



ASTRA Schedule

what you need to know

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

or

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

or

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

Home Calendars **Sign In** ?

Astra Guest Portal

This Week's Scheduled Events

Loading...

« < > » | ↻ No results

Welcome to Astra Scheduler

UTRGV™

Upcoming Term Deadlines/Holidays

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

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

Create Event

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

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!

Event Title	Location	Time	Date
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

- [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



To add filters

Make sure this is how your calendar looks so you can see everything scheduled for that day/week

Navigation bar: Home | Dashboards | Calendar | Academics | Events | Reporting | Settings

raquel.dia

Rooms | Resources | Day | Week

Choose Calendar: Campus Events x

Filter: Events and Aca x

Q Date: Today x [Calendar Icon] [Refresh Icon] < September 21, 2018 >

Room	Buildin...	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM
------	------------	--------	------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Show Current Filter Search

Date: 07/16/2018 July 16, 2018

Room ^1	Buildin...	Campus	Type	Capacity	06:00 AM
<input checked="" type="radio"/> ATHSF 001	ATHSF	BRW	Athletic	500	
<input type="radio"/> BBRHB 1.100	BBRHB	BRW	Outdoor Space	300	
<input type="radio"/> BBRHB 1.131	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 1.133	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 1.135	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 1.136	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 1.137	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 1.139	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 1.141	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 1.143	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 1.207 - ITV	BBRHB	BRW	110 Classroom	40	
<input type="radio"/> BBRHB 1.222-ITV	BBRHB	BRW	110 Classroom	100	
<input type="radio"/> BBRHB 2.120	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 2.122	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 2.124	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 2.126	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 2.128	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 2.130	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 2.132	BBRHB	BRW	250 Lab	20	
<input type="radio"/> BBRHB 2.239 - 2.239 - S...	BBRHB	BRW	Conference Room	20	
<input type="radio"/> BCAVL 106	BCAVL	BRW	Conference Room	29	

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

Custom

Keyword: test stup stef

Room

Region

Room Type

Capacity:

Between: [] and: []

Resource Filters

Resource Type

Resource Category

Resource Group

Resource

It looks something like this

[View Room Details](#)

Room Type: 110 Classroom

Capacity: 70

Layout: Default Layout

Campus: BRW

Description: Classroom - Academic Space



Room Details: Main #63 2.236 (Default)

Feature Quantity

Category

Creating an event-Academic



Requesting an event

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Calendars', and 'Events' (highlighted). Below the navigation bar is a 'Filter' panel on the left and a 'Notifications' panel on the right. The 'Filter' panel includes a 'Clear All' button, a search box, a 'Custom' filter dropdown, and several filter criteria: 'Group by' (unchecked), 'Activity Type' (Events), 'Request Type' (Event Requests), 'Is Notification' (No), and 'Is Active' (Yes). The 'Notifications' panel has '+ My Preferences' and 'x Dismiss All' buttons, and a table with columns 'Description' and 'Name'.

Description	Name
-------------	------

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

This is the next window that will pop up once you click on "request event" from the drop down (found on the previous slide)

Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

* Event Request Form: UTRGV Academic Space Event Request

Next

Cancel

Choosing a room



Assign Room

Filter

Show Current Filter Search

Custom

Room Options

- Show Only Available Rooms
- Show Shared Rooms
- Show Alt Room Configs

Capacity:

Between and

Campus +

Building +

Room +

Region +

Room Type **2** + Clear

Feature +

Room	Testing event 1 8/14/2018 Tue 4:00-4:30pm
⊙ ... EMEBL 1.104	Available
⊙ ... HCEBL 2.124	Available
⊙ ... HCEBL 2.122	Available
⊙ ... HCEBL 2.118	Available
⊙ ... EHABW W1.274	Unavailable
⊙ ... ELABS 161	Unavailable
⊙ ... EMCTS 1.116-ITV	Available
⊙ ... EMCTS 1.101	Available
⊙ ... EACSB 2.140	Available
⊙ ... EMCTS 1.109	Available
⊙ ... EHABE 1.122	Available
⊙ ... EREBL 1.202	Available
⊙ ... ELABS 181	Unavailable

Page 1 of 9

OK Cancel



**Don't forget the final step before
submitting**

Where do I assign PD resources?

