ASTRA Schedule
what you need to know

UTRGV

Contact information

Approver for Academic Spaces: Raquel Diaz Rivas
Raquel.diazrivas01@utrgv.edu
Extension:4053

Approver for IT Computer Labs: Dina Lopez
Dina.lopez@utrgv.edu
Extension: 5343

*There are some special computer labs that are under Nora Ramirez, please check room notes before sending a prior approval request.

Event that are open to the community: Edna Zambrano
edna.Zambrano@utrgv.edu
Extension:7939

Approver for Student Union: Melissa De La Rosa
melissa.delarosa@utrgv.edu
or
Massiel Munoz
massiel.munoz@utrgv.edu
extension: 7985

Contact information

Approver for Outdoor spaces (Salon Cassia, El Gran Salon): Norma Sada

norma.sada@utrgv.edu

Extension: in Brownsville, 5900

<u>or</u>

Maria Espinoza

maria.c.Espinoza@utrgv.edu

Extension: in Brownsville, 5865

Approver for non-academic spaces:

Jazmin Zuniga Edinburg

jazmin.Zuniga@utrgv.edu

Extension: 2993

<u>or</u>

Norma Sada Brownsville

norma.sada@utrgv.edu

Extension: in Brownsville, 5900

Contact information

Approver for ESSBL Conference rooms: Julia Garcia

julia.Garcia@utrgv.edu

extension: 2282

Approver for Harlingen Campus: Monika Tovar

monica.Tovar@utrgv.edu

956-296-1500

Approver for Youth Camps: Daniela Venegas

Daniela.Venegas@UTRGV.edu

extension: 2522

Contact information

Approver for ECESS Building : Jazmin Zuniga

jazmin.Zuniga@utrgv.edu

Extension: 2993

Logging into Astra

Website: https://www.aaiscloud.com/UTXRioGrandeValley

You may click on here and click scheduling grid to filter your search

A Home | Dashboards | Calendars | Analytics | Academics | Events | Reporting | Settings | raquel.diazrivas01@utrgv.edu

Astra User Portal

Quick Navigation Links

CHECK Available Space (Scheduling Grids)

REQUEST to Reserve:

Academic Space

Non-Academic Space

I.T. Computer Labs

If you know what location you want to request you can click on the form here!

Another way to check what spaces are available is click on here.

This Week's Scheduled Events

Create Event

BSTUN 2.36

2882926, Burger Sale, Latino Medical Student Association
OUTD LIBR BBQ Area | 09:00 AM - 02:00 PM | Oct 17

2992335, Fundraiser, Psychology Club
OUTD QUAD (BBQ Area) | 09:00 AM - 03:00 PM | Oct 17

Laser Safety Training
BMSLC 1.107 | 10:00 AM - 11:30 AM | Oct 17

3127193, Pizza Fundraiser Ad - Hoc, Sigma Lambda Beta Internationa...
OUTD MAGC Front Lawn | 10:00 AM - 02:00 PM | Oct 17

AT Fair Accessibility Awareness
ESTUN 1.300 - Commons (ALL) | 10:30 AM - 01:00 PM | Oct 17

CPB: World food day Brownsville - World food day
BSTUN 1.30 | 10:30 AM - 01:30 PM | Oct 17

3082611 General Meetings 2 Biomedical Sciences Association
BLHSB 2.808 | 10:30 AM - 12:30 PM | Oct 17

Scheduling Resources

UTRGV Home Page
iService Desk Request Link
Edinburg Campus Map with Bldg. Codes
Brownsville Campus Map with Bldg. Codes
Event Request Manual
Scheduling Grid Calendar Manual
List of Schedulers and Approvers
FAQ

Contact Us

Academic Spaces
Raquel Diaz-Rivas
raquel.diazrivas01@utrgv.edu
956-665-4053

Non-Academic Spaces in Edinburg Campus
Jazmin Zuniga
jazmin.zuniga@utrgv.edu

This icon is very helpful in determining who will be the approver for this space.

