

AD ASTRA

HOW TO REQUEST AN EVENT



TEXAS TECH UNIVERSITY
Operations Division™

- ❖ Departmental events are permitted between the hours of 6:00 a.m. and 11:00 p.m., with no day of the week restrictions.
- ❖ All events in academic buildings must be scheduled through [Ad Astra](#). Ad Astra Schedule is Texas Tech University's online building and room scheduling system, used for both academic and event scheduling.
- ❖ The person making room reservations on behalf of the department is responsible for conveying the above information accurately and must be a full-time faculty or staff member.
- ❖ Changes to room reservations in academic space must be processed by ODPA. Event organizers, attendees, departmental staff, or other contacts may not make relocation arrangements without the consent of ODPA.
- ❖ Participants in scheduled events are expected to maintain professional behavioral protocols.
- ❖ Departments found to be in violation of reservation policies may be denied access, asked to vacate the premises, subject to the loss of future reservations, or subject to other disciplinary action as deemed appropriate by ODPA.

For additional information regarding Texas Tech University's operational policies. Please visit the following links:

- ❖ <https://www.depts.ttu.edu/opmanual/contents.php#facilities>
- ❖ <https://www.depts.ttu.edu/opmanual/OP61.02.php>
- ❖ <https://www.depts.ttu.edu/opmanual/OP61.23.php>
- ❖ <https://www.depts.ttu.edu/opmanual/OP61.41.php>

For the academic calendar to follow  when scheduling an event:

- ❖ <https://www.depts.ttu.edu/officialpublications/calendar/>

If academic classrooms are not available to accommodate for your event, please visit TTU's "Non-Academic Spaces:"

<https://www.depts.ttu.edu/odpa/SPI/EISM/index.php>.



Additional link to view regarding Ad Astra Events.

The screenshot displays the Ad Astra user interface. At the top is a dark red navigation bar with icons and labels for Home, Calendars, Academics, Events, and Settings. Below this bar, on the left, is a sidebar with a 'Default' section and an 'Activity list' section. In the 'Activity list' section, there is a yellow button labeled 'Request Event' with a downward arrow. To the right of the sidebar, a dropdown menu is open from the 'Events' navigation item. This menu contains the options 'Event Management', 'Events', 'Request Event' (highlighted in yellow), and 'Help'. A large red arrow points from the 'Request Event' option in the dropdown menu to the 'Request Event' button in the sidebar. Below the dropdown menu, the word 'OR' is written in red. Another large red arrow points from the 'OR' text to the 'Request Event' button in the sidebar.

Home Calendars Academics Events Settings

Default

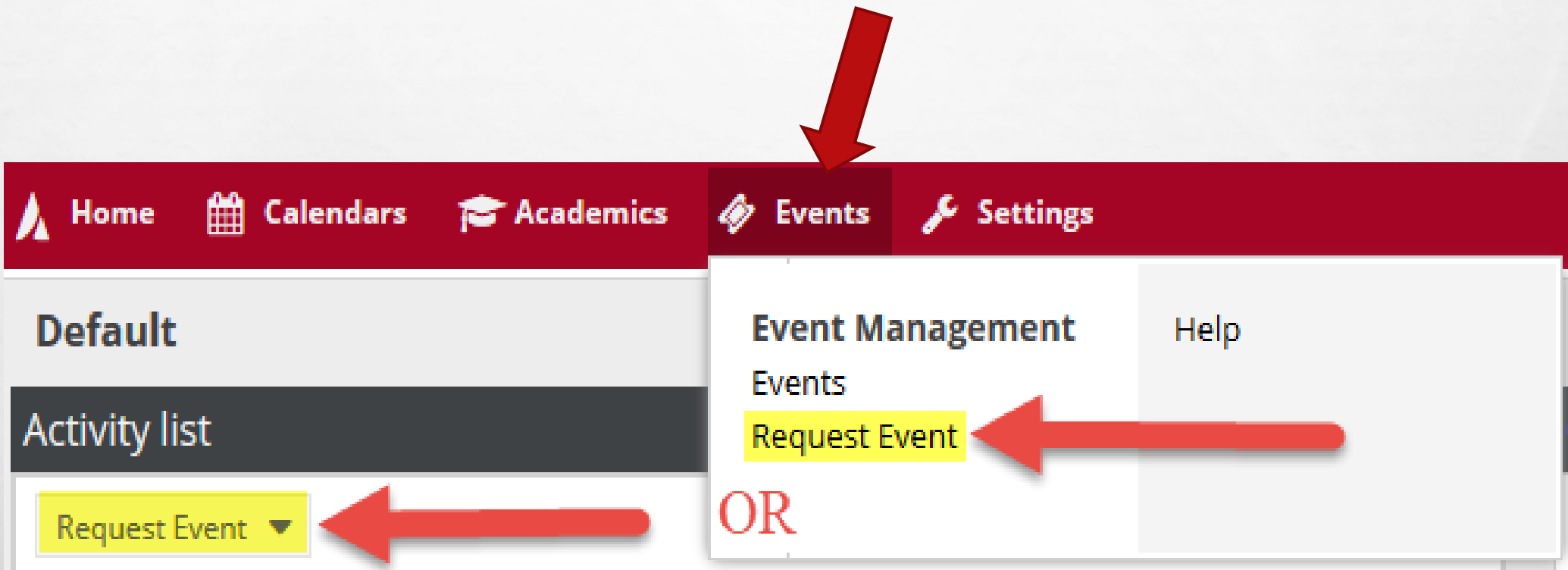
Activity list

Request Event ▼

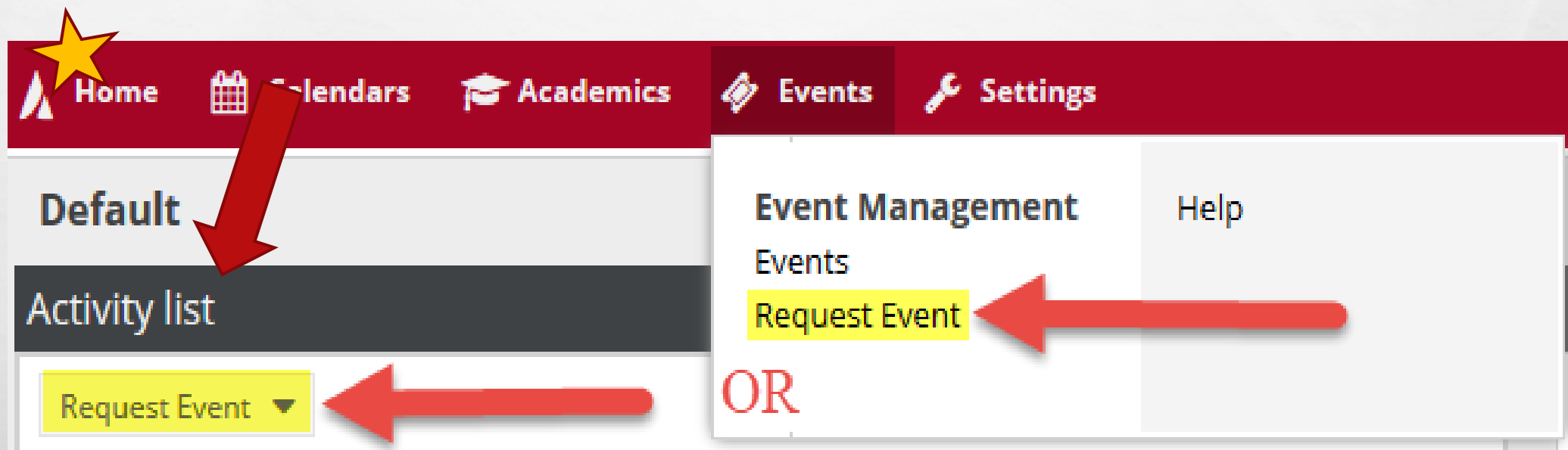
Event Management
Events
Request Event
Help

OR


To request an event through Ad Astra



click on the **Request Event** button from one of two areas under the heading's **Events** tab



...or the **Activity List** on the **Home** page.

1. **Academic Events:** Use this form for events such as Reviews, Make-up Exams, Speakers, Course Related Films, Etc.
2. **Conference Rooms:** Conference rooms that are centrally scheduled through ODPA. This is NOT a comprehensive list of all conference rooms.
3. **Doak Conference Rooms:** Doak training rooms 153, 155, and 156 are scheduled through ODPA.
4. **Law School Academic Requests:** Academic requests for rooms in the Law School and Lanier must use this form.
5. **Law School Department Requests:**  Departmental requests for rooms in the Law School and Lanier must use this form.
6. **Rawls College of Business Admin Reservations Only:** Used to request event in the Rawls College of Business Administration building. Requests using this form should be submitted by a full-time RCOBA faculty or staff member.
7. **Student Organizations:** Registered student organizations must use this request form.

Here is a list of what each form handles.

Event Request Wizard

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

* Event Request Form:

Select...



Next

Cancel

You will be redirected to the **Event Request Wizard**.

Event Request Wizard

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

* Event Request Form: Select...



Next

Cancel

Click on the drop-down arrow on the right and select the event form you would like to use.

Event Request Wizard

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

* Event Request Form:

Select...

Academic Events

Conference Rooms

IT Computer Labs

Law School Academic Requests

Law School Department Requests

Rawls College of Business Admin Reservations Only

Student Organizations



Page

1

of 1



There are several forms to choose from.

Event Request Wizard

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

* Event Request Form:

Select...