Anyone under the age of 21 attending event?
Select... x

* Will a fee be collected for attending this event?
No x

Event Location

* Add a Meeting:
Add Meeting

Assign Rooms Assign Resources

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

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

1.

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
Police - Lock Door	162 Available
Police - Unlock Door	162 Available

10/31/2018
Wed
10:30-11:00am

Page 1 of 1

OK Cancel

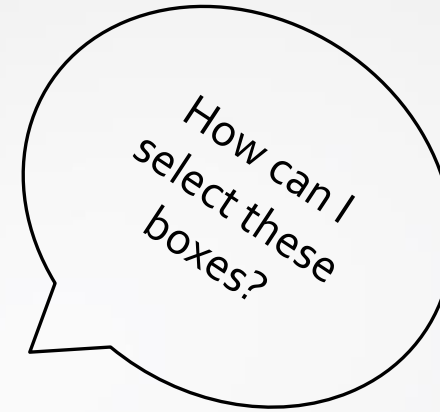
This is next page that pops up after clicking "assign resources"

2.

Assigning resources

3.

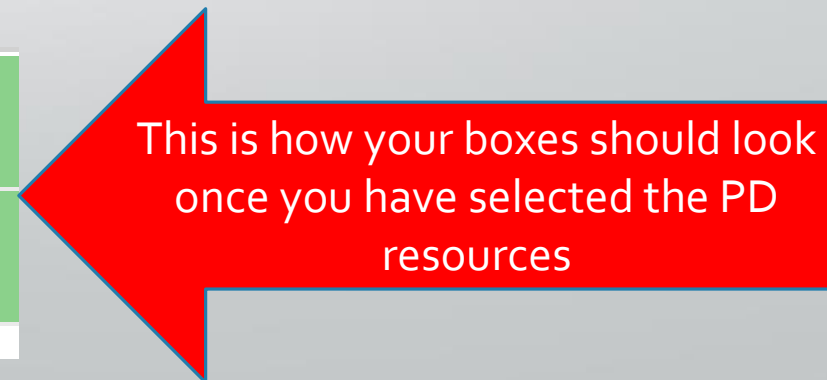
<input type="radio"/> Police - Lock Door	163 Available
<input type="radio"/> Police - Unlock Door	Selected 1 o...



A: you click on the yellow boxes and type "1". Then click on the **tab** button on your keyboard to move on to the next yellow box. Then click "ok"

4.

<input type="radio"/> Police - Lock Door	Selected 1 o...
<input type="radio"/> Police - Unlock Door	Selected 1 o...



▼ When are PD services needed?



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

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](#)

Found on
the right
hand side
of the
home page

The screenshot displays the Astra User Portal interface. At the top, there is a navigation bar with links for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. The user's name, raquel.diazrivas01@utrgv.edu, is visible in the top right corner. Below the navigation bar, the page is divided into several sections. On the left, there is a 'Quick Navigation Links' section with a button for 'CHECK Available Space (Scheduling Grids)' and a 'REQUEST to Reserve:' section with links for 'Academic Space', 'Non-Academic Space', and 'I.T. Computer Labs'. The main content area is titled 'This Week's Scheduled Events' and contains a 'Create Event' button and a 'Loading...' indicator. On the right side, there is a 'Scheduling Resources' menu with the following items: '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', and 'FAQ'. Below this menu is a 'Contact Us' section with information for 'Academic Spaces' (Raquel Diaz-Rivas, raquel.diazrivas01@utrgv.edu, 956-665-4053) and 'Non-Academic Spaces in Edinburg Campus' (Jazmin Zuniga, jazmin.zuniga@utrgv.edu, 956-665-2993). A red arrow points to the 'Scheduling Resources' menu item.

