To view the Ad Astra calendar please either log into the RUConnect portal (and choose 'Astra Scheduling') from the right-side menu, or type in 'roomscheduling.rush.edu' into the url and hit enter. The Ad Astra system works best in Google or FireFox browers.



Welcome to the Ad Astra site. Please login using your RUSH username and password.

• $\Rightarrow$ C D roomscheduling.rush.edu/AstraProd/Portal/Gu	estPortal.aspx						
		Use your RUSH username and password to log into the Ad Astra system.	User Name: Password: Log In Remen				
	Event List	· · · · ·					
	Event Name	Rush U Helpful Links					
	Page 1 of 1	1	1 RUConnected Portal				
			Registrar's Office Home Page				
	Holiday/Announcements		Room Scheduling Policy and Procedures				
	CON Summer Term Begins	5/4/2015	2014-15 Rush University Catalog				
	GC Spring Term Ends	5/15/2015					
	GC Summer Term Begins	5/18/2015					
	Graduation	5/21/2015					
	Memorial Day	5/25/2015					
	CHS Spring Term Ends	6/12/2015	Here you can find external				
	CHS Summer Term Begins	6/22/2015	links to help assist you				
	July 4th Holiday	7/3/2015	with any questions, like				
	M2 Fall Begins	8/3/2015	the Academic Calendar,				
	M1 Fall Begins	8/10/2015	and the University				
	CON Summer Term Ends	8/14/2015	Catalog				
	GC Summer Term Ends	8/21/2015	outdrog.				
	CHS Summer Term Ends	9/4/2015					
	Thanksgiving Day	11/22/2015					
	Christmas Day	12/25/2015					
	New Year's Day	1/1/2016					

### Your Astra home page.

	n na standar and an anna an anna anna anna anna		🕜 Astra Schedule - Astra Hot 🗙 📃 👘 🖉
7 =		erPortal.aspx	← → C 🗋 roomscheduling.rush.edu/AstraProd/Portal/Use
<u>Loqout</u> vwaite	and the second	and the second	A ASTRA SCHEDULE
			ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS
Add Items to Your Astra Portal 👔			
	🔻 🛃 External Links	Event List	Astra Schedule Functions
	Status	Event Name	Any events you have
	Requested	Registrar's Office Meeting	requested will appear in the
	Requested	TEst	Event List
	1	Page 1 of 1	
			V
		Holiday/Announcements	
	5/4/2015	CON Summer Term Begins	
	5/15/2015	GC Spring Term Ends	
	5/18/2015	GC Summer Term Begins	
	5/21/2015	Graduation	
	5/25/2015	Memorial Day	
	6/12/2015	CHS Spring Term Ends	
	6/22/2015	CHS Summer Term Begins	
	7/3/2015	July 4th Holiday	
	8/3/2015	M2 Fall Begins	
	8/10/2015	M1 Fall Begins	
	8/14/2015	CON Summer Term Ends	
	8/21/2015	GC Summer Term Ends	
	9/4/2015	CHS Summer Term Ends	
	11/22/2015	Thanksgiving Day	
	12/25/2015	Christmas Day	
	1/1/2016	New Year's Day	

### To View the calendar:

ASTRA S	CHEDULE	/			<u>Logout</u>
ASTRA HOME	CALENDARS ACADEMICS	1. Click on the 'Calendar' tab.			
Scheduling Grids	5				
	Calendars				
	Enterprise Calendars				
	Scheduling Grids	2. Click on the 'Scheduling		Help	
	View daily resource grid.	Grids' tab to view the AAC		Help: Calendar	
		classiooni calendar.			