Academic Events

Conference Rooms

IT Computer Labs

Law School Academic Requests

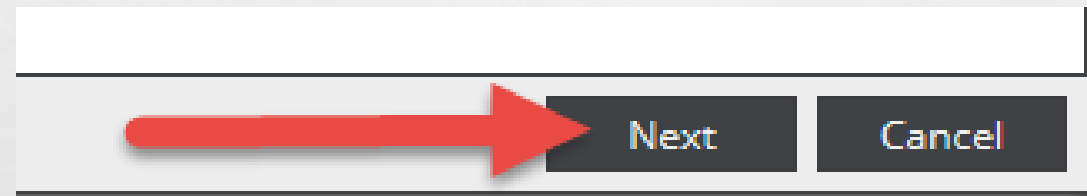
Law School Department Requests

Rawls College of Business Admin Reservations Only

Student Organizations

« < | Page 1 of 1 | > » | ↻

The ones that you will likely use with be Academic Events, but please select the form that is best appropriate.

A screenshot of a software interface. It features a light gray background with a white rectangular form. The form has a white header bar at the top. Below the header, there is a light gray area containing a red arrow pointing to the right. The arrow is positioned to the left of two dark gray buttons. The first button is labeled 'Next' and the second button is labeled 'Cancel'. Both buttons have white text.

After you have selected the form click on the “Next” button to continue.

Event Information

Required Fields:

An asterisks (*) indicates a required field that must be completed before this form can be submitted.

* Event Name*:

Demonstration

Event Type*

Academic

* Description*:

Provide thorough details of your event for processing.

Requestor Information

* Requestor's Name*:

Operations Division

* Requestor's Department*

Events and Instructional Space Management
Operations Division

* Requestor's Phone Number*:

(806)742-5262

* Requestor's Email Address:

operations.events@ttu.edu

Fill out all the required fields marked with an asterisk (*) as specifically and accurately as requested in the form.

Event Information

Required Fields:

An asterisks (*) indicates a required field that must be completed before this form can be submitted.

* Event Name*:

Event Type*

Academic

Support Program

CEUs

Conference/Camp

Academic

Student

« < | Page 1 of 1 | > » | ↺



NOTE:

When you get to the Event Type under Event Information, select accordingly from the drop-down list.

Request Specifics

PLEASE NOTE::

You are not guaranteed the room selected. Event schedulers may change room selections based on availability or select a room better suited for your event. Do not announce event locations until you receive your confirmation/approval.

How many attendees are expected?

Furniture

None

Fixed Tables & Chairs

Tablet Arm Chairs

Moveable Tables & Chairs

Other (specify in additional comments below)



NOTE:

When you get to the Furniture under Request Specifics, select accordingly from the drop-down list.

Check here if you will have food at your event:

☐

Check here if your event is a program for minors.

☐

[CLICK HERE for info on programs for minors on campus.](#)

Check here if you will be showing a movie/film:

☐

[CLICK HERE for info on showing movies on campus.](#)

Check here if your event will have therapy dogs in attendance:

☐

[CLICK HERE for information regarding therapy dogs on campus.](#)

NOTE:

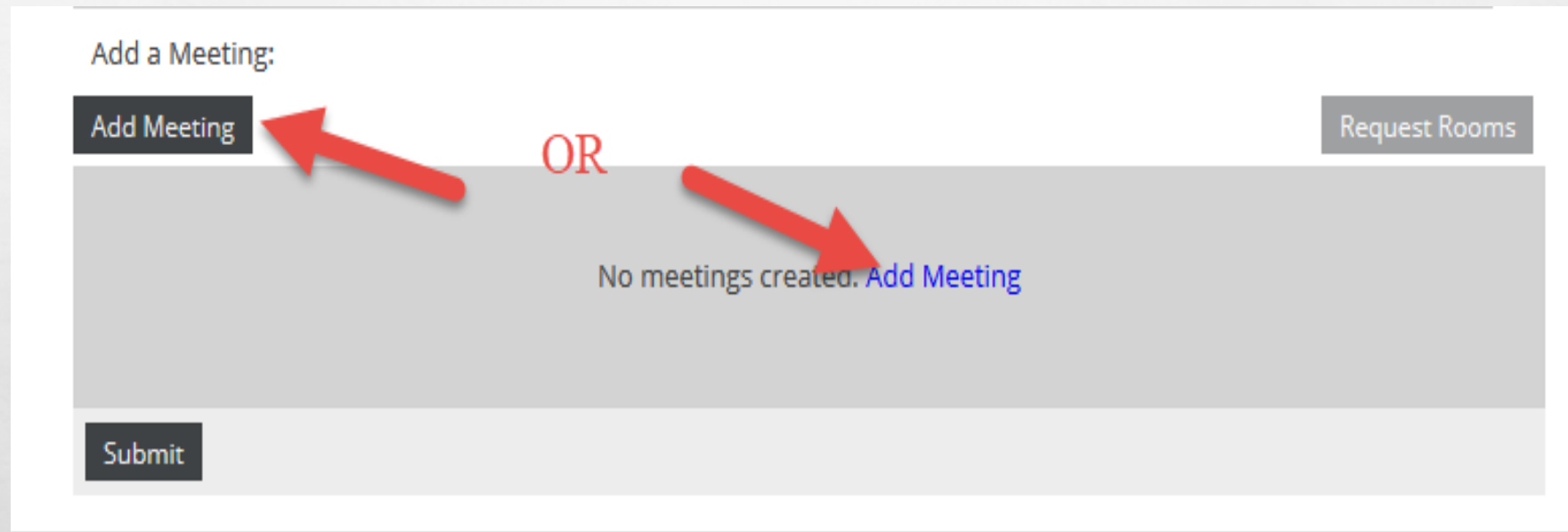
Review ALL check box options carefully before selecting.

Add a Meeting:

[Add Meeting](#) **OR** [Request Rooms](#)

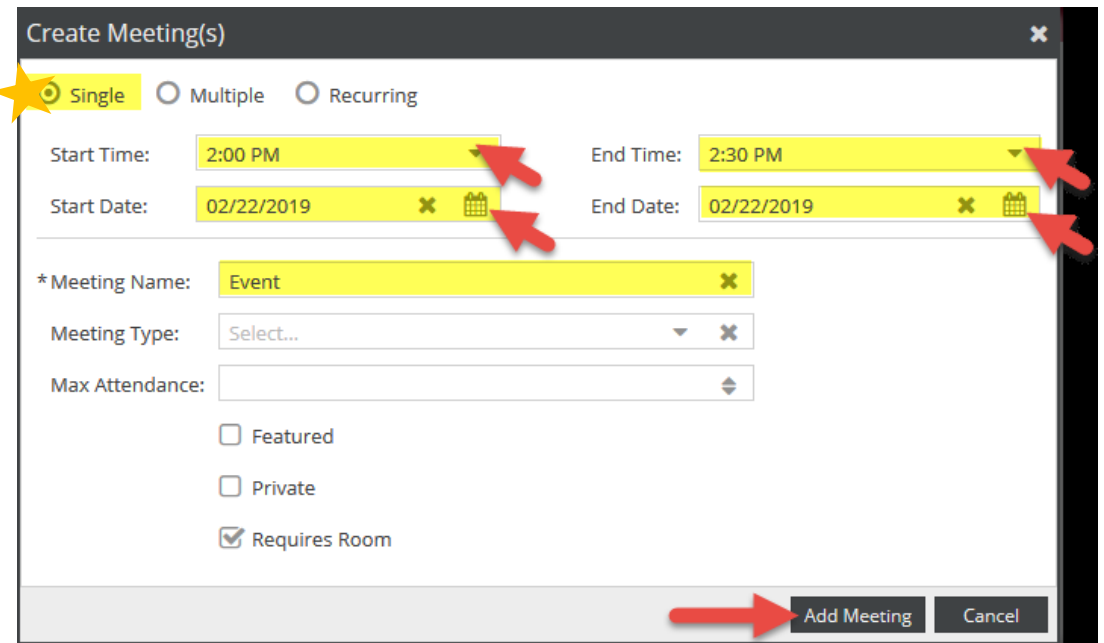
No meetings created. [Add Meeting](#)

[Submit](#)

A diagram illustrating two methods to add a meeting. At the top, the text 'Add a Meeting:' is followed by two buttons: 'Add Meeting' and 'Request Rooms'. A red arrow points from the 'Add Meeting' button to the left. In the center, the word 'OR' is displayed in red. Another red arrow points from the 'OR' towards a link. Below this, a grey rectangular box contains the text 'No meetings created.' followed by a blue 'Add Meeting' link. A red arrow points from this link to the right. At the bottom left of the form area is a 'Submit' button.

Fill out the information requested in the form. Fields marked with an asterisk (*) are required fields.
In order to add a meetings, click one of the two **Add Meeting** options shown.

ADDING A SINGLE EVENT



The screenshot shows a 'Create Meeting(s)' dialog box with the following fields and annotations:



- Meeting Type:** Three radio buttons are present: **Single** (selected, indicated by a yellow star), **Multiple**, and **Recurring**.
- Start Time:** A dropdown menu showing '2:00 PM' with a red arrow pointing to the dropdown arrow.
- End Time:** A dropdown menu showing '2:30 PM' with a red arrow pointing to the dropdown arrow.
- Start Date:** A date field showing '02/22/2019' with a red 'x' and a calendar icon; a red arrow points to the calendar icon.
- End Date:** A date field showing '02/22/2019' with a red 'x' and a calendar icon; a red arrow points to the calendar icon.
- * Meeting Name:** A text field containing 'Event' with a red 'x' on the right.
- Meeting Type:** A dropdown menu showing 'Select...' with a red 'x' on the right.
- Max Attendance:** A text field with a red 'x' on the right.
- Options:** Three checkboxes are listed: ☐ **Featured**, ☐ **Private**, and ☒ **Requires Room**.
- Buttons:** At the bottom right, there are two buttons: **Add Meeting** (with a red arrow pointing to it) and **Cancel**.