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 non-academic 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



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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.

UTRGV

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Application for Joint Sponsorship

1. UTRGV Department: _____ Oracle Project: _____
Requestor Name: _____ Email: _____ Ext: _____
2. Co-sponsoring Outside Group: _____
Billing Address: _____
3. Proposed Activity: _____ Proposed Date: _____
4. Description of Activity: (Attach additional page and printed materials, if needed).

5. Briefly describe the role of the UTRGV Department as joint sponsor of this activity.

6. How would UTRGV benefit from this joint sponsorship?

7. The following persons will be attending:
 UTRGV Students UTRGV Faculty UTRGV Staff General Public
8. If money is to be collected, identify the party responsible for collection and describe the manner of collection (sway fees, ticket sales, registration fees, etc.).

9. If there is a charge for participation/attendance, will a discount be available for UTRGV Personnel/students?

10. How will collected money be spent?

Requestor's signature below certifies that the program or activity complies with the defined criteria for Joint Sponsorship as provided in [HOP ADM 10-301 \(Facility Use\)](#) and [Regents' Rule 8010c](#).

Requestor _____ Date _____

Approved Disapproved

Department Head/Project Manager _____ Date _____ Divisional Vice President _____ Date _____

Dean/Director of School/Division _____ Date _____ President _____ Date _____

Please route authorized form to the Conference and Event Services Office
Edinburg Campus STUN 2.316 AE or send electronically to conferences@utrgv.edu

REV: 04/27/2016

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?

Application for Joint Sponsorship

* Event Type:



Form is available on SharePoint University Forms

SharePoint → University Forms

→ Campus Auxiliary Services → Application for Joint Sponsorship

The image shows a sequence of three screenshots from a SharePoint interface, connected by blue arrows indicating the navigation path. The first screenshot shows the 'University Forms' site with a star icon and a list of recent activity. A blue arrow points from the 'University Forms' header to the second screenshot. The second screenshot shows a 'Documents' library with a search bar and a list of folders. The 'Campus Auxiliary Services' folder is highlighted in yellow. A blue arrow points from this folder to the third screenshot. The third screenshot shows the 'Documents' library for the 'Campus Auxiliary Services' folder, with the file 'APPLICATION FOR JOINT SPONSORSHIP' highlighted in yellow.

University Forms

You viewed Space Modification Request Form 23 hours ago

Norma Velazquez modified Substantiation Doc on 11/2/2015

You viewed APPLICATION FOR JOINT SPONSORSHIP on 8/6/2018

Documents

Find a file

- ✓ Name
- Bursar
- Grants & Contracts
- Planning & Analysis Office
- Campus Auxiliary Services**
- Human Resources
- Tax Compliance Office
- Procurement Office
- Print Shop
- Facilities Planning & Operations
- Environmental Health, Safety, and Risk Management
- Police Department
- Bookstore

Documents

Find a file

- ✓ Name
- APPLICATION FOR JOINT SPONSORSHIP**
- Guidelines for University Events Serving Alcohol
- Request Form Photography on Campus
- Request for Facilities UTRGV
- Release and Hold Harmless Agreement
- Profit and Loss Statement Joint Sponsored Events
- Profit Loss Statement - Non-University Event

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.villarreal@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?