### The AAC Calendar:

ASTRA HOME CALENDARS	ACADEMI	CS RESO	DURCES EVEN	VTS																
Scheduling Grids						_														
Rooms Resources Day	Week				-	Today's Date									Choose	Calendar: Clas	sroom Calenda	r 🔻 Filter	Classroom Ca	alendar 🔻 🚺
🔍 Today 🖪 All			4	April 27, 201	5 🔸															
Room	_			max																
Room 🔺 🔻	Building Cod	Campus	Туре	capacity	Capacity	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
AAC 1046 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	es	28				VAS 3	61/1 - Abdomir	nal Vasc	Faculty Acco	ount Cre			6				
AAC 1048 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	5	25			CDS 636/1 - E	duc ational Aud	iology			VAS 401/1 - F	Professional Pr	ac Ultrasound	SC	inequied Events	Sch	eduled	
AAC 1094 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	is	28					RADC Manag	gers me		CDS 540/1 - 5	Spc hpath Mg	Rush Medica			Co	urses	
AAC 1096 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	s	28				Rush Univer:				Student Life 1		BCH 624		/			
AAC 1098 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	s	32			RC 592/1 - Cli	inical Seminar I	- II			HSM 593/1 -	Governance, li	nterprof/Ldrst	HSM 590/A -	Consulting			
AAC 210 - Small Group Room	AAC	RU - Rus	Cafeteria Room		20		Joint Pathwa						RSCI	MEETING with						
AAC 211 - Small Group Room	AAC	RU - Rus	Cafeteria Room		15															
AAC 5 Lobby - Lobby	AAC	RU - Rus	Lobby		15															
AAC 539 - Lecture Hall	AAC	RU - Rus	Lecture Hall		147							M1: CNS Blo	ock Final							
AAC 540 - Lecture Hall	AAC	RU - Rus	Lecture Hall		147							M1: CNS Bld	ock Final							
AAC 710 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	es.	30															
AAC 711 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	es.	45								BTN 536/1 - L	aboratory Tec	hniques VI					
AAC 712 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	es.	45					MLS	331/1 - Paras		RC 593/1 - R	esearch Proj	OCC 583/					
AAC 713 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	5	30										NTR 542/1 -	Integrat Ntr E				
AAC 747A - Respiratory Care la	AAC	RU - Rus	Respiratory Care	Lab/Class	15			RC 531/1 - Cr	itical RC 5	33/1 - Ped & Ne	eonatal Respi		RC 533/1 - P	ed & Neonatal	Respiratory C	RC 532/1 - 0	ardiopulm Dx 8	Pulm F		
AAC 747B - Respiratory Care la	AAC	RU - Rus	Respiratory Care	e Lab/Class	30			RC 331/1 - Cr	itical RC 3	33/1 - Peds & N	leonatal Ress		RC 333/1 - P	eds & Neonata	I Resp Care	RC 332/1 - 0	ardiopulmn Dia	gnos/Fu		
I AAC 902 - METC	AAC	RU - Rus	METC - McCorm	ick Education Tech.	10				EVS Leap On	line Training							EVS Leap Or	line Training		
AAC 903 - METC	AAC	RU - Rus	METC - McCorm	ick Education Tech.	40				MLS 473P/1 -	- Clin MLS	467/1 - Compre	ehensive	HSM 514/1 - 3	Statistics for H	th Care Mgm	Cardiology F				
AAC 904 - Small Group Room	AAC	RU - Rus	Conference Style	•	12															
AAC 908 - METC	AAC	RU - Rus	METC - McCorm	ick Education Tech.	17				IS 324/1 - Pha	armac ology	CNL Exam					IS 324/1 - Ph	armac ology			
🖹 AAC 909 - Small Group Room	AAC	RU - Rus	Conference Style	•	15															
AAC 916 - Small Group Room	AAC	RU - Rus	Conference Style		15															
≅ AAC 926 - Validation Room	AAC	RU - Rus	Validation Room		3															
AAC 927 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	es	24								PRF 541 / PR	F 381		HHV 504/1 -				
I AAC 928 - Validation Room	AAC	RU - Rus	Validation Room		3															
AAC 929 - Small Group Room	AAC	RU - Rus	Conference Style	•	12															
🖾 AAC 930 - Exam Room	AAC	RU - Rus	Exam Room		10															
AAC 935 - Small Group Room	AAC	RU - Rus	Conference Style	)	12				MLS 571P/1 -	Clini										
🖹 AAC 936 - Exam Room	AAC	RU - Rus	Exam Room		10															
AAC 937 - Small Group Room	AAC	RU - Rus	Conference Style	÷	12				MLS 475P/1 -	Cln					Transplant R					
AAC 943 - Validation Room	AAC	RU - Rus	Validation Room		3															
AAC 944 - Ultrasound Room	AAC	RU - Rus	Ultrasound Room	n	12															
AAC 945 - Validation Room	AAC	RU - Rus	Validation Room		3															
I AAC 949 - Exam Room	AAC	RU - Rus	Exam Room		10															
AAC 950 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	5	38						OCC 516	HSM MP Intr	OCC 538/1 -	Evaluation &	HHV 504/1 -					
AAC 952 - Classroom-Tables	AAC	RU - Rus	Classroom-Table	96	32															
4 Page 1 of 1	)     s	how 200 <del>-</del>	results																	

