

AD ASTRA INFORMATION SYSTEMS

ABOUT AD ASTRA

THE HONORS COLLEGE
UNIVERSITY OF HOUSTON

ABOUT AD ASTRA INFORMATION SYSTEMS

Ad Astra is a web-based system for academic and event room scheduling at UHS, accessible to all students and employees.

Why is the Honors College using Ad Astra?

Ad Astra is a tool mandated for use by all University Honors College employees. Its primary function is to streamline the process of reserving rooms for events. By utilizing Ad Astra, we ensure that both University administration and the Office of the Registrar are aware of room availability, facilitating efficient scheduling and coordination.

Who should I contact if I am experiencing issues?

If you encounter any difficulties or have questions regarding your event, feel free to contact the Honors College Event Staff at honevent@cougarnet.uh.edu. Typically, our team responds to inquiries within two business days. For urgent matters requiring immediate attention, you can directly reach out to Miguel Lopez, Director of Honors Relations, at mlopez78@uh.edu.

LOGGING IN TO AD ASTRA

There are two ways to log in to Ad Astra.

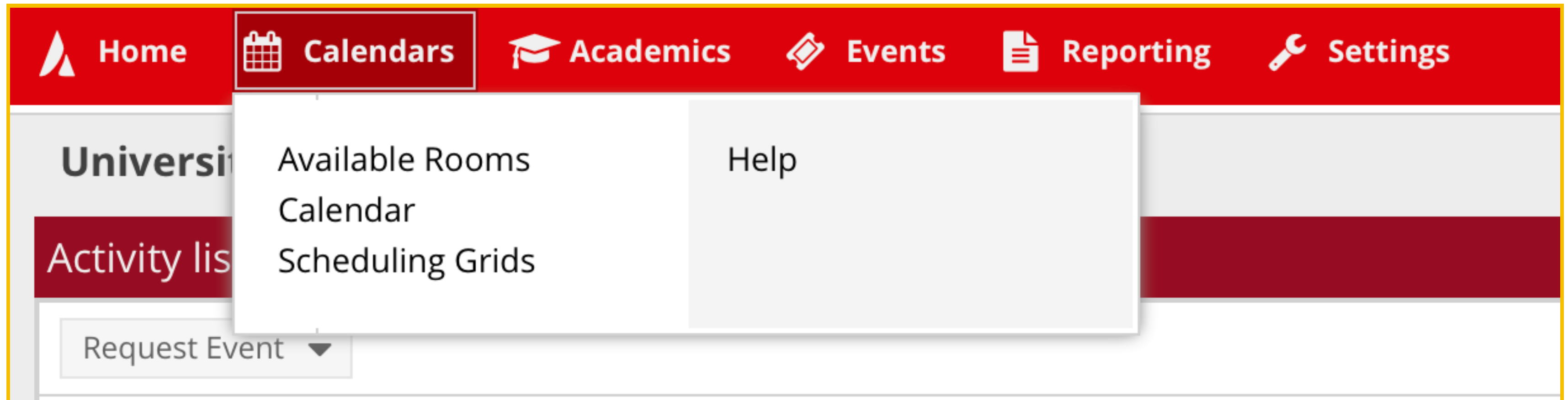
AD ASTRA INFORMATION SYSTEMS

CALENDAR VIEWS AND GRIDS

THE HONORS COLLEGE
UNIVERSITY OF HOUSTON

CALENDAR VIEWS

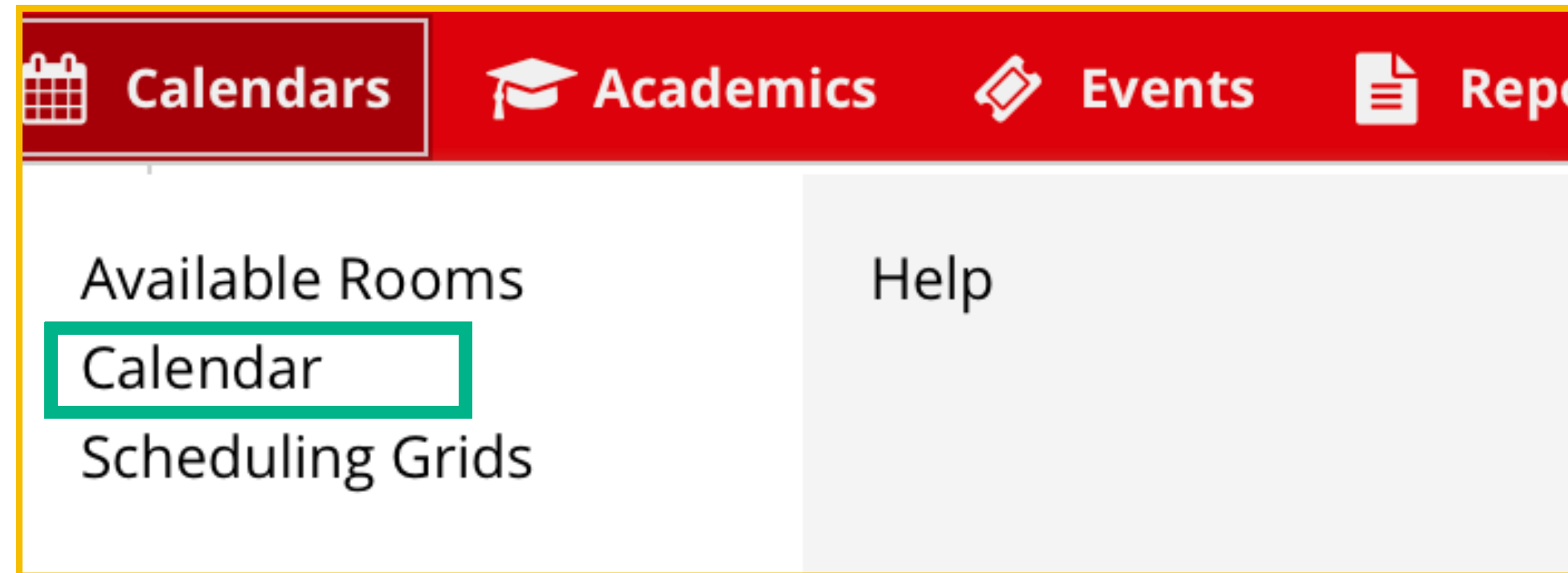
There are two ways to view calendars in Ad Astra: **Calendar** and **Scheduling Grids**. To access these views, click on *Calendars* at the top left hand corner of the screen.



NOTE: Depending on your access level, you may not have all the fields indicated in the photo above. This will not impact your ability to view Calendar and Scheduling Grids.

