



Ad Astra Overview and Best Practices

Ad Astra Link: <https://www.aaiscloud.com/UTXRioGrandeValley>



- **Ad Astra**
 - Scheduling software used by UTRGV to reserve rooms and spaces for academic and non-academic events.
 - Trainings
 - Exams
 - Meetings
 - Festivals
 - Event requests are intended primary for UTRGV faculty, students, staff, and alumni. Outside corporations and organizations must be sponsored by a UTRGV department.
- **Request Access**
 - Submit a ticket to IT, see link below for instructions.
 - https://www.utrgv.edu/esa/files/documents/access-guides/tdx_guide_request_ad_astra_access.pdf
 - Do not submit a request on behalf of another user. The requestor must submit their own ticket since Terms & Conditions are accepted at the time of submittal (including student employees).
 - Turnaround time is 1 to 2 days, plan accordingly.
- **Event Scheduling Requirements**
 - **All** events require approval.
 - Submit requests a minimum 1 week in advance.
 - Last-minute or far in advanced requests may be reviewed, contact the appropriate scheduler.
- **Notes**
 - Academic Space Event Requests are scheduled until academic course scheduling and final exams are complete for the term. Any special circumstance may be reviewed.
 - To request rooms for academic courses for the semester, submit an online Class Schedule Change Request (CSCR) form.

List of Schedulers and Approvers

Academic Spaces – Brownsville & Edinburg Campus
Jessica Corona scheduling@utrgv.edu (956) 882-0528
Non-Academic Spaces – Brownsville Campus
Norma Sada norma.sada@utrgv.edu (956) 882-5900
Maria Espinoza maria.c.espinoza@utrgv.edu (956) 882-5865
Non-Academic Spaces – Edinburg Campus
Marisol Cerda marisol.cerda@utrgv.edu (956) 665-2782
IT Computer Labs – Brownsville & Edinburg Campus
Dina Lopez dina.lopez@utrgv.edu (956) 656-1430
Diana Castilleja diana.castilleja@utrgv.edu (956) 656-1393

<p>Juan Aguero juan.aguero01@utrgv.edu (956) 665-7849</p>
<p>Email: IT-COMPUTERLABS@utrgv.edu</p>
<p>Weslaco</p>
<p>Claudia Gutierrez claudia.gutierrez06@utrgv.edu (956) 665-3917</p>
<p>Library Administration – Edinburg Campus</p>
<p>Alisha Puentes alisha.puentes@utrgv.edu (956) 665-5005 / (956) 665-2755</p>
<p>Library Administration – Brownsville Campus</p>
<p>Hazel Rojas hazel.rojas@utrgv.edu (956) 882-7424</p>
<p>Health & Human Performance Department (EHPE2 118 & Track)</p>
<p>Ivan Figueroa ivan.figueroa@utrgv.edu (956) 665-2115</p>
<p>Dr. Murat Karabulut murat.karabulut@utrgv.edu (956) 882-7239</p>

School of Medicine
Edinburg Campus Email: somreservations_ec@utrgv.edu
Isabelle Hughes isabelle.hughes@utrgv.edu (956) 296-1655
Mallaly Aleman mallaly.aleman@utrgv.edu (956) 296-1551
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McAllen Biomedical Research Facility
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Daniela Sanchez daniela.j.sanchez01@utrgv.edu (956) 296-1709
Email: MDOISU.Admin@utrgv.edu

Rio Bank Building
Norma Velazquez norma.velazquez@utrgv.edu (956) 665-2121
Isabel Saldana isabel.saldana@utrgv.edu (956) 665-4061
College Access and K12 Partnerships – Youth Program Protection
Sarahi Cardoza sarahi.cardoza02@utrgv.edu youthprogramprotection@utrgv.edu (956) 665-4003
Center for Student Involvement – Student Organizations (VLink)
Francisco Leal francisco.leal01@utrgv.edu studentorgreservations@utrgv.edu (956) 665-2492
Conference and Events Services Office – Joint Sponsored Events
Sergio Martinez sergio.martinez@utrgv.edu conferences@utrgv.edu (956) 882-7991

Astra User Portal

Quick Navigation Links

Indoor and outdoor in-person events hosted by UTRGV are allowed. Catering is no longer required to be "grab-and-go" (pre-packaged). For the latest event guidance, please visit the Campus Protocols on the UTRGV Welcome Back website.

CHECK Available Space (Scheduling Grids)

REQUEST to Reserve:

- Academic Space
- Non-Academic Space
- I.T. Computer Labs
- Student Union/Ballroom

This Week's Scheduled Events

Create Event		
Cameron County Primary Elections BSTUN 2.24	05:00 AM - 09:00 PM	Feb 25
Hidalgo County Primary Election ESTAC 1.100	06:00 AM - 07:30 PM	Feb 25
Cameron County Elections Department HCEBL 1.100	07:00 AM - 06:00 PM	Feb 25
CHARREADA BSTUN 2.00	08:00 AM - 05:00 PM	Feb 25
CHARREADA BSTUN 2.36	08:00 AM - 05:00 PM	Feb 25
CHARREADA BSTUN 2.22A	08:00 AM - 05:00 PM	Feb 25
CHARREADA BSTUN Lawn	08:00 AM - 05:00 PM	Feb 25
CHARREADA	08:00 AM - 05:00 PM	Feb 25
CHARREADA BSTUN 2.38	08:00 AM - 05:00 PM	Feb 25
Brownsville Task Force Mtg. BSTUN 2.20	10:00 AM - 02:00 PM	Feb 25
A historian looks at the lonestar state BMSLC 1.105	10:00 AM - 01:00 PM	Feb 25