### Two calendar options:

ASTRA HOME CALENDARS	ACADEMICS	RESO	URCES EVENTS			4													
Rooms Resources Day	Week						1	Choose '(	lassroom Ca	londar' an	d all	Choose	Calendar: Ck	essroom Calendar	Y Filter	Classroom Ca	lendar 🗙	Request F	vent
		-					roo	oms will at	ppear. For jus	st the com	puter		Cl	assroom Calendar					
🔍 Today 🔳 🥥			April 27, 2015	•				labs, cho	ose the 'MET	C' calenda	r u		ME	ETC Calendar	100				
													_						
Room A	Building Code	Campus	Туре	Capacity	6:00 AM	7:00 AM	8:00 AM 9	00 AM 10:0	0 AM 11:00 AM	12:00 PM	1:00 PM 2:00 P	M 3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00
AAC 1046 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	28	_			VAS 361/1 - A	bdominal Vasc	Faculty Acco	ount Cre								
AAC 1048 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	25			CDS 636/1 - Educat	tional Audiology			VAS 401/1 - Professiona	Prac Ultrasound							
AAC 1094 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	28				RADO	Managers me		CDS 540/1 - Spchpath M	g Rush Medica	3						
AAC 1096 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	28			Rus	h Univer:			Student Life 1	BCH 624	•						
AAC 1098 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	32			RC 592/1 - Clinical	Seminar III			HSM 593/1 - Governanc	e, Interprof/Ldrst	HSM 590/A	- Consulting					
AAC 210 - Small Group Room	AAC	RU - Rus	Cafeteria Room	20		Joint Pathwa					RSC MEETING	with							
AAC 211 - Small Group Room	AAC	RU - Rus	Cafeteria Room	15															
AAC 5 Lobby - Lobby	AAC	RU - Rus	Lobby	15															
AAC 539 - Lecture Hall	AAC	RU - Rus	Lecture Hall	147						M1: CNS Blo	ck Final								
AAC 540 - Lecture Hall	AAC	RU - Rus	Lecture Hall	147						M1: CNS Blo	ck Final								
AAC 710 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	30															
AAC 711 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	45							BTN 536/1 - Laboratory	Techniques VI							
AAC 712 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	45					MLS 331/1 - Paras		RC 593/1 - Research Pr	oj OCC 583/							
AAC 713 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	30								NTR 542/1 -	Integrat Ntr E						
AAC 747A - Respiratory Care la	AAC	RU - Rus	Respiratory Care Lab/Class	15			RC 531/1 - Critical	RC 533/1 - P	ed & Neonatal Respi		RC 533/1 - Ped & Neon	atal Respiratory C	RC 532/1 -	Cardiopulm Dx & F	Pulm F				
AAC 747B - Respiratory Care la	AAC	RU - Rus	Respiratory Care Lab/Class	30			RC 331/1 - Critical	RC 333/1 - P	eds & Neonatal Rest		RC 333/1 - Peds & Neo	natal Resp Care	RC 332/1 -	Cardiopulmn Diagr	nos/Fu				
AAC 902 - METC	AAC	RU - Rus	METC - McCormick Education Tech	10			EVS	Leap Online Trai	ning					EVS Leap Onli	ne Training			1	
AAC 903 - METC	AAC	RU - Rus	METC - McCormick Education Tech	40			MLS	6 473P/1 - Clin	MLS 467/1 - Compr	ehensive	HSM 514/1 - Statistics for	r Hith Care Mgm	Cardiology I	F.					
AAC 904 - Small Group Room	AAC	RU - Rus	Conference Style	12															
AAC 908 - METC	AAC	RU - Rus	METC - McCormick Education Tech	17			IS 3	24/1 - Pharmacol	ogy CNL Exam				IS 324/1 - P	harmac ology					
AAC 909 - Small Group Room	AAC	RU - Rus	Conference Style	15															
AAC 916 - Small Group Room	AAC	RU - Rus	Conference Style	15															
AAC 926 - Validation Room	AAC	RU - Rus	Validation Room	3															
AAC 927 - Classroom-Tables	AAC	RU - Rus	Classroom-Tables	24							PRF 541 / PRF 381		HHV 504/1						
AAC 928 - Validation Room	AAC	RU - Rus	Validation Room	3															
AAC 929 - Small Group Room	AAC	RU - Rus	Conference Style	12															
AAC 930 - Exam Room	AAC	RU - Rus	Exam Room	10															
AAC 935 - Small Group Room	AAC	RU - Rus	Conference Style	12			MIS	571P/1 - Clini											
AAC 936 - Exam Room	AAC	RU - Rus	Exam Room	10				of the own											
AAC 937 - Small Group Room	AAC	RU - Rus	Conference Style	12			MIS	475P/1 - Cin				Transplant B	2						
AAC 943 - Validation Room	AAC	RU - Rus	Validation Room	3			WES	and an											
AAC 944 - Ultrasound Room	440	RIL- Rus	Litrasound Room	12															
AAC 944 - Utilasound ruom	AAC	RIL Rue	Validation Room	3															
CE AAC 949 - Valuation Room	AAC	BUL Bus	From Room	10															
AAC 949 - Exam Room	AAC	RU - Rus	Classroom Tables	20					000.512		000 5304 5								
AAC 950 - Classroom-Tables	MAC	RU - Rus	Classroom-Tables	35					000 516	HSM MP Intr	OCC 538/1 - Evaluation	a HHV 504/1 -							
AAC 952 - Classroom-Tables	AAC	KU - Rus	Classroom-Tables	32															