CALENDAR VIEWS - *Calendar*

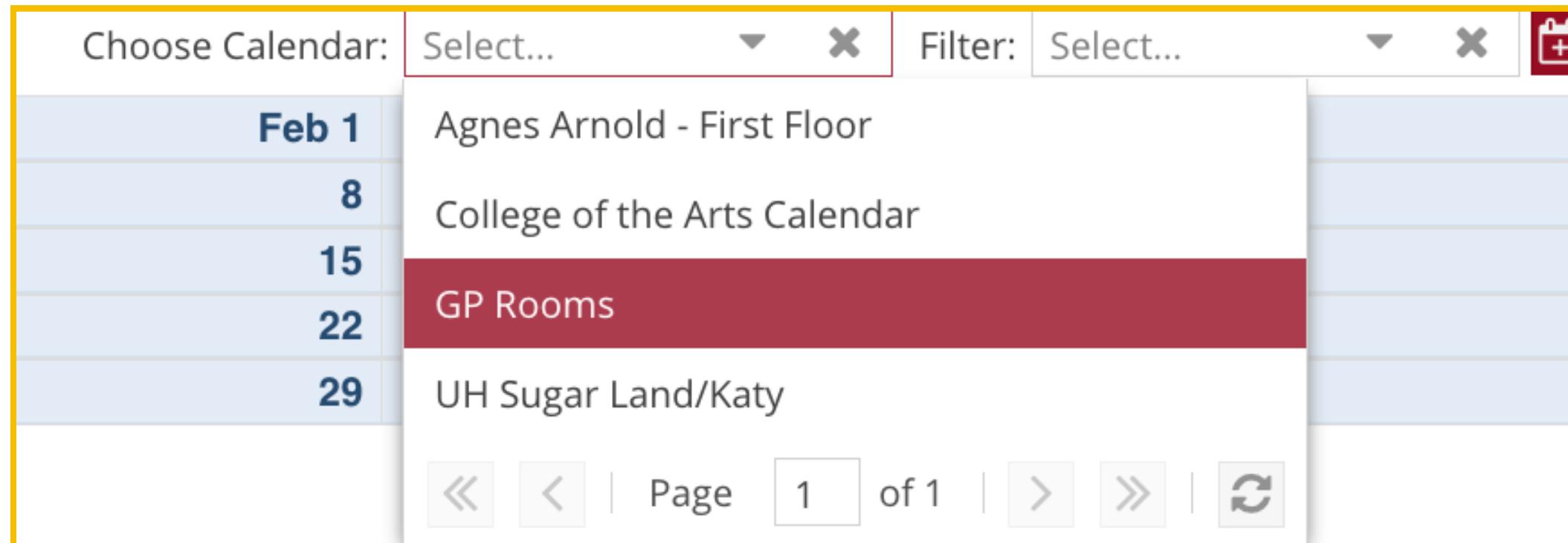
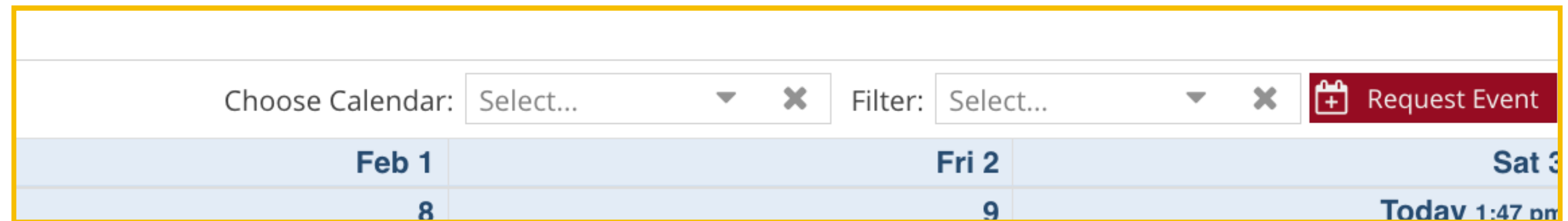
The *Calendar* view is a great way to get a snapshot of all the events in the Honors College.



CALENDAR VIEWS - *Calendar*

Because the entire UHS uses Ad Astra, the view might show all system-wide events. To narrow your search to include only Honors College events, click on Choose Calendar and select UH Honors College.