For a single meeting click on the **Single** radio button.

Create Meeting(s) ✕

☒ Single ☐ Multiple ☐ Recurring

Start Time: 2:00 PM ▼ End Time: 2:30 PM ▼

Start Date: 02/22/2019 ✕  End Date: 02/22/2019 ✕ 

* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆ ⬇ ⬆

☐ Featured

☐ Private

☒ Requires Room

➔ Add Meeting Cancel

Select the designated start and end times from the pull-down menu and the desired date from the calendar.

Create Meeting(s) ✕

☒ Single ☐ Multiple ☐ Recurring

Start Time: 2:00 PM End Time: 2:30 PM

Start Date: 02/22/2019 End Date: 02/22/2019

* Meeting Name: Event

Meeting Type: Select...

Max Attendance:

☐ Featured

☐ Private

☒ Requires Room

Add Meeting Cancel

Verify that your meeting name is present and then click on “Requires Room.”

Create Meeting(s) ✕

☒ Single ☐ Multiple ☐ Recurring

Start Time: 2:00 PM End Time: 2:30 PM

Start Date: 02/22/2019 End Date: 02/22/2019

* Meeting Name: Event

Meeting Type: Select...

Max Attendance:

☐ Featured

☐ Private

☒ Requires Room

Add Meeting Cancel

Double check to make sure everything is correct and then click on **Add Meeting**.

Holiday Conflicts



The following meetings were not created because they conflict with a holiday.

Name	Meeting Date	Holiday
Event	07/04/2019	Independence Day Holiday

Close

Important note to be aware of. If you select dates/times that occur on a university holiday, Independent Study Day, or Final Exam dates, a Holiday Conflicts box will display, notating which meeting(s) cannot be scheduled due to those conflicts.

Holiday Conflicts

The following meetings were not created because they conflict with a holiday.

Name	Meeting Date	Holiday
Event	07/04/2019	Independence Day Holiday

Close

For special circumstances there could be a waiver through the Provost office. You can contact Operations.Events@ttu.edu to request a letter to fill out that will be sent to the Provost office.

For special circumstances there could be a waiver through the Provost office.
You can contact Operations.Events@ttu.edu to request a letter to fill out that will be sent to the Provost office.

TO ADD MULTIPLE EVENTS

Create Meeting(s) ✕

☐ Single ☒ Multiple ☐ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

Today Clear

February 2019 « »

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

→

Meetings

* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆ ⬇ ⬆

☐ Featured

☐ Private

☒ Requires Room

Add Meeting Cancel

To add multiple meetings, click on the **Multiple** radio button.

Create Meeting(s) ✕

☐ Single ☒ Multiple ☐ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

Today Clear

February 2019 ◀ ▶

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

→

Meetings

* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆ ⬇ ⬆

☐ Featured

☐ Private

☒ Requires Room

Add Meeting Cancel

Select the designated start and end times from the pull-down menu and the desired date from the calendar. Click the **arrow icon** to the right of the calendar to add the meetings to your meeting list on the right.

Create Meeting(s)

☐ Single ☒ Multiple ☐ Recurring

Start Time: 4:00 PM End Time: 5:00 PM

Today Clear

February 2019

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
3	4	5	6			

Meeting Group Name

Please enter a meeting group name:

Event

* Meeting Name: Event Meeting Type: Select... Max Attendance:
 ☐ Featured ☐ Private ☒ Requires Room

Add Meeting Cancel

You will be prompted to add a meeting group name and once you have added that name click OK.

Create Meeting(s)

Single

Multiple

Recurring

Start Time:

4:00 PM

End Time:

5:00 PM

Today

Clear

February 2019

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

Meetings

Event

Mon, 02/04/2019, 04:00 PM to 05:00 PM

Wed, 02/13/2019, 04:00 PM to 05:00 PM

Fri, 02/22/2019, 04:00 PM to 05:00 PM

Tue, 02/26/2019, 04:00 PM to 05:00 PM

* Meeting Name:

Event

Meeting Type:

Select...

Max Attendance:

Featured

Private

Requires Room

Add Meeting

Cancel

Your meetings will appear as a collapsed group under the Meetings column on the right.

Create Meeting(s) ✕

☐ Single ☒ Multiple ☐ Recurring

Start Time: 4:00 PM End Time: 5:00 PM


Today Clear

February 2019

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

→

Meetings

- ✕  Event
- ✕ Mon, 02/04/2019, 04:00 PM to 05:00 PM
- ✕ Wed, 02/13/2019, 04:00 PM to 05:00 PM
- ✕ Fri, 02/22/2019, 04:00 PM to 05:00 PM
- ✕ Tue, 02/26/2019, 04:00 PM to 05:00 PM

* Meeting Name: Event ✕

Meeting Type: Select... ✕

Max Attendance:

☐ Featured

☐ Private

☒ Requires Room

→ Add Meeting Cancel

Click the **plus (+) sign icon** to expand the group and view each meeting date.

Create Meeting(s) ✕

☐ Single ☒ Multiple ☐ Recurring

Start Time: 4:00 PM End Time: 5:00 PM


Today Clear

February 2019

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

→

Meetings

- ✕  Event
- ✕ Mon, 02/04/2019, 04:00 PM to 05:00 PM
- ✕ Wed, 02/13/2019, 04:00 PM to 05:00 PM
- ✕ Fri, 02/22/2019, 04:00 PM to 05:00 PM
- ✕ Tue, 02/26/2019, 04:00 PM to 05:00 PM

* Meeting Name: Event ✕

Meeting Type: Select... ✕

Max Attendance:

☐ Featured

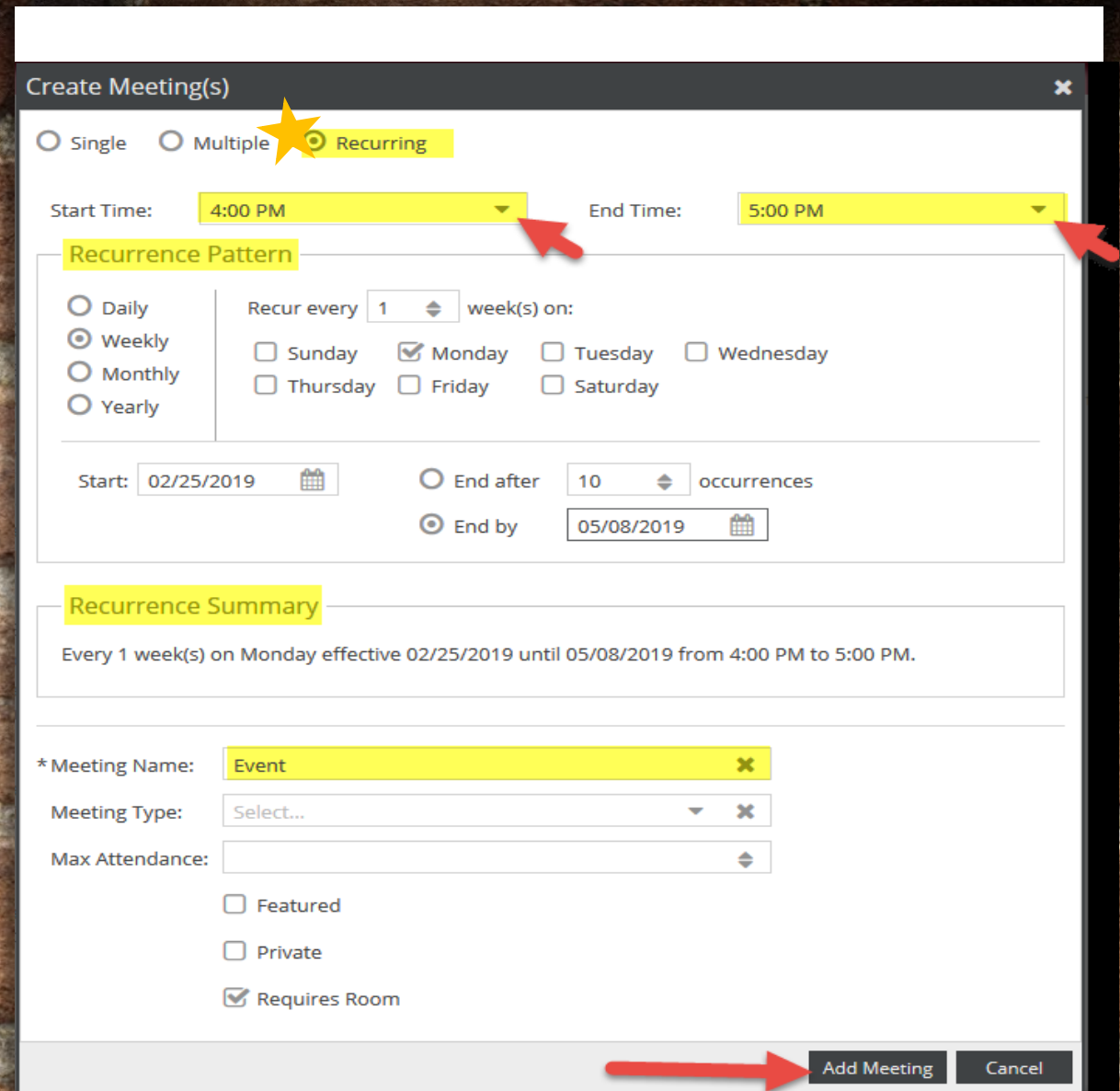
☐ Private

☒ Requires Room

Add Meeting Cancel

Verify that your meeting name is present, and everything is correct. Next click on **Add Meeting**.