### To Change the Viewing Date:

ASTRA HOME CALENDARS	ACADEMICS	6 RESC	URCES EVE	INTS																				
Scheduling Grids													7											
Rooms Resources Day	Week					-	/										Choose	Calendar: Clas	sroom Calenda	r 🔻 Filter:	Classroom Ca	endar 💌	Request Ev	vent 😓
				A secold a		<		Ţ	o view a d	ifferent d	ate click	on 🧹												
Kana Kana Kana Kana Kana Kana Kana Kana			4	April 2	27, 2015			the	date and	a calenda:	г will арр	ear.												
				1 6 H	April 2015	5 -																		
Room 🔺	Building Code	Campus	Туре	29 30	31 <b>1</b>	2 3	3 4	MA Que	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
AAC 1046 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	56	7 8	9 10	0 11				VAS	361/1 - Abdomi	nal Vasc	Faculty Accou	unt Cre									
AAC 1048 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	12 13	14 15	16 1	18			CDS 636/1 -	Educational Au	diology			VAS 401/1 - P	Professional Pra	ac Ultrasound							
AAC 1094 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	26 27	28 29	30	23					RADC Mana	gers me		CDS 540/1 - 5	Spchpath Mg	Rush Medica							
AAC 1096 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	3 4	5 6	7 8	3 9				Rush Univer	1			Student Life 1		BCH 624							
AAC 1098 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl		Today					RC 592/1 - C	linical Seminar	Ш			HSM 593/1 - 0	Governance, Ir	terprof/Ldrst	HSM 590/A -	Consulting					
AAC 210 - Small Group Room	AAC	RU - Rus	Cafeteria Room			20			Joint Pathwa						RSC I	MEETING with								
AAC 211 - Small Group Room	AAC	RU - Rus	Cafeteria Room			15																		
AAC 5 Lobby - Lobby	AAC	RU - Rus	Lobby			15																		
AAC 539 - Lecture Hall	AAC	RU - Rus	Lecture Hall			147								M1: CNS Bloc	k Final									
AAC 540 - Lecture Hall	AAC	RU - Rus	Lecture Hall			147								M1: CNS Bloc	k Final									
AAC 710 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	les		30																		
AAC 711 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	les		45									BTN 536/1 - L	aboratory Tecl	hniques VI							
AAC 712 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	les		45						MLS	6 331/1 - Paras		RC 593/1 - R	esearch Proj	OCC 583/							
AAC 713 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	les		30											NTR 542/1 - I	Integrat Ntr E						
AAC 747A - Respiratory Care la	AAC	RU - Rus	Respiratory Car	e Lab/Class	s	15				RC 531/1 - C	ritic al RC	533/1 - Ped & N	eonatal Respi		RC 533/1 - Pe	ed & Neonatal I	Respiratory C	RC 532/1 - C	ardiopulm Dx 8	Pulm F				
AAC 747B - Respiratory Care la	AAC	RU - Rus	Respiratory Car	e Lab/Class	s	30				RC 331/1 - C	ritical RC	333/1 - Peds & I	Neonatal Ress		RC 333/1 - Pe	eds & Neonatal	Resp Care	RC 332/1 - C	ardiopulmn Dia	gnos/Fu				
AAC 902 - METC	AAC	RU - Rus	METC - McCorn	mick Educat	tion Tech	. 10					EVS Leap O	nline Training							EVS Leap Or	line Training				
AAC 903 - METC	AAC	RU - Rus	METC - McCorn	mick Educat	tion Tech	. 40					MLS 473P/1	- Clin MLS	467/1 - Compre	hensive	HSM 514/1 - 5	Statistics for HI	th Care Mgm	Cardiology F						
AAC 904 - Small Group Room	AAC	RU - Rus	Conference Styl	le		12																		
AAC 908 - METC	AAC	RU - Rus	METC - McCorn	mick Educat	tion Tech	. 17					IS 324/1 - Pt	narmac ology	CNL Exam					IS 324/1 - Pha	armac ology					
AAC 909 - Small Group Room	AAC	RU - Rus	Conference Styl	le		15																		
AAC 916 - Small Group Room	AAC	RU - Rus	Conference Styl	le		15																		
AAC 926 - Validation Room	AAC	RU - Rus	Validation Room			3																		
AAC 927 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	les		24									PRF 541 / PR	F 381		HHV 504/1 -						
AAC 928 - Validation Room	AAC	RU - Rus	Validation Room			3																		
I AAC 929 - Small Group Room	AAC	RU - Rus	Conference Styl	le		12																		
AAC 930 - Exam Room	AAC	RU - Rus	Exam Room			10																		
AAC 935 - Small Group Room	AAC	RU - Rus	Conference Styl	le		12					MLS 571P/1	- Clini												
AAC 936 - Exam Room	AAC	RU - Rus	Exam Room			10																		
AAC 937 - Small Group Room	AAC	RU - Rus	Conference Styl	le		12					MLS 475P/1	- Cln					Transplant R							
AAC 943 - Validation Room	AAC	RU - Rus	Validation Room			3																		
AAC 944 - Ultrasound Room	AAC	RU - Rus	Ultrasound Roor	m		12																		
AAC 945 - Validation Room	AAC	RU - Rus	Validation Room			3																		
AAC 949 - Exam Room	AAC	RU - Rus	Exam Room			10																		
AAC 950 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	les		38							OCC 516	HSM MP Intr	OCC 538/1 - 1	Evaluation &	HHV 504/1 -							
AAC 952 - Classroom-Tables	AAC	RU - Rus	Classroom-Tabl	les		32																		