Choose Calendar is located on the top right side of the screen.



Select
UH Honors College

CALENDAR VIEWS - *Calendar*

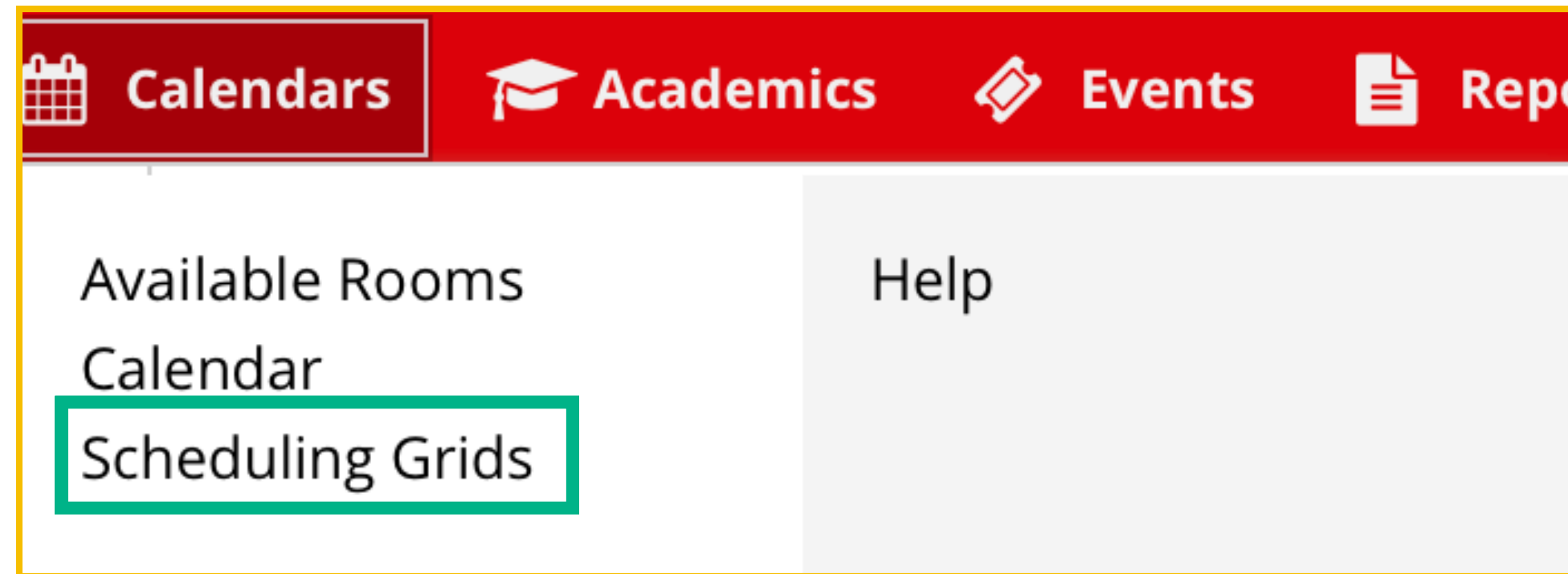
Once you have selected UH Honors College, you will be able to see . . . In the top left, you can choose to view events by List, Day, Week or Month. Additionally, you can type the name of an event in the *Calendar Search* box.