Scheduling Resources

- UTRGV Home Page
- Requesting Ad Astra Access ★
- Event Changes/Cancellation ★
- iService Desk Request ★
- Edinburg Campus Map with Bldg. Codes
- Brownsville Campus Map with Bldg. Codes
- Event Request Manual ★
- Event Request Training ★
- Scheduling Grid Calendar Manual ★
- List of Schedulers and Approvers
- FAQ

Contact Us

- Academic Spaces**
- Jessica Corona
scheduling@utrgv.edu
 (956) 882-0528
- Conference and Event Services**
- Sergio Martinez

Step 1: Check Room Availability - Scheduling Grids

Home | Dashboards | Calendars | Analytics | Academics | Events | Reporting | Settings jessica.corona01@utrgv.edu

Rooms | Resources | Day | Week

Choose Calendar: Campus Events Filter: Events and Academ Add Event

#4: Search

Search

Keyword:

Location Filter

#3: Apply Filters

Campus 1

ED

Building

Room

Region

Room Type 1

110 Classroom

Capacity:

Between:

and:

Resource Filters

Resource Type

Resource Category

Resource Group

Resource

Event Filters

Include Events

Include Setup/Teardown

Include Pre/Post

Event Type

#2: Select Date

Date: Today


February 25, 2026

Room	Capacity	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	08:00 PM	09:00 PM	10:00 PM
EACSB 1.104 - 1.104 - ITV/Zoom	64		MGMT 3361/0	KINE 3353/02	PHYS 1401/02	HLTH 3365/0	KINE 3353/03									
EACSB 1.106 - 1.106 - ITV/Zoom (Piano in Rm)	124	MUSI 1212/02	MUSI 2212/02	MARK 3300/0	Edinburg - M	BIOL 3313/03					EECE 6371/03	EECE 4333/03				
ECOBE 110 - 110 - Zoom	140		ACCT 2302/03	MGMT 1301/0	ACCT 2301/05	BIOL 2402/07	MATH 2413/01P -						MARK 6310/01 - Marketing			
ECOBE 111 - 111 - ITV/Zoom	60		EECE 4390/01	Spring 2026 P	MGMT 3361/0	MARK 3330/0	ECON 2301/0					CHEM 3306/0				
ECOBE 113 - 113 - Zoom	48	MGMT 1301/0	FINA 4382/01	FINA 4381/01	MARK 4399/0	EWEEK 202	MARK 3330/0									
ECOBE 116 - 116 - Zoom	82		ECON 2302/0	ACCT 3322/02	ECON 2301/0	MGMT 4311/0	BLAW 3337/0							ACCT 4333/01R - Advanced		
ECOBE 118 - 118 - Zoom	82		ECON 1301/0	MGMT 3361/0	CHEM 3303/0	MGMT 4311/0	BLAW 3337/0							BLAW 3337/0		
ECOBE 119 - 119 - Zoom	38		MARK 4350/0	KINE 3315/04	EEMS 6100/0	Kemper In	Edinburg - M									
ECOBE 120G - 120G - Zoom	50	MGMT 1301/0	FINA 3380/06	FINA 4383/01	FINA 3380/09	FINA 3380/08	Edinburg - M									
ECOBE 121 - 121 - Zoom	38		KINE 3370/03	UNIV 1301/31	MARK 3340/0	MARK 3340/0	Edinburg - M									
EEEDUC 1.102 - 1.102 - ITV/Zoom	132		HIST 1302/01	ACCT 2302/04	Edinburg - M	CHEM 2323/0	CHEM 3305/0									
EEEDUC 1.404 - 1.404 - ITV/Zoom - Prior Approval Required	31		EDCI 3335/03	EDFR 2301/06	EDCI 3334/01											
EEEDUC 1.406 - 1.406 - Zoom - Prior Approval Required	31		EDFR 2301/04	EDCI 3331/03	SPED 4310/01	NSF Grant Tutoring Calculu										
EEEDUC 1.502 - 1.502 - Zoom	60		MASC 2328/0	COMD 4390/0	BMED 4440/05B - Medical M											
			HIST 2328/02													

#1: Review Filters

#5: View Room Details

Room Education Complex 1.404 - 1.404 - ITV/Zoom - Prior Approval Required



* Room #: 1.404 Square Feet: 780

* Room Name: 1.404 - ITV/Zoom - Prior Approval Required Max Occ: 31

* Room Type: 110 Classroom Phone #:

SIS Key: ED_EEDUC_1.404 Key #:

Description: Classroom - Academic Space. Prior Approval Required. Contact Dr. Irasema Gonzalez (irasema.gonzalez@utrgv.edu) and Dr. Steve Chamberlain (steve.chamberlain@utrgv.edu) for approval. Preference to ECED/EECE/SPED/EPsy or any CEP courses in the Elementary Education

ATTENTION:

- If prior approval is required, contact the person listed. Once approved, forward approval to scheduling@utrgv.edu.
- Include notes regarding approval under Event Description (Event Request).