### Requesting an Event:



### The Event Request Form:

ASTRA HOME CALENDARS ACADEMIC	MICS RESOURCES EVENTS	
Events   Event Request   Notifications		
Editing 🔚 Submit 🤤 Cancel		
Event Request (Event Request Form)	m)	
1. Co Event Details	Complete the 'Event Details' Please fill out the following form as completely as possible. Items marked with an (*) are required.	
Event Name:*		
Event Estimated Attendance:*		
Do you need a room with a projector?:*	· · · · · · · · · · · · · · · · · · ·	
Comments:		
Event Meetings		
Meeting Name*:	Max Attendance: 0	Ŷ
Meeting Type*: Meeting+	X V Private Featured Requires Room	
	2. Event Meeting section can be skipped 3. Choose a date for this event.	
Meeting Recurrence	Meetings	_
	Create     Create     Create	-
Single Meeting(s) Recurring Spann	anning Name Start Date Start Time End Time End Date Room Resources	
Start Time: 9:00 AM × v End T	d Time: 10:00 AM × •	
Image: Constraint of the system         Image: Constand of the system         Image: Constand	May 2015         >           T         W         F         S           28         29         30         1         2           4         5         6         7         8         9           12         13         14         15         16           19         20         21         22         23         4         5         6	
Contact Information		
Contact Email:	Virginia_Waite@rush.edu	
Department:*	Registrar's Office	
Contact Name:	Y	

### Assigning a Date on the Event Request Form:

ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS	75									
Events   Event Request   Notifications										
Edting 🔄 Submit Scancel										
Event Request (Event Request Form)										

#### Please fill out the following form as completely as possible. Items marked with an (\*) are required.

Event Details	
Event Name:*	Registrar's Office Meeting
Event Estimated Attendance:*	15
Will food be served at this event?:*	No
Do you need a room with a projector?:*	No
Comments:	

#### Event Meetings

Meeting Name*:	Registrar's Office Meeting	Max Attendance:	0		
Meeting Type*:	Meeting+	*	Private	E Featured	Requires Room
Description:					

Meeting Recurrence		Meetings
	• Create	
Single Meeting(s) Recurring Spann	ning	Name Start Date Start Time End Time End Date Room Resources
Start Time:         9:00 AM         X         End Ti           Image: April 2015 The second se	ime: 10:00 AM × •	3c. Click the 'Create' button
29         30         31         1         2         3         4         26         27         2           5         6         7         8         9         10         11         3         4           12         13         14         15         16         17         18         10         11         1           19         02         21         22         3         24         25         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18         18         17         18         17         18         17         18         17         18         17         18         17         18         17         18	28 29 30 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23	3b. Choose a Start and End time
26         27         28         29         30         1         2         24         25         2           3         4         5         6         7         8         9         31         1           Today         Clear	26 27 28 29 30 2 3 4 5 6	3a. Choose a date by clicking on the number
Contact Information		
Contact Email:	Virginia_Waite@rush.edu	
Department:*	Registrar's Office	×

\*

Contact Name:

### Requesting a Room:

	a de la companya de l	and the second				ili a nde dil de <u>un belle a cumpelare a anche le un belle</u> r a		
ASTRA HOME CA	ALENDARS ACADEMIC	CS RESOURCES EVENTS						
Events   Event Requ	lest Notifications							
Editing								
Event Request (Ev	vent Request Form)							
			Please fill o	it the following form as completely	as possible. It	ams marked with an (*)	are required	
			Flease fill of	at the following form as completer	d5 p055ible. 10		are required.	
<b>Event Details</b>								
Event Name:*		Registrar's Office Meeting						
Event Estimated Atte	endance:*	15					<b></b>	
Will food be served a	at this event?:*	No					~	
Do you need a room	with a projector?:*	No					~	
Comments:								
Event Meetings								
Meeting Name*: R	Registrar's Office Meeting				Max Attendance	: 0		
Meeting Type*:	Meeting+			×	~	Private	Featured	Requires Room
Description:								
			(	the Olively an				
				4b. Click on 'Request Rooms'				
				Request Rooms				
Meeting Recurre	nce	Ĩ	Meetings					
recting rectine		(+ Create	Request Rooms	Delete				
		Cital	Name	Start Data Start Time End T	me End Date	Room Resource	er.	
Single Meeting(s)	Recurring Spann	ning	- Registrar's Office Mee	ing 05/01/2015 M 3:30 PM 0	i/01/2015	Resource	00	
Start Time: 2:30 F	PM × × End T	ime: 3:30 PM × ×						
April 2015	• F 🕅 🗆	May 2015 <del>-</del> 🕨						
S M T W 29 30 31 1	T F S S M 2 3 4 26 27	T W T F S 28 29 30 1 2	10.0	heak the				
5 6 7 8	9 10 11 3 4	5 6 7 8 9	4a. C	box				
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26 27 28 29	30 1 2 24 25	26 27 28 29 30						
3 4 5 6	7 8 9 31 1	2 3 4 5 6						
Today Clear		· · · · · · · · · · · · · · · · · · ·						
Contact Informat	tion							
Contact Email:		Virginia_Waite@rush.edu						
Department:*		Registrar's Office					~	
Contact Name:							~	

### Choosing a Room:

Event Details       Assign Room	
Event Details Assign Room	
Event Details Assign Room	
Event Name:* Registrar's Office Meeting Filter Room + Score + Registrar's Office	
Event Estimated Attendance:* 15 Saved Filter: Classroom: x v Fri Your event	
Will food be served at this event?:* No Room	
Do you need a room with a projector?:* No This window -Capacity: EAAC 1048 - Cla 100 Unavailable	
Comments: Will appear. Between 0 🗘 🖾 AAC 968 - Clas 100 Avail (Request) The room already has a	
and 🗘 🖾 AAC 1096 - Cla 94 Unavailable confirmed event scheduled and	
I AAC 1094 - Cla 94 Avail (Request) is unavailable.	
Event Meetings 🛛 Room Type 📄 🖾 AAC 1046 - Cla 94 Unavailable	
Meeting Name*: Registrar's Office Meeting Easture	
Meeting Type*: Meeting+ All State All	
Description: Region (1) 🔿 MAC 710 - Clas 91 Unavailable	
Image: Classrooms     Image: Classrooms       Image: Classrooms     Image: Classrooms	
All Unavailable	
AAC 1098 - Cla 89 Avail (Request)	
I AAC 969 - Clas 85 Avail (Request)	
I™ AAC 950 - Clas 82 Unavalable	
Meeting Recurrence   Meetings  Meetings  Meetings	
Create     Creat	
Single Meeting(c) Recurring Spanning	
Single Heeding(s) Reduining Spanning ■ AAC 971 - Clas 77 Avail (Request)	
Start Time: 2:30 PM X V End Time: 3:30 PM X V	
S M T W T F S S M T W T F S 29 30 31 1 2 3 4 28 27 28 29 30 1 2	
5 6 7 8 9 10 11 3 4 5 6 7 8 9	
12 13 14 15 16 17 18 10 11 12 13 14 15 16	
26 27 28 29 30 1 2 24 25 26 27 28 29 30	
3 4 5 6 7 8 9 31 1 2 3 4 5 6	
Today Clear	
Contact Information	
Contact Email: Virginia_Waite@rush.edu	
Department:* Registrar's Office (custom) 🔛 🖉 🔍 Search	1 of 1 🕨 🕅
Contact Name:	OK Cancel