It looks something like this

View Room Details

		Room Details: Main #63 2.236 (Default)
Room Type:	110 Classroom	
Capacity:	70	
Layout:	Default Layout	
Campus:	BRW	
Description:	Classroom - Academic Space	

Feature   Quantity

Category

Creating an event-Academic

Requesting an event

After clicking on **Events** , the next step will be to click on "request an event" from the drop down options

Choosing a room

Don't forget the final step before submitting

Where do I assign PD resources?

1.

Anyone under the age of 21 attending event?

Select... ✖

* Will a fee be collected for attending this event?

No ✖

Event Location

* Add a Meeting:

Add Meeting   Assign Rooms   Assign Resources

✖ Testing event 1 - Tue, 08/14/2018, 04:00 PM to 04:30 PM, Harligen Clinical Education Building 2.118

Other Resources

You will click on this button that says "Assign Resources"

2.

Add Resource

Filter ◀

Show Current Filter   🔍 Search

PD Unlock/Lock Doors ▼

Resources ▲

Resource Type   ➕ ⊘
Resource Category   ➕ ⊘
Resource Group **1**   Clear ➕ ⊘
Resource **2**   Clear ➕ ⊘

Resources	- 454 10/31/2018 Wed 10:30-11:00am
⊙ Police - Lock Door	162 Available
⊙ Police - Unlock Door	162 Available
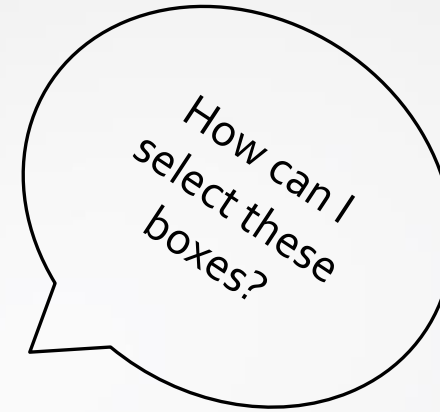
◀ ▶ ◀   ▶

《 〈 | Page 1 of 1 | 〉 》 |

OK   Cancel

This is next page that pops up after clicking "assign resources"
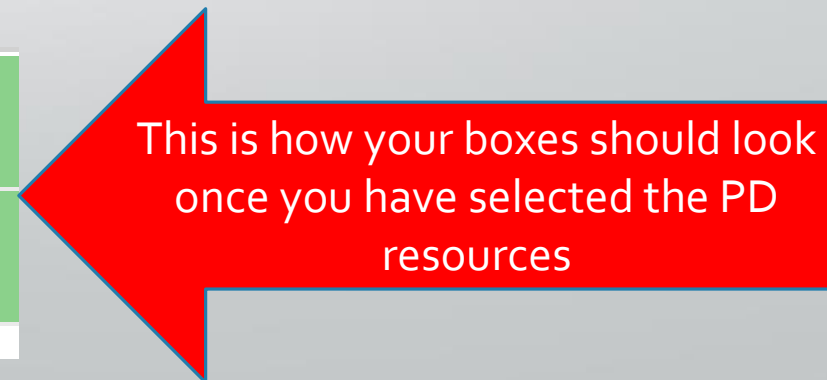
All events are required to have PD resources regardless of the event time or day.

Note: PD will NOT unlock a door for you unless your event was confirmed on Astra. If your event is not approved Campus Police has the right to remove you from the room. If you have a key to the room you are requesting then you do not need to request PD resources.

If You Need Custodial Services

Found on the right hand side of the home page

Rooms That Have Card Swipe

- Requests for access is via the iShop work order request form
- Requests for these kinds of rooms need to be sent at least a week before the event.
- Contact person for swipe access is Melissa Pena

Non-Academic Spaces

UTRGV Non Academic Space Event Request

This form is for requesting <u>non-academic</u> spaces, such as lobbies, conference rooms, and outdoor spaces on both the **Edinburg and **Brownsville** campuses.**

If you require PD to unlock rooms, select YES to the question, and assign resources by selecting 'Police - Lock/Unlock Door'.