8

Displaying 1 - 145 of 145

Step 1: Check Room Availability - Available Rooms

Available Room and Resource Tool

1. Search Type **X**

Search For: Locations

Purpose of Search: Event

2. Meeting(s) **#1: Add Meeting**

+ Add Meeting(s)

3. Filters **#2: Apply Filters**

Filter Options

Field	Filter
Campus	ED
And Room Type	110 Classroom

4. Search & Results **#3: Search**

Search

Room	Capacity
<input type="radio"/> Interdisciplinary Engineering & Academic Bldg. 1.212 1.212 - Zoom	60
<input type="radio"/> Engineering Building 1.272 1.272 - Zoom (Pref CSCI)	57
<input type="radio"/> Mathematics and General Classroom 1.402 1.402 - Zoom	37
<input type="radio"/> Education Complex 1.404 1.404 - ITV/Zoom - Prior Approval Required	31
<input type="radio"/> Education Complex 1.406 1.406 - Zoom - Prior Approval Required	31
<input type="radio"/> Social Work & Occupational Therapy 1.406 1.406 - Zoom - Prior Approval Required (OT ...	30
<input type="radio"/> Mathematics and General Classroom 1.414 1.414 - Zoom	30

5. Next Steps **X**

Print Results Create Event

Add Meeting

Single Meeting Recurring Meeting

Start Time: 9:30 AM End Time: 11:30 AM

Recurrence Pattern

Daily Weekly Monthly Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Start: 03/13/2026

End after 10 occurrences End by 04/17/2026

Recurrence Summary

Every 1 week(s) on Friday effective 03/13/2026 until 04/17/2026 from 9:30 to 11:30 AM.

ATTENTION:

- If prior approval is required, contact the person listed. Once approved, forward approval to scheduling@utrgv.edu.
- Include notes regarding approval under Event Description (Event Request).

IT Resource: Classroom Technology Equipment Inventory





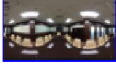

Information Technology
Division of Finance and Business Affairs

Home > Classroom Technology Equipment Inventory

View the Classroom Technology Equipment Inventory

Search Equipment
 Select Campus:
 Search by Keyword

Scroll to campus.
[Brownsville](#) [Edinburg](#) [Harlingen](#) [Rio Grande](#) [Weslaco](#)

Campus	Building	Room	360° Views	Capacity	Equipment
Brownsville	BBRHB	1.207	Main:  Presenter: 	40	Clicker Control Panel Computer Workstation Document Camera Hearing Aid Interactive TV Microphone Projector Touch Monitor Webcam
Brownsville	BBRHB	1.222	Main:  Presenter: 	100	Control Panel Computer Workstation Document Camera Hearing Aid Interactive TV Microphone Projector Touch Monitor Video Conference
Brownsville	BBRHB	2.212 Conference	Main:  Presenter: 	14	Interactive TV Projector

IT Link: <https://www.utrgv.edu/it/technology-inventory/>

Step 2: Submit Event Request

Submit event request once items below are reviewed and cleared:

- ✓ Reviewed Room Availability
- ✓ Received approval for Prior Approval Room(s)
- ✓ Youth Program Protection Cleared Event
- ✓ Joint Sponsorship Application was Approved

The screenshot displays the Astra User Portal interface. At the top, a navigation bar includes links for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. The 'Events' menu is open, showing options like Event Management, Request Event, and Notifications. A red arrow points to the 'Request Event' option. Below the navigation bar, the 'Astra User Portal' header is visible, followed by a 'Quick Navigation Links' section. A text box provides information about indoor and outdoor events, mentioning that catering is no longer required to be 'grab-and-go' and directing users to the Campus Protocols on the UTRGV Welcome Back website. On the right side, the 'Event Request Wizard' is open, displaying a dropdown menu for 'Event Request Form' with several options. The 'UTRGV Academic Space Event Request' option is highlighted with a yellow box. The wizard also shows a 'Page 1 of 1' indicator.

- **I.T. Computer Labs Request:** Computer Labs (IT Managed)
- **McAllen Biomedical Research Facility:** MBMRF - School of Medicine
- **UTRGV Academic Spaces Event Request:** Classrooms and Study Rooms (BRW & ED). ***Unlocking Academic Spaces***
- **UTRGV Non-Academic Space Event Request:** Lobbies, Conference Rooms, and Outdoor Spaces (BRW & ED). ***Unlocking Buildings ONLY***
- **UTRGV School of Medicine – Edinburg:** Medical Education and Team Based Learning Center.
- **UTRGV School of Medicine – Harlingen:** Harlingen Clinical Education
- **UTRGV Student Unions/Ballroom Request:** Student Union (BRW & ED), Chapel (ED), and University Center (ED).

UTRGV Academic Space Event Request Form

UTRGV Academic Space Event Request

****This form is for requesting **academic spaces** such as classrooms and study rooms on the **Edinburg** and **Brownsville** campuses.****

- **This is for events only. For room changes to courses, submit a **CSCR**.**
- **To unlock/lock rooms, assign PD resources to **ALL** reservations after the rooms have been assigned.**

For event setups, custodial services, and swipe door access, please submit a request through the iService Desk Request link with the date, time, and room needed along with the event confirmation number.

NO FOOD OR DRINKS ARE ALLOWED IN THE CLASSROOMS.

For questions, please contact the Office of the University Registrar at scheduling@utrgv.edu.