The screenshot displays the UH Honors College calendar interface. At the top, there is a navigation bar with links for Home, Calendars, Academics, Events, Reporting, and Settings. The current date is February 2024. Below the navigation bar, there is a search bar labeled "Calendar Search" and view options: List, Day, Week, and Month. The calendar shows a weekly view for February 2024, with events listed for each day. The events are color-coded in green and include titles such as "OURMA Meetings", "Logistics Committee", "Honor Ambassadors Officer Meeting", "CCEC", "HOLD (Entire College) Open House", "SSO Meeting", "Symposium on Experiential Learning", "Terry Reading Day", "Recruitment Staff Meetings", "Honor Overview and Tour", "Terry Officer Meeting", "SGB Trivia Night", "Journal Club on the Biological Sciences Meetings", "WEAR Weekly Meetings", "Great Conversation Table Topic Workshop", "OURMA Meeting (Bettinger)", "Events Committee Meeting", "Bonner Leaders Program (Will Henderson)", "Comm Teams Meeting", "Staff Meeting (Dean Appel)", "Recruitment Staff Meetings (Hennessy)", and "Strategic Planning Committee".

This close-up screenshot focuses on the top left of the calendar interface. It shows the "Calendar Search" box with a magnifying glass icon. To the right of the search box are four view options: "List", "Day", "Week", and "Month". Below these options, the calendar header shows the date "Jan 28, 2024" and "Mon 29". The events for Monday, January 29th, are visible, including "1p OURMA Meetings" and "2p Logistics Committee".