### Continuation of Choosing a Room:

		Diagon fill out the following	form on comple	toly po possi	ible Th	ome marked	with a	(*) are required	
(			torm as comple	tery as possi	ible. It	ems markeu	with a	an (*) are required.	
Event Details		Assign Room							
Event Name:*	By expanding the '+' in the	Lines .		Regions	Capacity	Room Type	Score +	Registrar's Off	
Event Estimated Attendance:*	column will appear	Saved Filter: Classroom: × v						Fri	
Will food be served at this event?:*	column will appeal.	Room						2:30pm-3:30pm	
Do you need a room with a projecto		-Capacity:	AAC 1046 - Cla	Classrooms	28	Classroom-Tables	94	Unavailable	
Comments:		Between 0	AAC 1048 - Cla	Classrooms	25	Classroom-Tables	100	Unavailable	
/		and	AAC 1094 - Cla	Classrooms	28	Classroom-Tables	94	Avail (Request)	
	By adding your event's	×	AAC 1096 - Cla	Classrooms	28	Classroom-Tables	94	Unavailable	
Event Meetings	capacity only rooms that fit	Room Type 🖉	AAC 1098 - Cla	Classrooms	32	Classroom-Tables	89	Avail (Request)	
Meeting Name*: Desigtrar's Offic	that capacity will appear.	All	E AAC 210 - Sma	Classrooms	20	Cafeteria Room	50	Unavailable	
Mosting Turnet		Feature	- AAC 211 - Sma	Classrooms	15	Cafeteria Room	50	Avail (Request)	
Description	o view all rooms be sure this	Region (1)	AAC 5 Lobby	Classrooms	15	Lobby	50	Avail (Request)	
bescription:	number is at '0'.	Classrooms	AAC 539 - Lect	Classrooms	147	Lecture Hall	58	Avail (Request)	
		Room	AAC 540 - Lect	Classrooms	147	Lecture Hall	58	Avail (Request)	
		All	AAC 710 - Clas	Classrooms	30	Classroom-Tables	91	Unavailable	
			AAC 711 - Clas	Classrooms	45	Classroom-Tables	77	Avail (Request)	
			AAC 712 - Clas	Classrooms	45	Classroom-Tables	77	Avail (Request)	
(		AT	AAC 713 - Clas	Classrooms	30	Classroom-Tables	91	Avail (Request)	
leeting Recurrence	Mee	tings	AAC 747A - Re	Classrooms	15	Respiratory Car	50	Unavailable	
	• Create	Request	AAC 747B - Re	Classrooms	30	Respiratory Car	91	Unavailable	
Single Meeting(s) Recurring Sp	panning	Name	AAC 902 - METC	METC, Classro	10	METC - McCor	50	Avail (Request)	
itart Time: 2:30 PM × ¥ Er	nd Time: 3:30 PM X Y	Regis	AAC 903 - METC	METC, Classro	40	METC - McCor	81	Avail (Request)	
4-30245			AAC 904 - Sma	METC, Classro	12	Conference Style	50	Avail (Request)	
April 2015 V T F S S A	May 2015 * F		AAC 908 - METC	METC, Classro	17	METC - McCor	50	Unavailable	
29 30 31 1 2 3 4 26 2	7 28 29 30 1 2		AAC 909 - Sma	Classrooms	15	Conference Style	50	Avail (Request)	
5 6 7 8 9 10 11 3	4 5 6 7 8 9		AAC 916 - Sma	Classrooms	15	Conference Style	50	Avail (Request)	
19 20 21 22 23 24 25 17 1	8 19 20 21 22 23		AAC 926 - Valid	Classrooms	3	Validation Room	50	Avail (Request)	
26 27 28 29 30 1 2 24 2	25 26 27 28 29 30		E AAC 927 - Clas	Classrooms	24	Classroom-Tables	50		
3 4 5 6 7 8 9 31	1 2 3 4 5 6		E AAC 928 - Valid	Classrooms	3	Validation Boom	50	Avail (Request)	
Today Clear	······································				*		~~		
Contact Information									
Contact Email:	Virginia Waite@rush.edu								
Department:*	Registrar's Office	(custom)	Dane	1 of 3	N I	2		Meetings: 0 of 1 Page 1 of 1	
Contact Name:			Page			· · · · · · · · · · · · · · · · · · ·			
								ОК	Cancel

### Continuation of Choosing a Room:

Please fill out the following form as completely as possible. Items marked with an (\*) are required.