Contact Information

Customer:

* Contact Name:

Corona, Jessica

* Contact Email:

jessica.corona01@utrgv.edu

Contact Phone:

On Site Event Contact

On Site Event Contact Phone

UTRGV Academic Space Event Request

Event Information

Event Information

* Event Name (no acronyms):

Ad Astra Training

Academic
Administrative
Student Activity
Student Organization

* Event Type:

Administrative

Event Description:

Administrative Professional Day. Presenting on Ad Astra, providing an overview, resources, and quick tips. Event: April 23, 2025 from 3:15pm to 4:15pm ECOBE 116.

* Event Estimated Attendance:

30

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

Yes

Application for Joint Sponsorship

* Does your event/program involve minors under the age of 18?

Yes

Request to Host a Youth Program at UTRGV

* Will food or drink be served?

No

Source of food

* Police Services Needed to Unlock Room? If yes, assign resource.

Yes

Once Joint Sponsorship Application is approved, we proceed with room reservation.

Once Youth Program Protection clears the event, we proceed with room reservation.

'Yes' **does not** automatically add PD resources to the reservation. Assign PD resources after assigning room(s).

Approvals:

- ✓ Joint Sponsorship
- ✓ Youth Program Protection
- ✓ Prior Approval (Rooms)

*Forward approvals to scheduling@utrgv.edu.

UTRGV Academic Space Event Request

Alcohol Policy



Home Dashboards Calendars Analytics Academics Events Reporting

Alcohol Policy

[Alcohol Policy: HOP ADM 10-103](#)

* Will there be Alcohol at your event?
Select... x

Police Presence:
If Alcohol is served, then campus Police presence is required.
Request use of PD Resources

Type and Amount of Alcohol to be used

Method of Alcohol Beverage Dispensing

Designated Alcohol Server(s)

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


* Will a fee be collected for attending this

Contact Phone Numbers:
UTRGV Police Directory: (956) 882-7777
UTRGV Campus Emergency: (956) 882-4911
Emergency: 911
Email: police@utrgv.edu

Edinburg Campus:
Police Station
501 N. Sugar Road,
Edinburg TX 78539

Brownsville/Harlingen Campus:
Police Station
2671 FJRM Ave.
Brownsville, TX 78520

Laredo Campus:
Police Station
1937 Bustamante St.
Laredo, TX 78041



Campus Police presence is REQUIRED

University Police

Division of Finance and Business Affairs

Home Department Services Training Employment Frequently Asked Questions Crime Data Contact Us

Service Request Form

The UTRGV University Police welcomes submissions for security services from departments, registered campus and outside organizations. The submission of this form will enable us to assist you in making your event a success. Use this form to make request for Public Safety Officers and Police Officers to work your event.

To ensure a Public Safety Officer or Police Officer scheduling, requests should be made at least ten (10) business days in advance. Requests received less than ten (10) business days in advance of the event may not be filled due to insufficient officer availability which may impact the scheduling of the event.

If a Security Service is requested where no security or police services are requested, but the University Police believes, based on the nature or size of the event, that security or police services are essential to the safety of those attending, the Chief of Police and/or Assistant Chief may make the determination that security and/or police personnel are required. The sponsoring office or organization would be responsible for payment of services.

This request is for Security Service only. If applicable, requestor(s) using facilities and parking will need to make arrangements with the appropriate departments.

Requestor's Information

Contact Phone Numbers:
UTRGV Police Directory: (956) 882-7777

Contact Name (Required)

Services - Related Links

- Lost and Found
- Service Request Form**
- Victim Services
- CampusShield
- Awareness Events
- Safety Planning

Contact Us

Must be submitted at least 10 business days in advance.

UTRGV Academic Space Event Request

Add Meeting

Event Location

*Add a Meeting:

Add Meeting !

Assign Rooms Assign Resources

#1: Select Meeting

Create Meeting(s)

Single Multiple Recurring

#2: Enter Times & Date

Start Time: 3:15 PM End Time: 4:15 PM

Start Date: 04/23/2026 End Date: 04/23/2026

*Meeting Name: Ad Astra Training

*Meeting Type: Training

*Max Attendance: 30

Featured

Private

Requires Room

#4: Add meeting

Add Meeting Cancel

Max Attendance:
List based on the space/room capacity.

#3: Add Meeting Information



#1: Select Meeting

Create Meeting(s)

Single Multiple Recurring

#2: Enter Times

Start Time: 3:15 PM End Time: 4:15 PM

Today Clear

S	M	T	W	T	F	S
			1			
29	30	31	8	9	10	11
5	6	7				
12	13	14				
19	20	21	22	23	24	25
26	27	28	29	30	1	2
				7	8	9

#3: Select Dates

#4: Click Arrow

Meetings

- Ad Astra Training
- Thu, 04/23/2026, 03:15 PM to 04:15 PM
- Fri, 04/24/2026, 03:15 PM to 04:15 PM

Meeting Group Name

Please enter a meeting group name:

Ad Astra Training

OK **Cancel**

#5: Add Group Name & click OK

#6: Add Meeting Information

*Meeting Name: Ad Astra Training

*Meeting Type: Training

*Max Attendance: 30

Featured

Private

Requires Room

Max Attendance:
List based on the space/room capacity.

#7: Add Meeting

Add Meeting Cancel

ATTENTION:

This information helps the system generate room availability based on what is

UTRGV Academic Space Event Request

Assign Rooms

Event Location

* Add a Meeting:

Add Meeting !