TO ADD RECURRING EVENTS



The screenshot shows the 'Create Meeting(s)' dialog box with the following elements and annotations:

- Radio Buttons:** ☐ Single, ☐ Multiple, ☒ **Recurring** (highlighted with a yellow star).
- Time Selection:** Start Time: 4:00 PM, End Time: 5:00 PM (both highlighted in yellow with red arrows pointing to the dropdown arrows).
- Recurrence Pattern:**
 - ☐ Daily, ☒ **Weekly**, ☐ Monthly, ☐ Yearly.
 - Recur every 1 week(s) on:
 - ☐ Sunday, ☒ **Monday**, ☐ Tuesday, ☐ Wednesday
 - ☐ Thursday, ☐ Friday, ☐ Saturday
- End Conditions:**
 - ☐ End after 10 occurrences
 - ☒ **End by** 05/08/2019
- Recurrence Summary:** Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.
- Meeting Details:**
 - * Meeting Name: Event
 - Meeting Type: Select...
 - Max Attendance: [dropdown]
 - ☐ Featured
 - ☐ Private
 - ☒ **Requires Room**
- Buttons:** Add Meeting, Cancel (with a red arrow pointing to 'Add Meeting').

If your meetings have a recurring pattern, click on the **Recurring** radio button.

Create Meeting(s) ✕

☐ Single ☐ Multiple ☒ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

Recurrence Pattern

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly

Recur every 1 ⬆ ⬇ week(s) on:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday

Start: 02/25/2019 📅 ☐ End after 10 ⬆ ⬇ occurrences
☒ End by 05/08/2019 📅

Recurrence Summary

Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.

* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆ ⬇ ⬆ ⬇

☐ Featured
☐ Private
☒ Requires Room

➡ Add Meeting Cancel

Select a start and end time from the pull-down menus.

Create Meeting(s) ✕

☐ Single ☐ Multiple ☒ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

Recurrence Pattern

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly

Recur every 1 week(s) on:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday

Start: 02/25/2019 📅 ☐ End after 10 occurrences
☒ End by 05/08/2019 📅

Recurrence Summary

Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.

* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆️⬇️⬆️

☐ Featured
☐ Private
☒ Requires Room

Add Meeting Cancel

Under Recurrence Pattern, choose a pattern of Daily, Weekly, Monthly, or Yearly, and the date range.

Create Meeting(s) ✕

☐ Single ☐ Multiple ☒ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

Recurrence Pattern

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly

Recur every 1 week(s) on:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday

Start: 02/25/2019 📅 ☐ End after 10 occurrences ☒ End by 05/08/2019 📅

Recurrence Summary

Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.

* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆️⬇️⬆️

☐ Featured
☐ Private
☒ Requires Room

Add Meeting Cancel

The pattern options to the right will change based on which option you choose (i.e. days of the week, months of the year, etc.).
The date range can end after a set number of occurrences, or end by a specific date.

Create Meeting(s) ✕

☐ Single ☐ Multiple ☒ Recurring

Start Time: 4:00 PM ▼ End Time: 5:00 PM ▼

Recurrence Pattern

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly

Recur every 1 week(s) on:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday

Start: 02/25/2019 📅 ☐ End after 10 occurrences
☒ End by 05/08/2019 📅

Recurrence Summary

Every 1 week(s) on Monday effective 02/25/2019 until 05/08/2019 from 4:00 PM to 5:00 PM.

* Meeting Name: Event ✕

Meeting Type: Select... ▼ ✕

Max Attendance: ⬆️⬇️⬆️

☐ Featured
☐ Private
☒ Requires Room

➡️ Add Meeting Cancel

The selected time will apply to all meetings in the pattern. Review your recurrence under Recurrence Summary and verify that your meeting name is present and click **Add Meeting**.

Request Specifics

PLEASE NOTE::

You are not guaranteed the room selected. Event schedulers may change room selections based on availability or select a room better suited for your event. Do not announce event locations until you receive your confirmation/approval.

* How many attendees are expected?*

Create Meeting(s)

☒ Single ☐ Multiple ☐ Recurring

Start Time: 11:30 AM

End Time: 12:00 PM

Start Date: 02/07/2023

End Date: 02/07/2023

* Meeting Name: Testing

Meeting Type: Select...

Max Attendance: 50

☐ Featured

☒ Requires Room

Add Meeting

Cancel


IMPORTANT:

Please list your expected attendees according to the selected room capacity you provide.

Add a Meeting:

Add Meeting

Request Rooms

✖  Event


✖ Wed, 02/13/2019, 04:00 PM to 05:00 PM

✖ Fri, 02/22/2019, 04:00 PM to 05:00 PM

✖ Tue, 02/26/2019, 04:00 PM to 05:00 PM

✖ Mon, 02/04/2019, 04:00 PM to 05:00 PM

Submit

✖  Event

✖ Wed, 02/13/2019, 04:00 PM to 05:00 PM

✖ 9, 04:00 PM to 05:00 PM

✖ Tue, 02/26/2019, 04:00 PM to 05:00 PM

✖ Mon, 02/04/2019, 04:00 PM to 05:00 PM

Delete Meeting


Once the meetings have been added, click on **Request Rooms** to request a room only for your meetings.
To delete meetings, click the **X icon** next to the applicable meeting.




Assign Room


Event
3/10/2020-4/3/2020

Room Details: Mathematical Sciences 00012 (Standard)

[View Room Details](#)

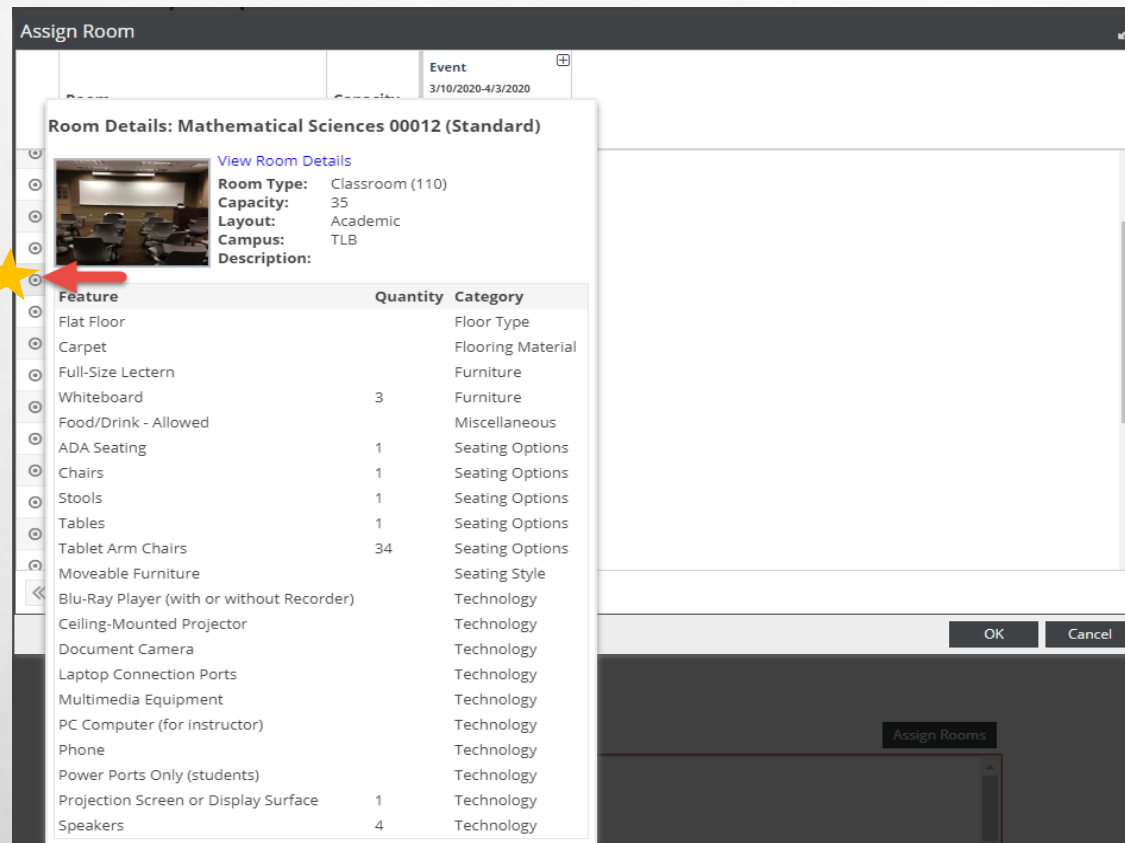
 Room Type: Classroom (110)
Capacity: 35
Layout: Academic
Campus: TLB
Description:

   **Feature** **Quantity** **Category**

<input type="radio"/>	ENGCTR 00204	Conflicts(11 of ...)
<input type="radio"/>	SCIENC 00112	Conflicts(5 of 18)
<input type="radio"/>	ENGPHL 00361	Available
<input type="radio"/>	ENGPHL 00152	Available
<input type="radio"/>	CIVILE 00007	Conflicts(11 of ...)
<input type="radio"/>	ENGPHL 00310	Conflicts(11 of ...)
<input type="radio"/>	ELECE 00118	Conflicts(10 of ...)
<input checked="" type="radio"/>	MATH 00012	Selected 
<input type="radio"/>	MCOM 00084	Conflicts(12 of ...)
<input type="radio"/>	HOLDEN 00073	Conflicts(2 of 18)
<input type="radio"/>	MATH 00108	Conflicts(8 of 18)
<input type="radio"/>	ENGPHL 00151	Conflicts(5 of 18)
<input type="radio"/>	MES 00207A	Conflicts(7 of 18)

For the listed expected attendance, a list of rooms will automatically update.