For questions, please contact:

Brownsville - Norma Sada norma.sada@utrgv.edu
Edinburg - Jazmin Zuniga jazmin.zuniga@utrgv.edu

Contact Information

Customer:

UTRGV Office of the Registrar

* Contact Name:

Diaz Rivas, Raquel

* Contact Email:

raquel.diazrivas01@utrgv.edu

Contact Phone:

On Site Event Contact

UTRGV™
Conference & Events Services

The Conference and Event Services Office is an administrative unit within the Student Union department that oversees use of the Student Union (Edinburg and Brownsville), Ballroom complex (Edinburg), Chapel (Edinburg) and adjacent outdoor spaces for events by faculty/staff, registered student organizations and external clients. Additionally, Conference Services provides event planning support to external clients renting UTRGV spaces and manages the joint sponsorship process.

conferences@utrgv.edu

956-665-7989

Joint Sponsored Events

- Invitation must be from University to the outside group (not the other way around).

- Please read GUIDELINES on the form.

- Form must be routed and approved 30 days before the event

- Department sponsor will be responsible for arranging all campus services

- If department needs to invoice outside group for cost recovery, please email conferences@utrgv.edu.

Link to Joint Sponsorships is on the Event Request forms in Ad Astra

Event Information

* Event Name (no acronyms):

* Event Description:

* Is this event being co-sponsored with an external entity?

Select...

Application for Joint Sponsorship

* Event Type:

Select...

Form is available on SharePoint University Forms

- SharePoint → University Forms
  → Campus Auxiliary Services → Application for Joint Sponsorship

UTRGV Departments providing services for university events

Department	Phone #	Email	Available Services
Office of University Events	956-296-1515	events@utrgv.edu	Assisting University Departments with the planning of all major university events, meetings, conferences and public functions across all campus locations. Request for President Bailey Event Attendance or Participation
Conference & Event Services	956-665-7989	conferences@utrgv.edu	Provide services to off-campus groups renting facilities and University departments jointly sponsoring events with outside entities.
Ad Astra / uSchedule	888-882-4026	scheduling@utrgv.edu	Site to request classrooms and meeting rooms. List of Schedulers and Approvers Ad Astra User Manual Room Availability (User Manual)
Application for Joint Sponsorship	956-665-7989	conferences@utrgv.edu	This form is to be used by a UTRGV department that desires to collaborate with an external entity to host a University program or activity. An external entity is defined as 1) an individual who is not a University student, faculty or staff member 2) a group that is not a registered student, faculty or staff organization or 3) an association or corporation.
Bursar (Department of Financial Services/Comptroller)	956-665-2718	bursaroffice@utrgv.edu	For cash handling training
Campus Facilities Operations	956-665-2770 956-882-5900	centralscheduling@utrgv.edu	Request work orders for event set-up and clean-up. WebTMA
Division of Governmental & Community Relations	956-665-3361 956-882-5058	vpgcr@utrgv.edu	Please contact for dignitaries and/or elected officials and government officials.
Division of Institutional Advancement	956-665-5301	give@utrgv.edu	Please contact if seeking donations or sponsorships for your event and obtain their approval.