Ad Astra Training - Thu, 04/23/2026, 03:15 PM to 04:15 PM

Submit

#1: Assign Rooms

Assign Rooms Assign Resources

Assign Room

Filter

#3: Search

Search

Room Name Capacity

Room	Name	Capacity	Ad Astra Training 4/23/2026 Thu 3:15-4:15pm
EEDUC 1.530	1.530 - Zoom	48	Selected
EEDUC 1.406	1.406 - Zoom - Prior Approval Required	31	Available
EEDUC 2.224	2.224 - Zoom	35	Available
EEDUC 2.234	2.234 - Zoom	32	Available
EEDUC 2.502	2.502 - Zoom	48	Available
EEDUC 2.534	2.534 - Zoom	46	Available
EEDUC 3.224	3.224 - Webcam	30	Available
EENGR 1.236	1.236 - Zoom (Pref MECE)	63	Available
EENGR 1.268	1.268 - Zoom (Pref ELEE)	64	Available
EENGR 1.300	1.300 - Zoom	250	Available
EHABE 1.102	1.102 - Zoom - Prior Approval Required (NURS Only)	61	Available

#4: Select Room(s)

#2: Apply Filters

Sort By

Add/Remove Columns

#5: Click OK

OK Cancel

ATTENTION:

- If prior approval is required, contact the person listed. Once approved, forward approval to scheduling@utrgv.edu.
- Include notes regarding approval under Event Description (Event Request).

Room Education Complex 1.406 - 1.406 - Zoom - Prior Approval Required


* Room #: 1.406 Square Feet: 780

* Room Name: 1.406 - Zoom - Prior Apprx Max Occ: 31

* Room Type: 110 Classroom Phone #:

SIS Key: ED_EEDUC_1.406 Key #:

Description: Classroom - Academic Space. Prior Approval Required. Contact Dr. Irasema Gonzalez (irasema.gonzalez@utrgv.edu) and Dr. Steve Chamberlain (steve.chamberlain@utrgv.edu) for approval. Preference to ECED/ECEC/SPED/EPsy or any CEP courses in the Elementary Education



UTRGV Academic Space Event Request

Assign Resources (Police Resources: Unlock/Lock Doors)

Event Location

* Add a Meeting:

Add Meeting

Assign Rooms Assign Resources

Ad Astra Training - Thu, 04/23/2026, 03:15 PM to 04:15 PM


Submit

#1: Assign Resources

For questions on Building/Room Door Contacts

Keyed Doors

UTRGV Police Communication
University Police
956-882-7777 → 2
police@utrgv.edu



Electronic Doors

Miguel Rivera
Security Systems Administrator
University Police
956-665-3647
Miguel.rivera@utrgv.edu

Alexander Lopez
Security Systems Technician II
University Police
Alexander.lopez@utrgv.edu

Add Resource

Filter

Show Current Filter

PD Resources- Unlock/Lock

Resources	Qty	- Ad Astra Training
Police - Lock Door	1500	1496 Available
Police - Unlock Door	1100	1094 Available

Resource 2

Police - Lock Door

Police - Unlock Door

OK Cancel

#2: Default Filters

#3: No Resources

Add Resource

Filter

Show Current Filter

PD Resources- Unlock/Lock

Resources	Qty	- Ad Astra Training
Police - Lock Door	1500	Selected 1 of ...
Police - Unlock Door	1100	Selected 1 of ...

Resource 2

Police - Lock Door

Police - Unlock Door

OK Cancel

#4: Type 1 in each cell. Must turn green.

#5: Click OK

ATTENTION:

Add PD resources to ALL events especially if your event is after hours and during the weekend.

- University Police unlocks buildings and doors **only** if they are listed in Ad Astra.
- Restrooms are unlocked/locked when there is an event scheduled in the building – No Reservation Needed.

UTRGV Academic Space Event Request

Review and Submit

Event Location

* Add a Meeting:

Ad Astra Training - Wed, 04/23/2025, 03:15 PM to 04:15 PM, Vackar College of Business & Entrepreneurship 116



[Home](#) [Dashboards](#) [Calendars](#) [Analytics](#) [Academics](#) [Events](#) [Reporting](#) [Settings](#) jessica.corona01@utrgv.edu ?

Your request has been received. **Please allow 3-5 business days for your request to be processed.** Please be aware that **this is not a confirmation of a scheduled event.** just a notification that your request has been received. A confirmation email will be sent once your event has been scheduled. Thank you.

UTRGV Academic Space Event Request

Email Notifications: Event Request Received, Event Approved, and Event Summary

Event Reservation #20250408-00060: Ad Astra Training - Request Received

Ad Astra

Event Request Received 4/8/2025 2:22PM

Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.

Event Name	Description
Ad Astra Training	Administrative Professional Day (April 23, 2025) - presenting on Ad Astra. Providing an overview, resources, and quick tips. Event: April 23, 2025 from 3:15PM-4:15PM BMAIN 1.224.

