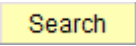


## *Important information concerning Class Schedule Entry*

1. Room assignments continue to be made by the Ad Astra software. However, the **DEPARTMENTS WILL NOW BE ALLOWED TO MODIFY ROOM ASSIGNMENTS** if they so choose.
2. Check out the **ENROLLMENT CAPACITY** for the class **BEFORE** making **ROOM ASSIGNMENTS**.
3. Decide before getting into system what **TYPE CLASSROOM** you need.
4. Be sure that the **ROOM SELECTION REFLECTS THE CAMPUS LOCATION** of the class.
5. **ASSIGN ROOMS** according to your **REGION**.
6. If you **ADD, CANCEL, OR COMBINE A CLASS**, the changes **WILL BE SEEN** in the Astra web client the **FOLLOWING DAY**. A nightly refresh must be done to display these changes.
7. A nightly update / refresh is required to update data in Astra web client. This update requires that no users are on the system. Please **BE OUT OF THE SYSTEM AT 5PM DAILY**.
8. **COLLEGE HALL** will soon be renovated, so **NO CLASS ASSIGNMENTS** can be made in this building beginning Spring 2009. The **estimated** length of the project is 2 years.

## *Search for a Facility*

Home > Curriculum Management > Facility and Event > Search for a Facility

1. Academic Institution:      Enter USM01.
2. Click on the  button.

### **Search for a Facility**

Enter any information you have and click Search. Leave fields blank for a list of all values.

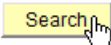


**Find an Existing Value** \_\_\_\_\_



Academic Institution:

Description:

Short Description:

Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

3. From Date: Enter the first date that you will need the room.
4. End Date: Enter the last date that you will need the room.
5. Meeting Start Time: Enter the beginning time of the class.
6. Meeting End Time: Enter the end time of the class.
7. **M Tu W Th F Sa Su**  
      : Click on the days of the week that you will require use of the room.
8. Facility Type: Select the appropriate facility type from the  search.
9. Room Capacity From: Enter the minimum number of students that would be enrolled.
10. Room Capacity To: Enter the maximum number of students that would be enrolled.
11. Location Code: Enter the code for the location of the class or choose from the  search.
12. Click on the **Fetch Facilities** button.

Facility Search Criteria **Facility Search Results**

Academic Institution: Univ of Southern Mississippi

**Meeting Criteria**

\*From Date: 01/14/2008  \*End Date: 05/23/2008

\*Meeting Start Time: 9:00AM \*Meeting End Time: 9:50AM

M Tu W Th F Sa Su

**Facility Criteria**

Facility Type: LCTR  Lecture Room


\*General Assignment: Ignore Fld  Room Capacity From: 1 Room Capacity To: 50

Academic Organization:

Facility Partition:

Location Code: HBG  Hattiesburg

Building:

**Fetch Facilities** 


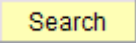
13. SUGGESTED, but NOT REQUIRED: Click on the **Assignment** link on the right-hand side. This will sort them to be seen easier.
  14. “N” in the **Assignment** column = room is currently AVAILABLE to be scheduled for the dates and times selected.
- “Y” appears in the **Assignment** column = room is currently NOT AVAILABLE to be scheduled for the dates and times selected.

Academic Institution: Univ of Southern Mississippi

Short Description	Room	Facility ID	Capacity	Type	Acad Org	Assignment	Partition	Location
GHB	103A	GHB 103A	18	LCTR	USM01	N		HBG
FAB	218	FAB 218	30	LCTR	USM01	N		HBG
MCL	213	MCL 213	22	LCTR	USM01	N		HBG
OMH	107	OMH 107	49	LCTR	USM01	N		HBG
Cook Lib	205	LIB 205	20	LCTR	USM01	N		HBG
	204	IC 204	15	LCTR		Y		HBG
PSRC	106	PSRC 106	28	LCTR		Y		HBG
TEC	251	TEC 251	48	LCTR		Y		HBG
Payne Cntr	208	PAYN208	30	LCTR		Y		HBG
EHH	241	EHH 241	30	LCTR		Y		HBG
GHB	104	GHB 104	18	LCTR		Y		HBG
Bolton	FYE	BOL FYE	30	LCTR		Y		HBG
HPR	205	HPR 205	20	LCTR		Y		HBG
	201	IC 201	22	LCTR		Y		HBG
GHB	107	GHB 107	18	LCTR		Y		HBG

## Class Facility Usage


Home > Curriculum Management > Facility and Event > Class Facility Usage

1. SetID: Enter USM01 or select from  search.
2. Fill in the information that you know:
  - a. Facility ID = Building + room number
  - b. Building = Building code
  - c. Facility Type = Type of classroom you need (lecture, HVUC, etc)
3. Click on the  button.


### Class Facility Usage

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

SetID: =  

Facility ID: begins with

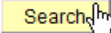


Building: begins with  

Room: begins with


Description: begins with

Facility Type: =





Case Sensitive


  [Basic Search](#)  [Save Search Criteria](#)

4. Term: Enter the term code for the term of interest.




5. Session: Select the appropriate session type using the  search.
6. Day of the Week: Select **one** of the days that the class will meet.
7. Click on the **Fetch Class Meetings** button.

### Class Facility Usage





SetID: USM01  
 Facility ID: LAB 204    LAB    204    Room Capacity: 65  
 \*Term: 4085     Spr 2008    Facility Type: HVUC Rm  
 Session: 1     Regular    \*Day of the Week: Tuesday     **Fetch Class Meetings** 

8. The results will display the:
  - a. Days and times the room is already occupied.
  - b. The class that is occupying the room at specific times.
  - c. Start to end dates the room will be occupied by that class.
  - d. Total enrollment of the class occupying the room
9. Click on the **Return to Search**  button to begin a new search or go elsewhere.

### Class Facility Usage

SetID: USM01  
 Facility ID: LAB 204    LAB    204    Room Capacity: 65  
 \*Term: 4085     Spr 2008    Facility Type: HVUC Rm  
 Session: 1     Regular    \*Day of the Week: Tuesday     **Fetch Class Meetings**

Class Sections															
Start Time	End Time	Subject	Catalog	Section	M	Tu	W	Th	F	Sa	Su	Start Date	End Date	Session	Tot Enrl
9:30AM	10:45AM	ANT	101	H004	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2008	05/09/2008	1	64
11:00AM	12:15PM	ANT	101	H005	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2008	05/09/2008	1	66
1:00PM	2:15PM	ANT	101	H006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2008	05/09/2008	1	62
2:25PM	3:40PM	SOC	314	H001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2008	05/09/2008	1	67

 Return to Search   
  Previous in List   
  Next in List   
  Notify