Please double-check the room details for capacity and room features before selecting an available room.



To view individual room details, such as capacity, if food/drinks is allowed, technology and furniture, hover over the round icon next to the room name.

Assign Room

Room	Event
ENGCTR 00204	Conflicts(11 of ...)
SCIENC 00112	Conflicts(5 of 18)
ENGPLH 00361	Available
ENGPLH 00152	Available
CIVILE 00007	Conflicts(11 of ...)
ENGPLH 00310	Conflicts(11 of ...)
ELECE 00118	Conflicts(10 of ...)
MATH 00012	Selected
MCOM 00084	Conflicts(12 of ...)
HOLDEN 00073	Conflicts(2 of 18)
MATH 00108	Conflicts(8 of 18)
ENGPLH 00151	Conflicts(5 of 18)
MES 00207A	Conflicts(7 of 18)

<<

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OK

Cancel

The Assign Rooms screen will generate and show a list of rooms as **Available** or **Unavailable**. If a room is **Unavailable**, it cannot be selected. Conflicts will show in red and note how many conflicts are present.

Assign Room

	Room	Event	
		3/10/2020-4/3/2020 MTWRF 5:30-6:30pm	
<input type="radio"/>	ENGCTR 00204	Conflicts(11 of ...	
<input type="radio"/>	SCIENC 00112	Conflicts(5 of 18)	
<input type="radio"/>	ENGPLH 00361	Available	
<input type="radio"/>	ENGPLH 00152	Available	
<input type="radio"/>	CIVILE 00007	Conflicts(11 of ...	
<input type="radio"/>	ENGPLH 00310	Conflicts(11 of ...	
<input type="radio"/>	ELECE 00118	Conflicts(10 of ...	
<input type="radio"/>	MATH 00012	Selected	
<input type="radio"/>	MCOM 00084	Conflicts(12 of ...	
<input type="radio"/>	HOLDEN 00073	Conflicts(2 of 18)	
<input type="radio"/>	MATH 00108	Conflicts(8 of 18)	
<input type="radio"/>	ENGPLH 00151	Conflicts(5 of 18)	
<input type="radio"/>	MES 00207A	Conflicts(7 of 18)	

<<

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>>

OK

Cancel

Click on the room name or **Available** to select the room(s) preferred. The meeting will turn green and show as **Selected**.
Use the plus (+) signs on the Room, Score, and Meetings tabs for more details.

Assign Room

Room	Event
	3/10/2020-4/3/2020 MTWRF 5:30-6:30pm
ENGCTR 00204	Conflicts(11 of ...)
SCIENC 00112	Conflicts(5 of 18)
ENGPLH 00361	Available
ENGPLH 00152	Available
CIVILE 00007	Conflicts(11 of ...)
ENGPLH 00310	Conflicts(11 of ...)
ELECE 00118	Conflicts(10 of ...)
MATH 00012	Selected
MCOM 00084	Conflicts(12 of ...)
HOLDEN 00073	Conflicts(2 of 18)
MATH 00108	Conflicts(8 of 18)
ENGPLH 00151	Conflicts(5 of 18)
MES 00207A	Conflicts(7 of 18)

Page 2 of 9

OK Cancel

Expanding the meetings tab will also allow you see what meetings have conflicts, if one is noted.

Assign Room

Room	Event
AFS 00101	Conflicts(10 of ...)
AFS 00102	Conflicts(13 of ...)
AFS 00102A	Conflicts(16 of ...)
AGED 00102	Conflicts(15 of ...)
AGED 00107	Conflicts(2 of 18)
AGED 00116	Conflicts(1 of 18)
AGRI 00202	Conflicts(9 of 18)
AGRI 00208	Conflicts(3 of 18)
AGRI 00214	Conflicts(15 of ...)
AGRI 00308	Available
AGRI 00311	Conflicts(1 of 18)
ARCH 00507	Conflicts(6 of 18)
ART 00B01	Conflicts(11 of ...)

Page 1 of 9

OK Cancel

You can filter alphabetically by building by clicking on the word **Room** at the top of the Room column. Clicking once will sort A-Z; clicking twice will sort Z-A.

Assign Room

Room ¹	Event ⁺
	3/10/2020-4/3/2020 MTWRF 5:30-6:30pm
⊙ AFS 00101	Conflicts(10 of ...)
⊙ AFS 00102	Conflicts(13 of ...)
⊙ AFS 00102A	Conflicts(16 of ...)
⊙ AGED 00102	Conflicts(15 of ...)
⊙ AGED 00107	Conflicts(2 of 18)
⊙ AGED 00116	Conflicts(1 of 18)
⊙ AGRI 00202	Conflicts(9 of 18)
⊙ AGRI 00208	Conflicts(3 of 18)
⊙ AGRI 00214	Conflicts(15 of ...)
⊙ AGRI 00308	Available
⊙ AGRI 00311	Conflicts(1 of 18)
⊙ ARCH 00507	Conflicts(6 of 18)
⊙ ART 00B01	Conflicts(11 of ...)

<< < | Page 1 of 9 | > >>

OK Cancel

Add Meeting [!] Assign Rooms

✕	Event
✕	Wed, 03/11/2020, 05:30 PM to 06:30 PM
✕	Delete Meeting 020, 05:30 PM to 06:30 PM
✕	Fri, 03/13/2020, 05:30 PM to 06:30 PM
✕	Mon, 03/16/2020, 05:30 PM to 06:30 PM
✕	Tue, 03/17/2020, 05:30 PM to 06:30 PM
✕	Wed, 03/18/2020, 05:30 PM to 06:30 PM

Submit

If the meeting dates and times need to be amended, you can click **Cancel** and return to the previous screen. Use the red “X” icon next to each meeting to delete. Follow steps #1-6 to add any additional meetings as needed.

Assign Room

Room

⌵

Event

3/10/2020-4/3/2020

MTWRF

5:30-6:30pm

☒ MATH 00012

Selected

☐ CMLL 00114

Available

☐ MATH 00115

Conflicts(1 of 18)

☐ SCIENC 00204

Conflicts(3 of 18)

☐ CMLL 00118

Conflicts(3 of 18)

☐ CMLL 00116

Conflicts(6 of 18)

☐ CMLL 00112

Conflicts(1 of 18)

☐ EDUC 00153

Conflicts(6 of 18)

☐ EDUC 00302

Available

☐ CMLL 00104

Available

☐ CMLL 00102

Conflicts(8 of 18)

☐ ENGPLH 00103

Conflicts(11 of ...)

☐ ENGPLH 00300

Available

⏪ ⏩ | Page 1 of 9 | ⏪ ⏩ |

OK

Cancel

After a room or set of rooms have been selected, click **OK** to return to the request form.

Add Meeting

Assign Rooms

✖

Event

✖

Event - Wed, 03/11/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Thu, 03/12/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Fri, 03/13/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Mon, 03/16/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Tue, 03/17/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Wed, 03/18/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

Submit



Complete any missing information as noted by an asterisk.
Click **Submit** at the bottom of the screen to submit your request.

Add Meeting

Assign Rooms

✖

Event

✖

Event - Wed, 03/11/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Thu, 03/12/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Fri, 03/13/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Mon, 03/16/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Tue, 03/17/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

✖

Event - Wed, 03/18/2020, 05:30 PM to 06:30 PM, Mathematical Sciences 00012

Submit

Event Information

Required Fields:

An asterisks (*) indicates a required field that must be completed before this form can be submitted.

* Event Name*:








! Event Name* is required

* Description*:



If you attempt to submit the request without completing all required fields, you will receive an error message and the incomplete field will be underlined in red and will display a red error icon.

 Home  Calendars  Academics  Events 

Your request has been successfully submitted. All reservations are processed in the order received. You will receive an email confirmation once your request has been processed (within 1-2 business days). If you have any questions, please email our events staff at operations.events@ttu.edu, or call our office at 806-742-5262.

To view the status of your request, click on **Events** under the Events tab.
In the events list, select "Yes" from the pull-down menu next to "My Events." Click **Search** at the bottom of the page to populate results.

Done

Once you have successfully submitted your request, a confirmation screen will display. You will also receive notification by email that your event request has been completed.

CHECKING THE STATUS OF AN EVENT REQUEST

The screenshot displays the 'Events' management interface. At the top, a navigation bar includes 'Home', 'Calendars', 'Academics', 'Events', and 'Reporting'. The 'Events' tab is active, and a red arrow points to it. Below the navigation bar, a sidebar on the right contains 'Event Management', 'Events', and 'Request Event'. A red arrow points to the 'Events' link in this sidebar. The main content area features a 'Filters' section. A red arrow points to the 'Show Current Filter' link. Below this, a 'Custom' filter dropdown is shown. The filter criteria include: 'Keyword' (text input), 'Time Period' (set to 'This Year'), 'From' (01/01/2020), 'To' (12/31/2020), 'Day Met' (U., M., T., W., R., F., S.), 'Is Private' (checkbox), 'Is Featured' (checkbox), and 'My Events' (checkbox). A red arrow points to the 'My Events' checkbox. At the bottom of the filter section, there are expandable categories: 'Event Status', 'Event Meeting Status', 'Campus', 'Building', and 'Room', each with a '+' icon and a toggle switch.