Event Details			Assign Room								
Event Name:* Event Estimated Attendance:* Will food be served at this event?:*	Registrar's Office Meeting 15 No		Filter	Room 🔺 🦷	Regions	Capacity	Room Type	Score +	Registrar's Off 5/1/2015 Fri 2:30pm-3:30pm		
Do you need a room with a projector?:*	No		-Capacity:	≅ AAC 1046 - Cla	Classrooms	28	Classroom-Tables	94	Unavailable		
Comments:			Between 0	🖻 AAC 1048 - Cla	Classrooms	25	Classroom-Tables	100	Unavailable		
			and 🔶	🖾 AAC 1094 - Cla	Classrooms	28	Classroom-Tables	94	Avail (Request)		
				≅ AAC 1096 - Cla	Classrooms	28	Classroom-Tables	94	Unavailable		
Event Meetings			Room Type 📄	E AAC 1098 - Cla	Classrooms	32	Classroom-Tables	89	Avail (Request)		
Meeting Name*: Registrar's Office Meeting			All Feature	E AAC 210 - Sma	Classrooms	20	Cafeteria Room	50	Unavailable	1	
Meeting Type*: Meeting+			All	AAC 211 - Sma	Classrooms	15	Cafeteria Room	50	Avail (Request)		
Description:			Region (1)	AAC 5 Lobby	Classrooms	15	Lobby	50	Avail (Request)		
			Classrooms	AAC 539 - Lect	Classrooms	147	Lecture Hall	58	Avail (Request)		
			All	≅ AAC 540 - Lect	Classrooms	147	Lecture Hall	58	Avail (Request)		
				AAC 710 - Clas	Classrooms	30	Classroom-Tables	91	Unavailable		
				AAC 711 - Clas	Classrooms	45	Classroom-Tables	77	Avail (Request)	1. Select a room	
				≅ AAC 712 - Clas	Classrooms	45	Classroom-Tables	77	Avail (Request)	by clicking on the	
Meeting Recurrence	<u>«</u>	Meetings		≅ AAC 713 - Clas	Classrooms	30	Classroom-Tables	91	Avail (Request)	hox	
	• Create	Reques		AAC 747A - Re	Classrooms	15	Respiratory Car	50	Unavailable		
Single Meeting(s) Recurring Spann		Nam	6	AAC /4/B - Re	Classrooms	30	Respiratory Car	91	Unavailable		
		Regi	S	MAC 902 - METC	METC, Classro	10	METC - McCor	50	Selected		
Start Time: 2:30 PM × Y End Th	me: 3:30 PM × •			AAC 903 - METC	METC, Classro	40	METC - McCor	01	Avail (Request)		
April 2015 ▼	fay 2015 ▼ ▶			AAC 904 - SINA	METC, Classic	12	METO MaCar	50	Avail (Request)		
S M T W T F S S M T 29 30 31 1 2 3 4 26 27 2	T W T F S 28 29 30 1 2			AAC 900 - METC	Classrooms	17	Conference Style	50	Onavallable	1	
5 6 7 8 9 10 11 3 4	5 6 7 8 9			AAC 505 - Sma	Classrooms	15	Conference Style	50	Avail (Request)		
12 13 14 15 16 17 18 10 11 1 19 20 21 22 23 24 25 17 18 1	12 13 14 15 16 19 20 21 22 23			AAC 916 - Sma	Classrooms	3	Validation Room	50	Avail (Request)		
26 27 28 29 30 1 2 24 25 2	26 27 28 29 30			AC 927 - Clas	Classrooms	24	Classroom-Tables	50	Linavailable		
3 4 5 6 7 8 9 31 1	2 3 4 5 6			E AAC 928 - Valid	Classrooms	3	Validation Room	50	Avail (Request)	2. Click on	
Today Clear			-		0.000100.00	Č.				button	
Contact Information											
Contact Email:	Virginia_Waite@rush.edu										
Department:*	Registrar's Office		(custom) 🔚 🖉 🗸 🧕 Search	4 4 Page	1 of 3 🕨	N I	3		Mee	tings: 1 of 1	ÞI
Contact Name:										ОК Са	ncel

### Completing the Event Request Form:

Editog 🔄 Submit 🛛 👄 Cancel								
Event Request (Event Request Form)								
2. Click the Please fill out the following form as completely as Submit' button.				as possible. Ite	ms marked with an (*) are requ	iired.	۲	
Event Name:*		Registra	r's Office Meeting					
Event Estimated At	tendance:*	15					÷	
Will food be served	at this event?:*	No					¥	
Do you need a roon	with a projector?:* No					~		
Comments:								
Event Meetings								
Meeting Name*:	Registrar's Office Meeti	Ig			Max Attendance:	0		×
Meeting Type*:	Meeting+			× •		Private	Featured	Requires Room
Description:								
l								



### Completed Event Request:



Thank you for your request. Space is reserved on a first-come, first serve basis. Although a room may appear as available on the calendar, there could be a pending request already in queue. If your request cannot be fulfilled, we will do our best to match you with a comparable space to meet your needs.

Your event request was successfully submitted when this message appears.

### Locating Events that you have requested:



### Customizing your Astra home page.

SCHEDULE			Loqu
CALENDARS ACADEMICS RESO	DURCES EVENTS	10011001100110011001100110011001	Welcome to your 'Home Page'
			You can customize your home Add Items to Your Ast
Eurotions	Event List		page here.
	Event Name	Status	
01111111110	klj;fdsak;lifsd	Requested	
	TEst	Requested	
	Page 1 of 1		
	Holiday/Announcements		
	CON Summer Term Begins	5/4/2015	
	GC Spring Term Ends	5/15/2015	
	GC Summer Term Begins	5/18/2015	
	Graduation	5/21/2015	
	Memorial Day	5/25/2015	
	CHS Spring Term Ends	6/12/2015	
	CHS Summer Term Begins	6/22/2015	
	July 4th Holiday	7/3/2015	
Dashboard Report External Links Holiday/Announcements Report List Add to: LeftZone  Add Cancel Choose ar would like home page box and	ny category you shown on your by checking the clicking 'Add'.		