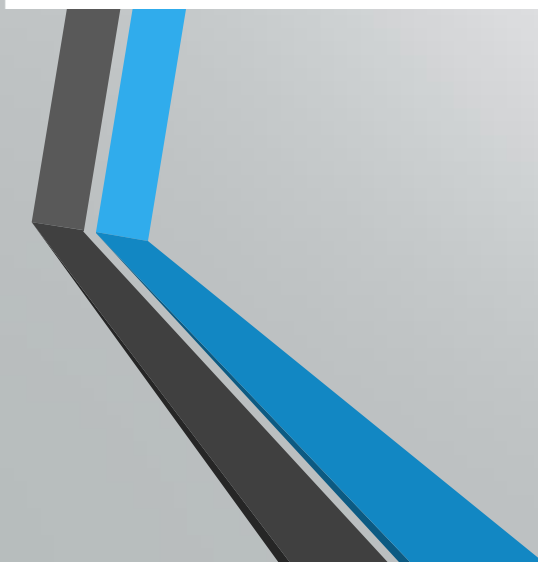
Yes, when requesting your event you will click on “add resources” and click on Police-Unlock and Police-Lock to let Campus Police know you will need the doors to be opened. They require at least 5 days in advance for processing.



▼ 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.



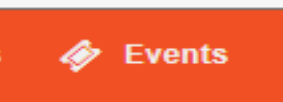
Youth
PROGRAMS

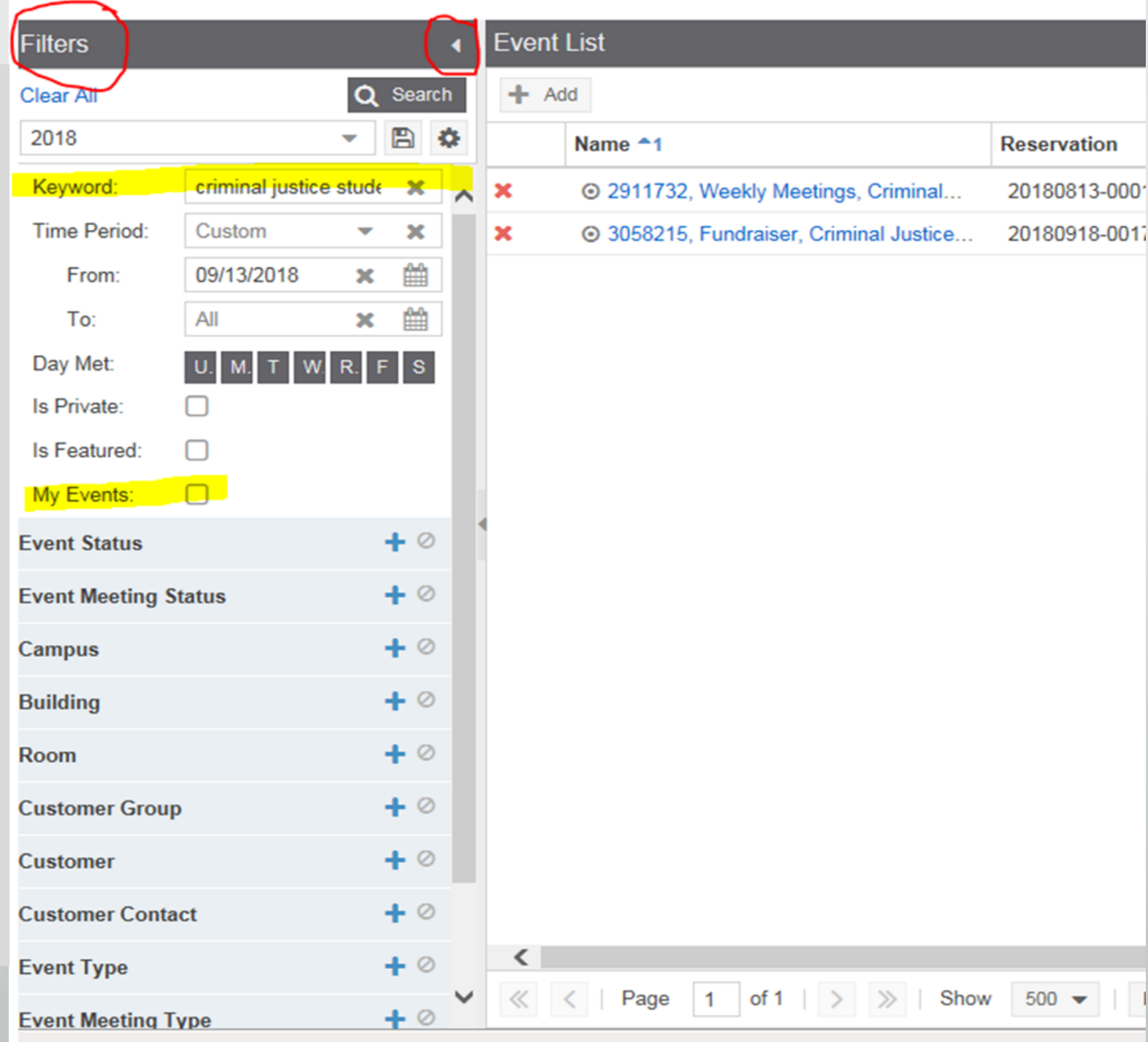
OVER
- 48 -
CAMPS

Visit us at
UTRGV.EDU/CAMPS

The banner features a collage of images showing youth engaged in various activities: a young boy in a yellow shirt pointing, a group of children in green hats, a man sitting at a table with a laptop, and a girl sitting on the grass. The text is prominently displayed in the left and center areas.

You can also check the status of your events by going to:

1. 
2. Click on "Events" from the drop down menu
3. Check off the "My Events" box shown in this image →



The screenshot displays a web application interface for managing events. On the left, a 'Filters' sidebar is visible, with the word 'Filters' circled in red. The sidebar includes a 'Clear All' button, a search bar, and a year selector set to '2018'. Below these are various filter categories: 'Keyword' (set to 'criminal justice stud'), 'Time Period' (set to 'Custom'), 'From' (set to '09/13/2018'), 'To' (set to 'All'), 'Day Met' (with checkboxes for U, M, T, W, R, F, S), 'Is Private' (unchecked), 'Is Featured' (unchecked), and 'My Events' (unchecked). A scrollable list of filter categories follows, including 'Event Status', 'Event Meeting Status', 'Campus', 'Building', 'Room', 'Customer Group', 'Customer', 'Customer Contact', 'Event Type', and 