CALENDAR VIEWS - *Scheduling Grids*

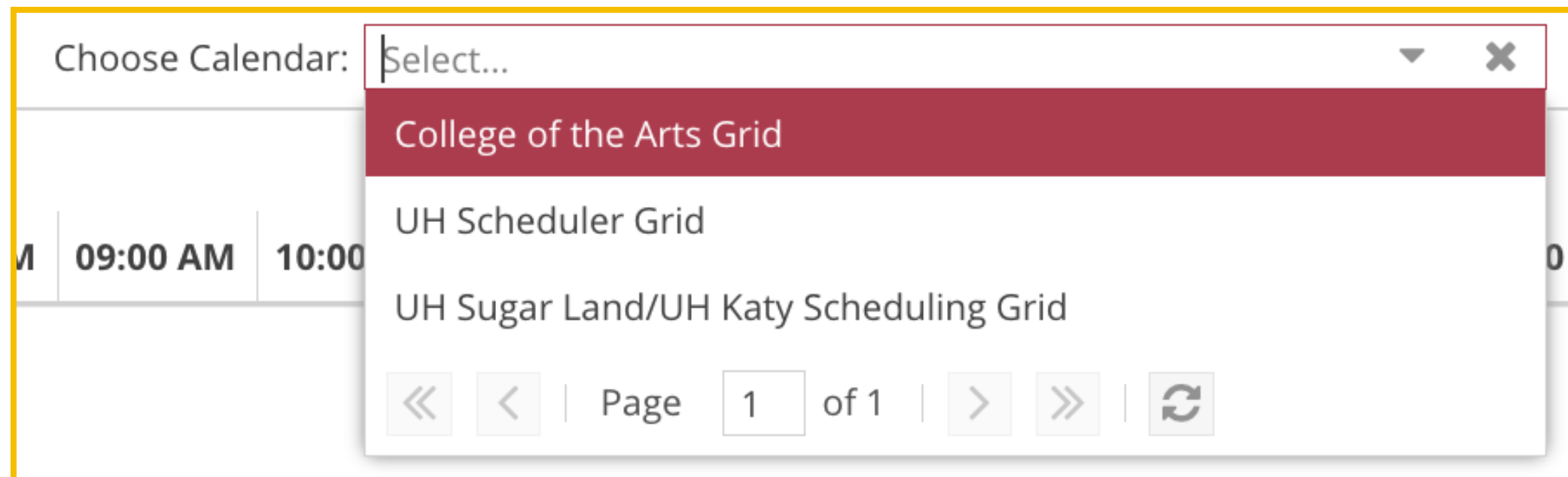
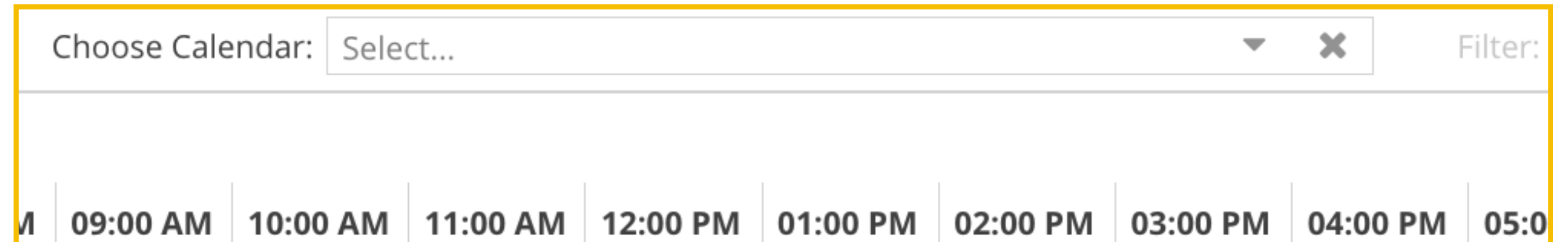
The *Scheduling Grids* view is a great way to see . . . Unlike the Calendar view, Scheduling Grids allows you to see events on a graph by time.



CALENDAR VIEWS - *Scheduling Grids*

Because the entire UHS uses Ad Astra, the view might show all system-wide events. To narrow your search to include only Honors College events, click on Choose Calendar and select UH Honors College.

Choose Calendar is located on the top right side of the screen.