Request Summary:

=====
 Contact Information
 =====
 Customer:
 Contact: Corona, Jessica
 Email: jessica.corona01@utrgv.edu
 Phone:

Event Name: Ad Astra Training
 Event Type: Administrative
 Event Description: Administrative Professional Day (April 23, 2025) - presenting on Ad Astra. Providing an overview, resources, and quick tips. Event: April 23, 2025 from 3:15PM-4:15PM BMAIN 1.224.
 Is this event being co-sponsored with an external entity? Yes

Estimated Attendance: 2
 Does your event/program involve minors under the age of 18? No

Will food or drink be served? No

Police Services Needed to Unlock Room? If yes, assign resource. Yes

Will there be Alcohol at your event? No

Ad Astra

Event Approved 4/8/2025 3:56PM

Please retain a copy of this confirmation with you the day of the event. If you encounter any issues or if the door is locked, contact P.D. at 956-882-7777 and select option #3 (Emergency Unlocks). Please DO NOT remove tables or chairs from the room(s).

Event Information:

Reservation #: 20250408-00060
 Event Name: Ad Astra Training
 Event Type: Administrative
 Date: 4/23/25 - 4/23/25
 Status: Scheduled
 Est. Attendance: 2

Customer/Contact Information:

Jessica Corona
 jessica.corona01@utrgv.edu
 UTRGV - Office of the Registrar

Event Notes:

Meeting Name	Date(s)	Time	Meeting Status	Building	Room	Room Status
Scheduled						
Ad Astra Training	4/23/25 - 4/23/25	3:15PM - 4:15PM	Scheduled	ECOBE	116	Scheduled

Resource Name	Resource Type	Qty.	Resource Date	Resource Time	Resource Status
Police - Unlock Door	Service	1	4/23/25	3:15PM - 4:15PM	Scheduled
Police - Lock Door	Service	1	4/23/25	3:15PM - 4:15PM	Scheduled

Ad Astra

Event Summary 4/8/2025 3:56PM

Comment:

Please retain a copy of this confirmation with you the day of the event. If you encounter any issues or if the door is locked, contact P.D. at 956-882-7777 and select option #3 (Emergency Unlocks). Please DO NOT remove tables or chairs from the room(s).

Event Information:

Reservation #: 20250408-00060
 Event Name: Ad Astra Training
 Event Type: Administrative
 Date: 4/23/25 - 4/23/25
 Status: Scheduled
 Est. Attendance: 2

Customer/Contact Information:

Jessica Corona
 jessica.corona01@utrgv.edu
 UTRGV - Office of the Registrar

Event Notes:

Meeting Name	Date(s)	Time	Meeting Status	Building	Room	Room Status
Scheduled						
Ad Astra Training	4/23/25 - 4/23/25	3:15PM - 4:15PM	Scheduled	ECOBE	116	Scheduled

Resource Name	Resource Type	Qty.	Resource Date	Resource Time	Resource Status
Police - Unlock Door	Service	1	04/23/25	3:15PM - 4:15PM	Scheduled
Police - Lock Door	Service	1	04/23/25	3:15PM - 4:15PM	Scheduled

iService Desk Request

Ad Astra and Facilities TMA/iService Desk are NOT linked

TMASYSTEMS University of Texas-Rio Grande Valley

Submit your Request

Site Menu

- Home
- Work Request**
 - Submit a Request**
 - Query Request
- Work Order
 - Query a Work Order
- Other Options
 - Please select from list
- Search by Number
 - Work Order

#2: Submit a Request

#3: Complete Form

Repair Center:

Facility:

Building:

Area:

Name:

Phone #:

E-mail Address:

***If project, please enter account # below and attach signed SMRE form to request**

Account #:

Tag Type*:

***If equipment, please select and enter tag # below**

Tag #:

Department:

Request:

Add Attachment: No file chosen

#5: Submit

Scheduling Resources

- UTRGV Home Page
- Requesting Ad Astra Access
- Event Changes/Cancellation
- iService Desk Request

#1: Click on Link

A Work Request is required for **ALL** events that will need custodial services, room set-ups, etc. regardless of if the event is during business or after hours.

Ad Astra

Event Summary 3/2/2026 3:20PM

Comment:

Event Information:

Reservation #: 20260302-00045

Event Name: 13957941 Psychology Club - 4th General Meeting

Event Type: Student Organization

Date: 3/12/26 - 3/12/26

Status: Scheduled

Est. Attendance: 40

Customer/Contact Information:

Geovanny De La Fuente

geovanny.delafuente01@utrgv.edu

UTRGV - Center for Student Involvement

Event Notes:

Meeting Name	Date(s)	Time	Meeting Status	Building	Room	Room Status
Scheduled						
13957941 Psychology Club - 4th General Meeting	3/12/26 - 3/12/26	3:15PM - 4:45PM	Scheduled	ESTAC	1.112	Scheduled

Resource Name	Resource Type	Qty.	Resource Date	Resource Time	Resource Status
Police - Unlock Door	Service	1	03/12/26	3:15PM - 4:45PM	Scheduled
Police - Lock Door	Service	1	03/12/26	3:15PM - 4:45PM	Scheduled

#4: Add Attachment

If your request pertains to an equipment, please select Equipment as Tag Type and for Tag # enter in the exact equipment number, which can be found by clicking Equipment under Other Options located on the left navigation menu.

iService Desk Request – Cont.

