🕂 🤇	0	CI 122	51	68	Available							
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Room Type 1 Clear 🕂 🤇	~	<   Page   1 of 2   > >>	•									
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- 10. Rooms will go into 'requested' status for schedule team to review. Once approved, the course will show on SAIL. If you course is not showing on SAIL, please check the status of the course in Ad Astra Schedule.
  - a. Requested Status: will not show on schedule in SAIL..
  - b. Scheduled Status : will show on schedule in SAIL.
- 11. Save and Close

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Save	Save and Close	< <u> </u>	d Meeting	5												
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