Ad Astra Scheduler

Collin Ad Astra District-Wide Scheduling Guidelines

I.   **Goals and Mission of Collin's Ad Astra Scheduler**
     The primary goal for Collin Ad Astra Scheduler is to effectively and efficiently schedule all academic spaces and conference center areas across the district.

     With the enormous growth Collin College has experienced, our mission to support and enhance the scheduling needs at every campus.

     For any questions, please contact Sandi Herrera at smherrera@collin.edu.

     Keywords: ***Academic spaces*** *are classrooms and computer labs.* ***Conference center*** *locations are at the Frisco, McKinney, Plano,Technical and Wylie Campuses.*

II. **Purpose and Responsibilities**
     The fundamental purpose of the Collin Ad Astra Scheduler is to provide a district-wide standard and consistent process for scheduling all academic spaces and conference center areas, particularly with Collin College's Academic Division and Workforce Department offices.

III. **Ad Astra Access and User Roles**
     "Guest Access" is initially assigned when logging into Ad Astra or submitting a request form. Collin College employees needing a specialized user role must contact their Academic/Department Dean or Department Director. Once the dean or director approves the request for access, the dean or director must email the Campus Provost Executive Assistant with the requestor's information and the type of access the requestor needs. The Campus EA will email the District Manager of Academic Scheduling to assign the specialized role.

     *** Please email the Executive Dean's Assistant for Celina, Courtyard, and Farmersville employees. Once the email is approved, the Executive Dean's assistant will email the District Manager of Academic Scheduling.

     The administrator/user role at each Campus is the Executive Assistant (EA) of the Campus Provost or the Assistant to the Executive Dean at Celina, Courtyard, or Farmersville (at CHEC, it is the Associate Provost Assistant). The EAs oversee all

academic spaces and **event areas** at their respective campuses. The Campus Provosts' EAs also provide the Campus Provost with an event report of the events that are either scheduled or pending Campus Provost approval. The EAs also approve the campus users and roles.

*Keywords: **event areas** are the spaces like the inside atrium areas or the outside areas like a parking garage, commons area, courtyard, parking garage or lot, patio, and quad spaces.*

IV. **Request Forms and Special Events**
Please fill out a Campus Room Request Form to schedule any academic spaces (classrooms and computer labs) or small conference rooms.

If you need to request a computer lab or classroom for an extended period, email the Campus Provost Executive Assistant at the respective Campus.

The campus request forms are specifically for any faculty or staff-related meeting or department/division request. **Please note that the first two weeks of a semester or the final exam week are considered "blackout dates," meaning no room requests are allowed.**

Visit the **Internal Requests** web page to request the use of a conference center or atrium, event area, or parking lot.

V. **Guidelines Summary**
Three key roles/functions of Ad Astra Scheduler:

- Assist Academic Divisions and Workforce Program Departments with their scheduling needs.
- Request Forms to reserve academic spaces, conference centers, or event areas district-wide at Collin College's various campuses and Collin Higher Education Center.
- Create Specialized Ad Astra roles/access.

The Campus Provost EAs oversee all academic spaces and event areas for their respective campuses. When a Campus Request Form for a particular campus is submitted, the EA's team will evaluate and approve the request. The Executive Dean at the Celina, Courtyard Campus or Farmersville Campus are the principal administrators for Ad Astra user access and academic spaces.

Each campus has three main areas on the Campus Request Form:

- Classrooms

- Computer Labs
- Small Conference Rooms

To view the various campus request forms **click here** (you must be logged into Collin.OneLogin.com). To request the use of a conference center or atrium, event area, or parking lot, **click here**.

If you have suggestions to improve the Ad Astra user experience, please contact Sandi Herrera, smherrera@collin.edu.