'Event Meeting Type'. On the right, the 'Event List' section features a '+ Add' button and a table with columns for 'Name' and 'Reservation'. Two event entries are shown, each with a red 'x' icon and a circular refresh icon. The bottom of the interface shows a pagination bar with 'Page 1 of 1' and a 'Show 500' dropdown.

Where can I find the manuals for Astra?

Astra User Portal

Quick Navigation Links

CHECK Available Space (Scheduling Grids)

REQUEST to Reserve:

Academic Space

This Week's Scheduled Events

Create Event

SubClass	08:00 AM - 09:30 PM	Sept 27
2684036, IMA Recruiting, The Association of Accountants and Financ... ECOBE Lobby	08:00 AM - 01:00 PM	Sept 27
PeopleSoft Training EEDUC 2.228	08:00 AM - 05:00 PM	Sept 27
PeopleSoft Training EACSB 2.164	08:00 AM - 12:00 PM	Sept 27

Scheduling Resources

- [UTRGV Home Page](#)
- [iService Desk Request Link](#)
- [Edinburg Campus Map with Bldg. Codes](#)
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- [List of Schedulers and Approvers](#)
- [FAQ](#)

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.

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

On Site Event Contact Phone

Event Information

* Event Name (no acronyms):

Astra Training 10/11/2018

* Event Type:

Academic

Event Description:

If ESSBL 5.232 is not available, any room in ESSBL that is open will work.

On Site Event Contact Phone

Event Information

* Event Name (no acronyms):

Astra Training 10/20/2018

* Event Name (no acronyms):

Astra Training 10/20/2018

* Event Type:

Select...

Event Description:

I am requesting ESSBL 5.232, if it is not available any room in ESSBL that is available will work.



That's all Folks!