After an event request has been submitted, details and the status of your application can be viewed by clicking on **Events** under the **Events** tab

The screenshot shows a web application interface with a red navigation bar at the top containing icons and labels for Home, Calendars, Academics, Events, and Reporting. The Events menu is highlighted, and a sub-menu is open showing 'Event Management', 'Events', and 'Request Event'. On the left, a 'Filters' sidebar is visible. It includes a 'Show Current Filter' link, a 'Search' button, a 'Custom' filter dropdown, and several filter criteria: 'Keyword', 'Time Period' (set to 'This Year'), 'From' (01/01/2020), 'To' (12/31/2020), 'Day Met' (U, M, T, W, R, F, S), 'Is Private', 'Is Featured', and 'My Events'. The 'My Events' checkbox is checked. Below these are expandable sections for 'Event Status', 'Event Meeting Status', 'Campus', 'Building', and 'Room'. Red arrows point to the 'Search' button, the 'Events' menu item, and the 'My Events' checkbox.

Home Calendars Academics Events Reporting

Filters

Show Current Filter Search

Custom

Keyword:

Time Period: This Year

From: 01/01/2020

To: 12/31/2020

Day Met: U M T W R F S

Is Private: ☐

Is Featured: ☐

My Events: ☒

Event Status + -

Event Meeting Status + -

Campus + -

Building + -

Room + -

Event Management

Events

Request Event

Select the Box “Yes” next to **My Events** for the desired **Time Period**. Click **Search** to populate results.

Event Information:

Reservation #: 20200730-00015
Event Name: Chemistry Diagnostic Exams
Event Type: Academic
Date: 9/12/20 - 9/12/20
Status: Scheduled
Est. Attendance: 25

Customer/Contact Information:

[Redacted]
[Redacted]
Chemistry & Biochemistry
MS 1061

Lubbock, TX 79409-

Event Notes:

<u>Meeting Name</u>	<u>Date(s)</u>	<u>Time</u>	<u>Meeting Status</u>	<u>Building</u>	<u>Room</u>	<u>Room Status</u>
Scheduled						
Chemistry Diagnostic Exams	9/12/20 - 9/12/20	8:00AM - 8:00PM	Scheduled	CHEM	00049	Scheduled

Once your event has been approved by OPDA, which can take 2-3 business days, you will receive a confirmation email which will have instructions on who to contact for room access and guidelines for the room reserved.

AD ASTRA

HOW TO VIEW THE CALENDAR GRID



TEXAS TECH UNIVERSITY
Operations Division™

st		
Event ▼		
05:00 PM Success Team Training 0121	Jan 3	
09:00 AM Campus Visit 0104	Jan 3	
05:00 PM Team Training 0074	Jan 3	
05:00 PM Biology Refresh 17	Jan 3	
05:00 PM	Jan	

Custom Content



Holidays and Announcements 2022/2023

Christmas Holiday (campus closed)	12/26/2022 - 1/1/2023
MLK Jr Day Holiday (campus closed)	1/18/2023
Spring 2023 Term	1/11/2023 - 5/2/2023
Ad Astra Opens for Section Scheduling (Advanced Access) Fall 2023	2/23/2023
Spring Break Holiday (campus closed)	3/17/2023
TTU Student Spring Break	3/11/2023 - 3/19/2023
Ad Astra Opens for Departmental Event Requests Fall 2023	4/3/2023
Advanced Registration Fall 2023	4/3/2023
Spring Independent Study Day	5/2/2023

To view Calendar Grid through Ad Astra

The screenshot shows a web application interface with a top navigation bar and a left sidebar. The top navigation bar has four tabs: **Calendars**, **Academics**, **Events**, and **Settings**. The **Calendars** tab is selected and highlighted. Below the top navigation bar, the left sidebar contains a dropdown menu with two options: **Calendar** and **Scheduling Grids**. The **Scheduling Grids** option is highlighted. The main content area has a dark header labeled **Custom Content**. Below this header, there is a large red 'T' logo and the text **Holidays and Announcements 2022/2023**. The left sidebar also shows a calendar view with a dropdown menu open, displaying '05:00 PM', 'Success Team Training', '0121', and '09:00 AM'.

Click on the **Calendars** tab from the top-left corner

Home

Calendars

Academics

Events

Settings

Sign In

Rooms

Resources

Day

Week

Choose Calendar:

Main Campus (TLB) Sections & Events

Filter:

Raider Room

Request Event

Q

Date:

Today

<

February 9, 2023

>

Room ^1	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	08:00 PM	09:00 PM	10:00 PM
AGRI 00214	AGRI	TLB	Classroom (110)	191				PSS 1411/003 -				SOC 1301/001 -	NRM 1401/002	MATH 1331/12	SI Session						
BIOL 00106	BIOL	TLB	Classroom (110)	46				NCBO 0302/702	ENGL 1302/208			ECE 4349/001 -	CHEM 4310/001	BIOL 3307/001							
												ECE 5349/001 -	CHEM 5310/001								
BIOL LH100	BIOL	TLB	Classroom (110)	462			MATH 1330/012	ZOOL 2403/001	BIOL 1402/002			ZOOL 2403/002	CHEM 1307/004	2306							
CHEM 00049	CHEM	TLB	Classroom (110)	305			ADRS 2310/002	ADRS 2310/001	CHEM 1301/001			CHEM 1308/003	ZOOL 2404/001	BIOL 3416/001	Jared Mayer		CHEM 1305/001 - Chem				
CHEM 00101	CHEM	TLB	Classroom (110)	69				CHEM 3306/702	EC 3312/002 - D			HDFS 3331/001	PHYS 1404/004				CHEM 5339/001 - Nucleic Acids				
									HDFS 3312/002												
CHEM 00107	CHEM	TLB	Classroom (110)	194			CHEM 1307/003	FDSC 3303/001	CHEM 3305/002	MATH 2300/124		CHEM 1301/002	PHYS 1408/001	SI Session			CHEM 3306/002 - Organ				
								FDSC 5310/001													
CHEM 00234	CHEM	TLB	Classroom (110)	24				CHEM 5304/005	CHEM 3310/H0				CHEM 1308/H0	CHEM 41				CHEM 3310/H01 - Mole			
CMLL 00001	CMLL	TLB	Classroom (110)	20				JAPN 150	ENGL 1301/041	ASL 3302/001 -		ASL 4300/001 -	MATH 5099/015 - Individual S	MRST 5301/001 - Medieval Renais							
CMLL 00105	CMLL	TLB	Classroom (110)	90				MATH 2450/021 - Cali				ECE 3308/002 -	MATH 1452/122 - Cali								
ELECE 00101 - Lankford L...	ELECE	TLB	Classroom (110)	125				MATH 1331/002	MATH 2300/122				ANTH 2300/001	MATH 3350/12		CS 4380/001 - E		CE 2301/003 - Sta			
																CS 5331/001 - S		CE 2301/002 - Sta			
ELECE 00118	ELECE	TLB	Classroom (110)	35				IE 2324/H01 - E	ECE 4332/004 -	ENGR 2331/003		ECE 3333/301 - RF Communicatio	WCOE Information Sessions								
									ECE 5351/001 -												
ELECE 00221	ELECE	TLB	Classroom (110)	48			ECE 5365/001 -	CE 4340/001 - S	ECE 3341/002 -	CE 3302/001 - D		ECE 2372/003 -					Study Abro				
							ECE 4365/001 -														
ENGP 00001	ENGP...	TLB	Classroom (110)	197				ART 1309/005 -	ART 1309/004 -				ART 1309/006 -	PSY 1300/008 -				Creative Writing Program			
GODDRD 00203	GODDR...	TLB	Classroom (110)	36				NRM 4303/S01	NRM 5335/001	NRM 2305/001		NRM 4303/S51									
									NRM 4335/001												
HOLDEN 00006	HOLD...	TLB	Classroom (110)	50			CE 3309/001 - E	ECE 2305/001 -	HIST 2301/003 -	ECO 3336/001 -				PADR 0021/016			Pegasus General				
HOLDEN 00028	HOLD...	TLB	Classroom (110)	41				ECE 3311/002 -	POLS 3316/001	POLS 3375/001		POLS 3363/001									
HOLDEN 00033	HOLD...	TLB	Classroom (110)	41				HIST 2301/001 -	GEOG 2300/001	PADR 0080/006		AERS 4304/002	ECO 4306/001 -	SI Sessions							
HOLDEN 00038	HOLD...	TLB	Classroom (110)	65				ECO 3312/001 -	POLS 2361/001	HIST 2301/002 -		ENGR 2392/002	ECE 3342/001 -	SI Session							
HOLDEN 00075	HOLD...	TLB	Classroom (110)	75			ME 2301/005 - S	ENGR 1320/009	ECO 3305/001 -	HDFS 3322/001		PSY 3398/051 -	TSI 0502/001 - E	SI Session							
HOLDEN 00104	HOLD...	TLB	Classroom (110)	275			HIST 2301/271 -	HIST 2301/167 -	SOC 1301/002 -	HIST 2300/160 -		HIST 2301/169 -	MATH 1550/001				CS 5352/001 - A	SI Session		TEST	
HOLDEN 00106	HOLD...	TLB	Classroom (110)	45				HIST 2323/003 -	HIST 3384/001 -	HIST 3332/001 -		POLS 2306/001									
HOLDEN 00109	HOLD...	TLB	Classroom (110)	41				HIST 3327/001 -	POLS 3366/001	ADRS 4329/001		POLS 3300/003	SOC 5303/001 - Sem-Contemp So								
HOLDEN 00111	HOLD...	TLB	Classroom (110)	40				ECO 2305/H01 -	POLS 3365/001	SW 3332/S01 -		SW 2311/001 -	POLS 3300/004	SW 6358/001 - Policy Analysis							
HOLDEN 00127	HOLD...	TLB	Classroom (110)	20				SOC 3323/001 -	ECO 5318/002 -	MATH 6354/001		GEOG 4360/001	ECO 5347/001 -				ANTH 5323/001 - Topics In Cultur				

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Show

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Export

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Here you will be able to see what is on the schedule.

