Sign into Astra, which can be found on the Registrar webpage. [https://www.usm.edu/registrar](https://www.usm.edu/registrar). Sign in credentials are your ID with the “W” and your password for SOAR.

Academic sections in Astra Schedule can be located in the Academics area of the application. Select the “Sections” option to search and view the list of sections.
To limit the number of records being displayed you may enter filter criteria in the panel on the left. You may select one or more subjects, courses, days of the week, campuses, buildings, and/or rooms as desired to further limit the section record list to just those records you wish to view. Search and filter criteria are combined as you enter more options. Filter criteria are retained and will continue to be displayed if you leave the section list and return. Click **Search** to retrieve your records.

To **Edit** a section, click the View Pencil icon on your Section List of courses.

Just below the Section Info panel is a tabbed interface that displays the section meeting(s). The Meetings tab is a meeting summary list that will include any meetings for the section, including any exams that have been created. The meeting times, days, dates, instructor, enrollment values, and location are all included here at a glance.

Click the View Pencil icon to view the meeting detail for any meeting on the list.
To Edit a Meeting Pattern, click “Edit Meeting Pattern.”

Here you will be able to change times/days. Enter your new approved Start Time and the Duration (mins) to generate the new End Time. You cannot directly type in the End Time field.
Confirm, by clicking “Ok” twice.

Click the House icon to assign a room. **Note**—You can assign rooms to your designated spaces only. Otherwise, rooms will be assigned at a later date.
Click the “Meetings” tab to return to section info.

Click “Save” to complete.
Click on “Sections” to return to all other course sections.

To **Delete/Cancel** a section, click on the “X” icon on your Section List of courses.