More University Services

Department	Phone #	Email	Available Services
			Institutional Advancement Special Events plans events for University Donors and other Advancement events.
Environmental Health, Safety & Risk Management	956-665-3690	EHSRM@utrgv.edu	Training available on Black Board for Driver Safety, Food Handling, Evacuation Assistant and more. You may also request safety equipment and event participant waivers. EHSRM Training
Information Technology	956-665-2020 956-882-2020	N/A	Request IT services and other audio/visual equipment and services. ServiceNow
Office of the Registrar	956-665-2201	ucentral@utrgv.edu	Oversite of Ad Astra website and scheduling of all academic classrooms scheduling@utrgv.edu
Parking and Transportation Services	956-665-2738 956-882-7051	transportation@utrgv.edu parking@utrgv.edu	Anyone parking on campus Monday-Friday needs to have a parking permit or a visitor parking permit. Event Parking
Sodexo Campus Dining (includes Catering)	956-665-7486	belinda.villarreallara@sodexo.com	Sodexo is the University's exclusive food service provider. Catering available on and off campus.
Student Accessibility Services	956-665-7005 956-882-7374	ability@utrgv.edu	Interpreter Request Form (Staff/Faculty)
Student Involvement Office	956-665-2660 956-882-5111	involvement@utrgv.edu studentorgs@utrgv.edu	The Office has oversight of all authorized student organizations and assists them with their meeting room requests and event planning. V Link is the portal for student organizations to register their events (see V Link in this handout).
University Calendar	N/A	N/A	Link to submit an event
University Marketing and Communications	956-665-2741 956-882-8231	umc@utrgv.edu	Marketing & Creative Services Job Request
University Police	956-665-7151 956-882-7777	police@utrgv.edu	Security services and unlocking of facilities. Service Request Form

More University Services

Department	Phone #	Email	Available Services
UTRGV K-12 Youth Programs	956-665-2522	minorsoncampus@utrgv.edu	Request to Host a Youth Program at UTRGV Camp Staff Toolbox
UTRGV Messenger	N/A	N/A	Internal University bulletin UTRGV Messenger Login
V link	956-665-2660 956-882-5111	involvement@utrgv.edu studentorgs@utrgv.edu	V Link is a portal for students to get involved in UTRGV student life. Users can search for student organizations to join and events to attend. Authorized Student Organizations must utilize Vlink to register their activities and to request meeting rooms.

FAQ

▼ Can I request the UTRGV Police Department to unlock and lock the doors via Astra?
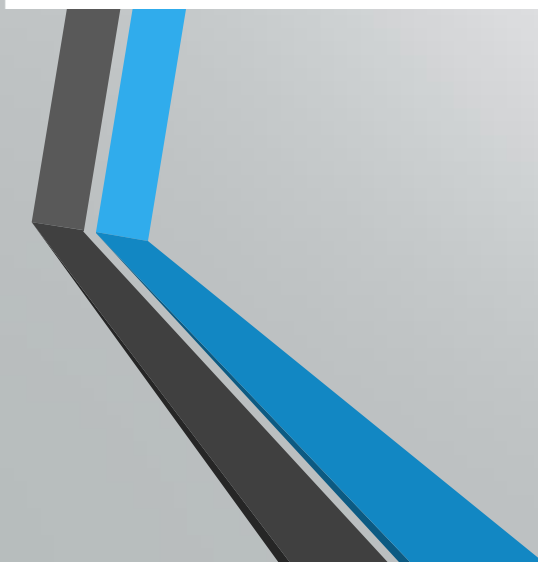
Yes, when requesting your event you will click on "add resources" and click on Police-Unlock and Police-Lock to let Campus Police know you will need the doors to be opened. They require at least 5 days in advance for processing.

▼ How do I verify that my request has been scheduled?

Once an event has been scheduled, you will receive an e-mail with the event detail confirmation. Please be sure to read through this carefully. You can also check the Scheduling Grid under the Calendars tab, look for the day and room you are requested and verify that your event is on the schedule.
**Note: Make sure you are on the Campus Events and filtered to Events and Academics. If you do not see your event please contact the approver for assistance.

Summer Camps

- Summer camp request window is around mid-November. Dates to submit are sent by Daniela Venegas.

- All requests are at a first come, first serve basis.

Where can I find the manuals for Astra?

Tips and tricks for Astra

"I have a last minute request for an event but Astra has the 5 day limit. How can I create my event?"

You can create the event for a future date and include the actual day in the title of your event.

NOTE: it is important to add alternative rooms in case the room you prefer is no longer available.