You will also, have options to choose from when narrowing down your search.

[Home](#)
[Calendars](#)
[Academics](#)
[Events](#)
[Settings](#)

[Sign In](#)

Rooms

Resources

Day

Week

Choose Calendar:
Main Campus (TLB) Sections & Events
Filter:
Raider Room
Request Event


Date:
Today
February 9, 2023

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	08:00 PM	09:00 PM	10:00 PM
AGRI 00214	AGRI	TLB	Classroom (110)	191				PSS 1411/003 -				SOC 1301/001 -	NRM 1401/002	MATH 1331/122	SI Session						
BIOL 00106	BIOL	TLB	Classroom (110)	46				NCBO 0302/702		ENGL 1302/208	ECE 4349/001 -	CHEM 4310/001	BIOL 3307/001								
BIOL LH100	BIOL	TLB	Classroom (110)	462			MATH 1330/012	ZOOL 2403/001	BIOL 1402/002	ZOOL 2403/002	CHEM 1307/004	2306									
CHEM 00049	CHEM	TLB	Classroom (110)	305			ADRS 2310/002	ADRS 2310/001	CHEM 1301/001	CHEM 1308/003	ZOOL 2404/001	BIOL 3416/001	Jared Mayer				CHEM 1305/001 - Chem				
CHEM 00101	CHEM	TLB	Classroom (110)	69				CHEM 3306/702	EC 3312/002 - D	HDFS 3331/001	PHYS 1404/004						CHEM 5339/001 - Nucleic Acids				
CHEM 00107	CHEM	TLB	Classroom (110)	194			CHEM 1307/003	FDSC 3303/001	CHEM 3305/002	MATH 2300/124	CHEM 1301/002	PHYS 1408/001	SI Session				CHEM 3306/002 - Orgar				
CHEM 00234	CHEM	TLB	Classroom (110)	24				FDSC 5310/001	CHEM 5304/005	CHEM 3310/H01		CHEM 1308/H01	CHEM 411				CHEM 3310/H01 - Mole				
CMLL 00001	CMLL	TLB	Classroom (110)	20				JAPN 150	ENGL 1301/041	ASL 3302/001 -	ASL 4300/001 -	MATH 5099/015 - Individual	MRST 5301/001 - Medieval Renai								
CMLL 00105	CMLL	TLB	Classroom (110)	90				MATH 2450/021 - Cal		ECE 3308/002 -	MATH 1452/122 - Cal										
ELECE 00101 - Lankford L...	ELECE	TLB	Classroom (110)	125				MATH 1331/002	MATH 2300/122			ANTH 2300/001	MATH 3350/121	CS 4380/001 - E			CE 2301/003 - Sta				
ELECE 00118	ELECE	TLB	Classroom (110)	35				IE 2324/H01 - E	ECE 4332/004 -	ENGR 2331/003	ECE 3333/301 - RF Communicatio	WCOE Information Sessions									
ELECE 00221	ELECE	TLB	Classroom (110)	48			ECE 5365/001 -	CE 4340/001 - S	ECE 3341/002 -	CE 3302/001 - D	ECE 2372/003 -						Study Abro				
ENGPHL 00001	ENGP...	TLB	Classroom (110)	197				ART 1309/005 -	ART 1309/004 -			ART 1309/006 -	PSY 1300/008 -								
GODDRD 00203	GODD...	TLB	Classroom (110)	36				NRM 4303/S01	NRM 5335/001	NRM 2305/001	NRM 4303/S51										
HOLDEN 00006	HOLD...	TLB	Classroom (110)	50			CE 3309/001 - E	ECE 2305/001 -	HIST 2301/003	ECO 3336/001 -		PADR 0021/016					Pegasus General				
HOLDEN 00028	HOLD...	TLB	Classroom (110)	41				ECE 3311/002 -	POLS 3316/001	POLS 3375/001	POLS 3363/001										
HOLDEN 00033	HOLD...	TLB	Classroom (110)	41				HIST 2301/001 -	GEOG 2300/001	PADR 0080/006	AERS 4304/002	ECO 4306/001 -	SI Sessions								
HOLDEN 00038	HOLD...	TLB	Classroom (110)	65				ECO 3312/001 -	POLS 2361/001	HIST 2301/002 -	ENGR 2392/002	ECE 3342/001 -	SI Session								
HOLDEN 00075	HOLD...	TLB	Classroom (110)	75			ME 2301/005 - S	ENGR 1320/009	ECO 3305/001 -	HDFS 3322/001	PSY 3398/051 -	TSI 0502/001 - E	SI Session								
HOLDEN 00104	HOLD...	TLB	Classroom (110)	275			HIST 2301/271 -	HIST 2301/167 -	SOC 1301/002 -	HIST 2300/160 -	HIST 2301/169 -	MATH 1550/001					CS 5352/001 - A	SI Session		TEST	
HOLDEN 00106	HOLD...	TLB	Classroom (110)	45				HIST 2323/003 -	HIST 3384/001 -	HIST 3332/001 -	POLS 2306/001										
HOLDEN 00109	HOLD...	TLB	Classroom (110)	41				HIST 3327/001 -	POLS 3366/001	ADRS 4329/001	POLS 3300/003	SOC 5303/001 - Sem-Contemp So									
HOLDEN 00111	HOLD...	TLB	Classroom (110)	40				ECO 2305/H01 -	POLS 3365/001	SW 3332/S01 -	SW 2311/001 -	POLS 3300/004	SW 6358/001 - Policy Analysis								
HOLDEN 00127	HOLD...	TLB	Classroom (110)	20				SOC 3323/001 -	ECO 5318/002 -	MATH 6354/001	GEOG 4360/001	ECO 5347/001 -					ANTH 5323/001 - Topics In Cultur				

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Show 25
Export

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To search for specific buildings and/or rooms, click on the magnifying glass at the top left corner.

Clear All


February 9, 2023

Keyword:

Location Filters

Campus 1 Clear

Building

Room

Region 1 Clear

Room Type

Capacity:

Between:

and:

Resource Filters

Resource Type

Resource Category

Resource Group

Resource

Event Filters

☒ Include Events

☐ Include Setup/Teardown

Room ^1	Buildin...	Campus	Type	Capacity
⊙ AGRI 00214	AGRI	TLB	Classroom (110)	191
⊙ BIOL 00106	BIOL	TLB	Classroom (110)	46
⊙ BIOL LH100	BIOL	TLB	Classroom (110)	462
⊙ CHEM 00049	CHEM	TLB	Classroom (110)	305
⊙ CHEM 00101	CHEM	TLB	Classroom (110)	69
⊙ CHEM 00107	CHEM	TLB	Classroom (110)	194
⊙ CHEM 00234	CHEM	TLB	Classroom (110)	24
⊙ CMLL 00001	CMLL	TLB	Classroom (110)	20
⊙ CMLL 00105	CMLL	TLB	Classroom (110)	90
⊙ ELECE 00101 - Lankford L...	ELECE	TLB	Classroom (110)	125
⊙ ELECE 00118	ELECE	TLB	Classroom (110)	35
⊙ ELECE 00221	ELECE	TLB	Classroom (110)	48
⊙ ENGPLH 00001	ENGP...	TLB	Classroom (110)	197
⊙ GODDRD 00203	GODD...	TLB	Classroom (110)	36
⊙ HOLDEN 00006	HOLD...	TLB	Classroom (110)	50
⊙ HOLDEN 00028	HOLD...	TLB	Classroom (110)	41
⊙ HOLDEN 00033	HOLD...	TLB	Classroom (110)	41
⊙ HOLDEN 00038	HOLD...	TLB	Classroom (110)	65
⊙ HOLDEN 00075	HOLD...	TLB	Classroom (110)	75
⊙ HOLDEN 00104	HOLD...	TLB	Classroom (110)	275

From the left column, a menu will appear to select the following filters.

Clear All

Search

Custom

Keyword:

Location Filters

Campus 1

Clear +

Building

+

Room

+

Region 1

Clear +

Room Type

+

Capacity:

Between:

and:

Resource Filters

Resource Type +

Resource Category +

Resource Group +

Resource +

Event Filters

☒ Include Events

☐ Include Setup/Teardown

Date: Today

February 9, 2023

Room ^1	Buildin...	Campus	Type	Capacity
AGRI 00214	AGRI	TLB	Classroom (110)	191
BIOL 00106	BIOL	TLB	Classroom (110)	46
BIOL LH100	BIOL	TLB	Classroom (110)	462
CHEM 00049	CHEM	TLB	Classroom (110)	305
CHEM 00101	CHEM	TLB	Classroom (110)	69
CHEM 00107	CHEM	TLB	Classroom (110)	194
CHEM 00234	CHEM	TLB	Classroom (110)	24
CMLL 00001	CMLL	TLB	Classroom (110)	20
CMLL 00105	CMLL	TLB	Classroom (110)	90
ELECE 00101 - Lankford L...	ELECE	TLB	Classroom (110)	125
ELECE 00118	ELECE	TLB	Classroom (110)	35
ELECE 00221	ELECE	TLB	Classroom (110)	48
ENGP... 00001	ENGP...	TLB	Classroom (110)	197
GODDRD 00203	GODD...	TLB	Classroom (110)	36
HOLDEN 00006	HOLD...	TLB	Classroom (110)	50
HOLDEN 00028	HOLD...	TLB	Classroom (110)	41
HOLDEN 00033	HOLD...	TLB	Classroom (110)	41
HOLDEN 00038	HOLD...	TLB	Classroom (110)	65
HOLDEN 00075	HOLD...	TLB	Classroom (110)	75
HOLDEN 00104	HOLD...	TLB	Classroom (110)	275

You will use the following Filters to narrow down your search by Location, Events, Academic, and Other.