Select
UH Honors College

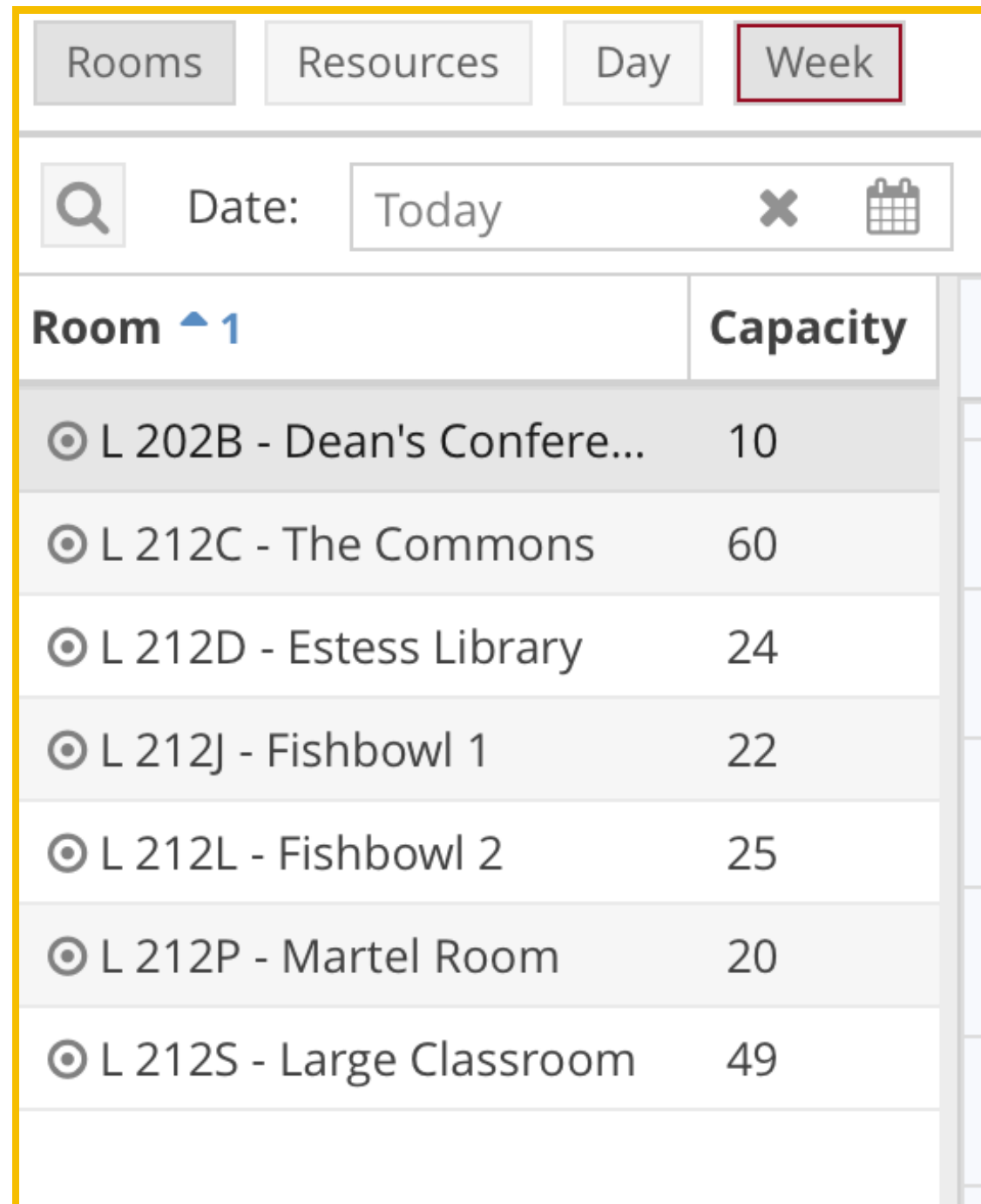
CALENDAR VIEWS - *Scheduling Grids*

Your screen should look something like this . . .

The screenshot displays a scheduling grid interface. At the top, there are tabs for 'Rooms', 'Resources', 'Day', and 'Week'. The 'Week' tab is selected. To the right, there are fields for 'Choose Calendar: Select...' and 'Filter: Select...'. Below these, there is a search bar and a date range selector set to 'February 4 - 10, 2024'. The main grid has columns for each day from Sunday to Saturday. On the left, a list of rooms with their capacities is shown: L 202B - Dean's Confere... (10), L 212C - The Commons (60), L 212D - Estess Library (24), L 212J - Fishbowl 1 (22), L 212L - Fishbowl 2 (25), L 212P - Martel Room (20), and L 212S - Large Classroom (49). The grid cells contain green event blocks with their respective times and titles, such as '09:00 AM Honors Amba...', '01:00 PM OURMA Meeti...', and '02:00 PM Strategic Plan...'. At the bottom, there is a pagination control showing 'Page 1 of 1'.