Ad Astra and Facilities TMA/iService Desk are NOT linked

Resources	Availability
Preschool Teac... 5/3/2025 Sat 8:00-4:30pm Education Complex...	
⊙ Set up - U Shape (Bronc def...	Unavailable
⊙ Set up - Vehicle on site (assi...	Unavailable
⊙ TMA - BBQ Pits	Available
⊙ TMA - Large Tent	Available
⊙ TMA - Pipe & Drape	Available
⊙ TMA - Trash Cans	10 Available
⊙ UTRGV Facility Rental	Unavailable

Microsoft Edge

cloud.com/UTXRioGrandeValley/events/EventReqViewerPlain.aspx?requestId=5651ac9a-154a-11f0-8e96-6f...

Event Name:

Category:

Description:

Sponsored:

Capacity:

Involve 18?

Involved?

Source of food:

Police services needed to unlock room? If yes, assign resource.

Alcohol Policy

Will there be alcohol at your event?

Police Presence

Anyone under the age of 21 attending event?

Will a fee be collected for attending this event?

Event Location

Meeting Name	Start Date	Start Time	End Time	End Date	Location	Resources
Preschool Teacher Conference	5/3/2025	8:00 AM	4:30 PM	5/3/2025	Education Complex 3.204A - Borderland - Prior Approval Required	

Notes:

*Ad Astra is used to reserve the space; any other needs related to Facilities has to be requested through TMA link: <https://facilities-isd.utrgv.edu/> for proper scheduling of services.

- Adding the services to request tables, chairs, custodial services, etc. in Ad Astra (Resources) or under 'Notes', will **not** create the work request automatically, and it will **not** be taken into consideration.
- If the space has standard setup/seating, submit the request for Custodial Services (**even if no food is served**) for after event clean up, this also includes restroom clean up.

My Events

Review Event Status

The screenshot shows the 'My Events' page with several callouts indicating the steps to review event status:

- #1: Events (points to the Events menu item)
- #2: Select Events (points to the 'Add' button)
- #3: Click on 'My Events' box (points to the 'My Events' checkbox)
- #4: Search (points to the search input field)
- #5: Review Status (points to the 'Status' column header)

The interface includes a navigation bar with Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. A filters sidebar on the left allows for searching and filtering by various criteria like Keyword, Time Period, Day Met, and Event Status. The main area displays an 'Event List' table with columns for Event Name, Date, End Date, Status, Type, and Customer.

Event Name	Date	End Date	Status	Type	Customer
BMED- Organic Chemist	/2017	05/11/2017	Scheduled	Academic	
Davidson Lecture Series	/2017	04/20/2017	Scheduled	Academic	
Advising Workshop Serie	/2017	04/26/2017	Scheduled	Academic	
Disney World Informational Session	20170207-00010	03/01/2017	Scheduled	Student Organi...	
AMC	20170207-00021	02/15/2017	Scheduled	Academic	
CPT Session	20170207-00030	04/27/2017	Scheduled	Campus Event	
Student Employee Meeting	20170207-00049	02/17/2017	Scheduled	Administrative	
1436594, TTA General Meetings, The Trading Association	20170207-00050	02/21/2017	Scheduled	Student Organi...	
1438214, A Date with The Anthropologist, Anthropology C...	20170207-00057	02/16/2017	Scheduled	Student Organi...	
Parent Orientation	20170207-00058	04/28/2017	Scheduled	Academic	
Guest Speaker Sam Quinones	20170207-00065	02/23/2017	Scheduled	Academic	
Blue Room Reservation	20170207-00077	02/13/2017	Scheduled	Academic	
1432476, Student Activist Training, Environmental Awaren...	20170207-00084	03/03/2017	Scheduled	Student Organi...	
Blue Room Reservation	20170207-00086	03/01/2017	Scheduled	Academic	
Spanish Course Meeting	20170207-00087	02/14/2017	Scheduled	Academic	
Blue Room Reservation	20170207-00089	04/03/2017	Scheduled	Academic	
Electrical Engineering Departmental Meeting	20170207-00095	02/16/2017	Scheduled	Administrative	
Electrical Engineering Departmental Meeting	20170207-00096	02/16/2017	Scheduled	Administrative	

Event Changes/Cancellation Request Form

The screenshot shows the Astra User Portal interface. The top navigation bar includes links for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. The user's email address, jessica.corona01@utrgv.edu, is displayed in the top right corner. The sidebar contains sections for Quick Navigation Links, This Week's Scheduled Events (with a 'Create Event' button), and Scheduling Resources. The Scheduling Resources section lists 'UTRGV Home Page', 'Requesting Ad Astra', 'Event Changes/Cancellation', and 'IService Desk Request'. A red box highlights the 'Event Changes/Cancellation' link, with a callout box labeled '#1: Click Link' pointing to it.

#2: Complete Form

AdAstra Event Change/Cancellation Request Form

This form is to request changes from existing AdAstra reservations and to report event cancellations. Confirmation of changes will be sent at a later time by Space Approver.

*For **Same Day Changes**, please contact Approver and/or Campus Services (UPD, Campus Facilities, etc.) directly for assistance.

Event Contact: Name

Event Contact: Email

Event Contact: Phone

Department Name

AdAstra Event Reservation Number

Event Name

Event Date (date of reservation to be changed or canceled)

Located in all Ad Astra email notifications. (Ex:20250408-00060)

Event Location Type

- Academic Spaces (classrooms and study rooms)
- School of Medicine (EDB Campus)
- School of Medicine (HAR Campus)
- IT Computer Labs
- Brownsville Non-Academic Spaces (conferences rooms, lobbies and outdoors spaces)
- Edinburg Non-Academic Spaces (conferences rooms, lobbies and outdoors spaces)
- Student Union, Ballroom and Chapel
- 5k Event

FOR SPACE CHANGES - Check **Scheduling Grid** in AdAstra to verify that space is available.