Show Current Filter Q Search

Custom Save Settings

Keyword:

Location Filters

Campus **1** Clear + ⌵

Building **1** Clear + ⌵

Room **1** Clear + ⌵

Region + ⌵

Room Type + ⌵

Capacity:

Between:

and:

Under the Location Filter, please only select the **Campus**, **Building**, and **Room**.

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar is titled "Location Filters" and contains several filter categories: "Campus 1", "Building", "Room", "Region", and "Room Type". Each category has a plus icon and a minus icon. A red arrow points to the "Campus 1" category. Below the filters is a "Capacity:" label and a text input field. The main content area has a header with "BIOL 00106", "BIOL", and "TL". Below the header is a "Select Items" panel. The panel has a search input field with "tlb" entered. Below the search field is a list of items, with "TLB" selected and highlighted. A yellow star is placed over the "TLB" item.

Location Filters	
Campus 1	Clear + -
Building	+ -
Room	+ -
Region	+ -
Room Type	+ -
Capacity: <input type="text"/>	

Select Items	
tlb	x
<input checked="" type="checkbox"/> TLB	

In the Campus option, please make sure you always select TLB.
This helps pull all buildings and rooms located on the Lubbock Campus.

Show Current Filter Q Search

Custom Q ⌵ 📁 ⚙️

Keyword: ✕

Location Filters ⬆

Campus 1 Clear + ⌵

Building 1 Clear + ⌵

Room + ⌵

Region + ⌵

Room Type + ⌵

Capacity:

Between: ⬆

and: ⬆

Room 1 **Buildin...** **Campus**

⊙ AGRI 00214	AGRI	TLB
⊙ BIOL 00106	BIOL	TLB
⊙ BIOL LH100	BIOL	TLB

Select Items ✕

✕

☐ Industrial Engineering

☒ Industrial, Manufacturing and Systems Engineering

Select Items ✕

✕

- ☐ Buddy Holly Hall
- ☐ Business & Technology
- ☐ CASNR Annex
- ☐ Carr Education-Fine Arts
- ☐ Charles E Maedgen, Jr Theatre
- ☐ Chemical Engineering
- ☐ Chemistry
- ☐ Child Development Research Center
- ☐ Chitwood Hall
- ☐ Civil Engineering

« < > » | 🔄 1-129 of 129 Done

In the Building option, you can either type the first few letters of the building you want to see, or you can scroll through the list to find the building you are searching for.

The screenshot displays a software interface with a sidebar on the left and a main content area on the right. The sidebar contains two sections: 'Location Filters' and 'Resource Filters'. Under 'Location Filters', there are four filter categories: 'Campus 1', 'Building 1', 'Room 1', and 'Region'. Each category has a 'Clear' button and a plus/minus icon. Below these is a 'Room Type' section with a plus/minus icon. A 'Capacity' section is also present, with a 'Between' field and an 'and' field, both with dropdown arrows. The 'Resource Filters' section includes 'Resource Type' and 'Resource Category', each with a plus/minus icon. The main content area shows a table with columns for course ID, course name, building, room, and capacity. A 'Select Items' dialog box is open in the foreground, displaying a list of items with checkboxes. The item 'Industrial, Manufacturing and Systems Engineering 00111' is selected and highlighted with a yellow star. A red arrow points from the 'Room 1' filter in the sidebar to the 'Select Items' dialog.

Location Filters

- Campus 1 Clear + -
- Building 1 Clear + -
- Room 1 Clear + -
- Region + -
- Room Type + -

Capacity:
Between: ▾
and: ▾

Resource Filters

- Resource Type + -
- Resource Category + -


Select Items

Enter search text ✕

- ☐ Industrial, Manufacturing and Systems Engineering 00104C
- ☐ Industrial, Manufacturing and Systems Engineering 00105
- ☐ Industrial, Manufacturing and Systems Engineering 00106
- ☒ Industrial, Manufacturing and Systems Engineering 00111 ★
- ☐ Industrial, Manufacturing and Systems Engineering 00116
- ☐ Industrial, Manufacturing and Systems Engineering 00117
- ☐ Industrial, Manufacturing and Systems Engineering 00118
- ☐ Industrial, Manufacturing and Systems Engineering 00119
- ☐ Industrial, Manufacturing and Systems Engineering 00120

Course ID	Course Name	Building	Room	Capacity
BIOL 00106	BIOL	TLB	Classroom (110)	46
BIOL LH100	BIOL	TLB	Classroom (110)	462
CHEM 00049	CHEM	TLB	Classroom (110)	305
CHEM 00101	CHEM	TLB	Classroom (110)	60

Once you selected the building, you can search for a particular room(s).
If you want to see all the rooms in the building, you can skip this step.



Event Filters

- ☒ Include Events
- ☐ Include Setup/Teardown
- ☐ Include Pre/Post

Event Type + ⌵

Event Meeting Type + ⌵

Customer + ⌵

Customer Contact + ⌵

Customer Group + ⌵

Event Status + ⌵

Is Private: All ▼ ✕

Is Featured: All ▼ ✕

Under the Event Filter, please only select **“Include Events”**



Academic Filters

☒ Include Academics

Subject + -

Course + -

Instructor + -

Delivery Method + -

Meeting Type + -

Term + -

Is Exam: No ▾ ✕

Under the Academic Filter, please only select **“Include Academics”**



Other Filters

- ☒ Include Holidays
- ☒ Include Announcements
- ☐ Include Room Usage Controls

Under the Other Filter, please only select **“Include Holidays”** and **“Include Announcements”**

Clear All



Search

Custom



☒ Include Events

☐ Include Setup/Teardown

☐ Include Pre/Post

Event Type



Event Meeting Type



Customer



Customer Contact



Customer Group



Event Status



Is Private: All



Is Featured: All



Academic Filters

☒ Include Academics

Subject



Course



Instructor



Delivery Method



Meeting Type



Term



Is Exam: No



Other Filters

☒ Include Holidays

☒ Include Announcements

☐ Include Room Usage Controls



Date:

Today



< February 9, 2023 >

Room 1

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

IMSE 00111

IMSE

TLB

Special Class Laboratory (2...

10



Date:

Today



< February 9, 2023 >

Room 1

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

IMSE 00104C

IMSE

TLB

Research/Non-Class Labora...

0

IMSE 00105

IMSE

TLB

Class Laboratory (210)

20

IMSE 00106

IMSE

TLB

Special Class Laboratory (2...

12

IMSE 00111

IMSE

TLB

Special Class Laboratory (2...

10

IMSE 00116

IMSE

TLB

Classroom (110)

50

IMSE 00117

IMSE

TLB

Classroom (110)

50

IMSE 00118

IMSE

TLB

Special Class Laboratory (2...

45

IMSE 00119

IMSE

TLB

Office (310)

15

IMSE 00120

IMSE

TLB

Classroom (110)

38

IMSE 00121

IMSE

TLB

Classroom (110)

116

IMSE 00122

IMSE

TLB

Class Laboratory (210)

13

IMSE 00216

IMSE

TLB

Office (310)

1

IMSE 00235

IMSE

TLB

Conference Room (350)

35



Page

1

of 1



Show

25



Export



Di

Click the **Search** button, and your results will appear according to your selection.

Clear All Search

Custom

Keyword:

Location Filters

Campus 1 Clear +

Building 1 Clear +

Room +

Region +

Room Type +

Capacity:

Between: and:

Resource Filters

Date: Today February 9, 2023

Room ^1	Building Code	Campus	Type	06:00 AM	07:00 A
IMSE 00104C	IMSE	TLB	Research/Non-Class Labo		
IMSE 00105	IMSE	TLB	Class Laboratory (210)		
IMSE 00106	IMSE	TLB	Special Class Laboratory		
IMSE 00111	IMSE	TLB	Special Class Laboratory		
IMSE 00116	IMSE	TLB	Classroom (110)		
IMSE 00117	IMSE	TLB	Classroom (110)		
IMSE 00118	IMSE	TLB	Special Class Laboratory		
IMSE 00119	IMSE	TLB	Office (310)		
IMSE 00120	IMSE	TLB	Classroom (110)		
IMSE 00121	IMSE	TLB	Classroom (110)		
IMSE 00122	IMSE	TLB	Cl		
IMSE 00216	IMSE	TLB	Of		
IMSE 00235	IMSE	TLB	Co		

Save Filter

New Filter Name...

Set as default: ☐

Save Cancel

NOTE:

If you want to save the building, you can select the **Save Filter** option and filter the name by the building code, or you can give it your own personal name and select **Save**.

If you select the “set as default,” please know that that will automatically appear when you view the Calendar Grid.