I want to make a change to my reservation (specify changes below - ex. location, date, time)

Event Cancellation

- I would like to cancel my entire AdAstra reservation

Review your 'Scheduled' (Approved) reservation. Select the correct Event Location Type (based on the approved space).

Please keep in mind other EVENT updates or University Services must be **cancelled** separately

For example:

- Facilities Services iService ticket (Dept: Campus Facilities Operations)
- IT/AV ServiceNow ticket
- Police Service Request Form
- iShop Catering/other payments
- Parking or other

#4: Review Information and then, Click Arrow to Continue

Thank you for the update. Your changes have been sent to the appropriate AdAstra approver.

#3: Click Arrow to Continue

UTRGV Academic Space Event Request

Last - Minute Requests

Event Scheduling Requirements

- Ad Astra allows to submit *Academic Space Event Requests* between the 5-day to 90-day timeframe **only**. Each form has their own timeframe, contact the appropriate scheduler for questions.
- Last - Minute requests can be taken into consideration but are **not** guaranteed.
- Request must be submitted via Ad Astra.
- For any questions, please email us at scheduling@utrgv.edu.

Create Meeting(s) ✕

Single
 Multiple
 Recurring
 #3: Enter Correct Times

Start Time: 3:00 PM
 End Time: 4:00 PM

Start Date: 05/02/2025 End Date: 05/02/2025
 #4: Future Date

* Meeting Name: Ad Astra Training (Actual Date 4/25/25) ✕

* Meeting Type: Training ✕

* Max Attendance: 50

Featured
 Private
 Requires Room

#5: Add Meeting

Add Meeting Cancel

Unable to create meetings ✕

!
 Unable to create meetings. There is insufficient lead time for this event request. Lead time must be a minimum of 5 days.

OK

Event Information

#1: List Actual Date Next to Event Name

* Event Name (no acronyms): Ad Astra Training (Actual Date: 4/25/25)

* Event Type: Administrative

Event Description:

Need room for 4/25/25 instead of 5/2/25.

Administrative Professional Day. Presenting on Ad Astra, providing an overview, resources, and quick tips.

#2: Include Notes

Assign Room

Filter Q Search

ED Campus

Room	Name	Capacity	Ad Astra Traini... 5/2/2025 Fri 3:00-4:00pm
<input checked="" type="radio"/> EHABW W2.212	W2.212 - ITV/Zoom	50	Available
<input checked="" type="radio"/> ECOBE 120G	120G - Zoom	50	Selected
<input checked="" type="radio"/> EVABL 1.123	1.123 - Zoom	50	Available
<input checked="" type="radio"/> EPACB B1.121	B1.121 - Zoom	50	Unavailable
<input checked="" type="radio"/> ELABS 254	254 - Zoom	52	Unavailable
<input checked="" type="radio"/> ELABS 351	351 - Zoom	52	Available

#6: Select Room

- Review room availability for Actual Date.
- If room is not available for the Future Date, select **any** room and include notes under the Description field.
Example: "Selected ECOBE 120G but I need EPACB B1.121 instead. Room shows available for actual date."



- For any questions regarding Ad Astra or academic spaces, please contact the Office of the Registrar Scheduling Team at scheduling@utrgv.edu.
- Leave positive recognition for UTRGV employees who demonstrate outstanding qualities & values using the Bravo Vaqueros link provided within your my UTRGV (<https://my.utrgv.edu>) account.



Frequently Asked Questions

- ❖ Need access to Ad Astra?
 - Submit a [ticket](#) to IT.
- ❖ Submit event requests between the 5-day to 90-day timeframe (Academic Spaces). Requests outside this timeframe may be further reviewed, email scheduling@utrgv.edu. Each form has their own timeframe, contact the appropriate scheduler for questions.
- ❖ Student employees are **not** allowed to submit an event request without approval from their supervisor. To grant access, please email scheduling@utrgv.edu.
- ❖ Room requires prior approval?
 - Contact the room approver (point of contact) to request approval (Review Room Details/Description).
 - Once approved, forward approval to scheduling@utrgv.edu and submit event request (include notes under the Description field).
- ❖ Event is being Co-Sponsored with an external entity?
 - Submit the [Joint Sponsorship Application](#). For questions contact conferences@utrgv.edu.
 - Once approved, forward approval to scheduling@utrgv.edu and submit event request (include notes under the Description field).
- ❖ Event involves minors under the age of 18 (Non-UTRGV students)?
 - All youth programs are **required** to officially register on the [Youth Programs Ideal-Logic](#) website prior to the beginning of the program. For questions, contact youthprogramprotetction@utrgv.edu.
 - Once approved, forward approval to scheduling@utrgv.edu and submit event request (include notes under the Description field).
- ❖ Manually add Police Resources to unlock/lock doors to **ALL** reservation, especially if your event is after hours or during the weekend (**REQUIRED**).
- ❖ A [Work Request](#) is required for **ALL** events that will need custodial services, room set-ups, etc. regardless of if the event is during business or after hours.
- ❖ Please allow 3-5 business days for your event request to be processed.
- ❖ To make changes or to cancel an existing reservation, please submit the [Event Changes/Cancellation](#) request for review and processing.