Room	Capacity	Sun 02/04	Mon 02/05	Tue 02/06	Wed 02/07	Thu 02/08	Fri 02/09	Sat 02/10
L 202B - Dean's Confere...	10							
L 212C - The Commons	60							
L 212D - Estess Library	24							
L 212J - Fishbowl 1	22							
L 212L - Fishbowl 2	25							
L 212P - Martel Room	20			09:00 AM Honors Amba...		09:00 AM Recruitment ...		
L 212S - Large Classroom	49			10:00 AM Honors Co-Cu...				
				10:45 AM Events Staff ...				
				11:30 AM OURMA (Betti...	11:00 AM Comm Teams...		11:00 AM Terry Officer ...	
			01:00 PM OURMA Meeti...					
							02:00 PM Strategic Plan...	
				03:00 PM Events Comm...			03:00 PM Sr Leadership...	
						04:00 PM Bridge Builde...		
			05:30 PM SGB					

CALENDAR VIEWS - *Scheduling Grids*



The screenshot shows a user interface for selecting a room. At the top, there are four tabs: 'Rooms', 'Resources', 'Day', and 'Week'. The 'Week' tab is currently selected and highlighted with a red border. Below the tabs is a search bar with a magnifying glass icon, the text 'Date: Today', a close button (X), and a calendar icon. Below the search bar is a table with two columns: 'Room' and 'Capacity'. The 'Room' column has a small upward arrow and the number '1' next to it. The table lists seven rooms, each with a radio button next to its name. The first room, 'L 202B - Dean's Confere...', is selected.

Room [▲] 1	Capacity
<input checked="" type="radio"/> L 202B - Dean's Confere...	10
<input type="radio"/> L 212C - The Commons	60
<input type="radio"/> L 212D - Estess Library	24
<input type="radio"/> L 212J - Fishbowl 1	22
<input type="radio"/> L 212L - Fishbowl 2	25
<input type="radio"/> L 212P - Martel Room	20
<input type="radio"/> L 212S - Large Classroom	49

Honors College spaces should appear on the left side of the screen. To view room schedules, simply click on the room you would like to view.

For instance, if I wanted to view availability in the Estess Library, I would just click that tile. Like the Calendar view, you can choose whether to see spaces in day or week view.

AD ASTRA INFORMATION SYSTEMS

REQUESTING A ROOM

HONORS EVENTS STAFF
UH HONORS COLLEGE

REQUESTING A ROOM

Everyone must submit a room reservation form to request Honors spaces. There are two ways to access the room request form: clicking ***Submit Request*** or logging into ***UH Ad Astra*** and going to Events > Request Event > Honors Room Request.

[UH Home](#) > [The Honors College](#) > [About Honors](#) > Honors College Spaces

ABOUT HONORS SPACES

Looking for a venue to host your team or organization's upcoming event? Look no further! The UH Honors College welcomes both the UH community and off-campus organizations to reserve our spaces for a diverse range of gatherings. From meetings and presentations to performances and receptions, we cater to all your event needs, including luncheons, dinners, seminars and more.

Nestled within the MD Anderson Library's second floor, the UH Honors College offers convenient access to Downtown Houston, the renowned Texas Medical Center and the vibrant cultural scene of Houston's Innovation Corridor.

What's more, unlike many other venues on campus, the Honors College does not impose rental fees for its spaces. So, you can focus on planning an exceptional event without worrying about additional costs.

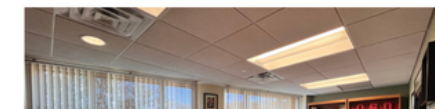
[SUBMIT REQUEST](#)

[UH AD ASTRA](#)

[USER GUIDE](#)

[EMAIL US](#)

ROOMS AVAILABLE



ROOM REQUEST FORM

There are three parts to the Room Request Form:

Contact Information, Event Information and Meeting Information.

Contact Information

Includes details such as name, email, phone and honors affiliation.

Event Information

Includes details such as event description, set up information and AV needs.

Meeting Information

This is where you select the space you would like for your meeting/event.

HONOR Room Request

PLEASE NOTE

Priority scheduling will be given to Honors College faculty, staff, and Registered Student Organizations with Honors College faculty/staff mentors. Submission of this form does not guarantee room reservation. For reservations outside of regular business hours, contact mlopez78@uh.edu.

Business Hours:

Monday – Thursday | 8 AM – 7 PM

Friday | 8 AM – 3 PM

*Your Name

*Email Address:

*Phone Number:

*Honors affiliation

*Event Name:

*Event Type:

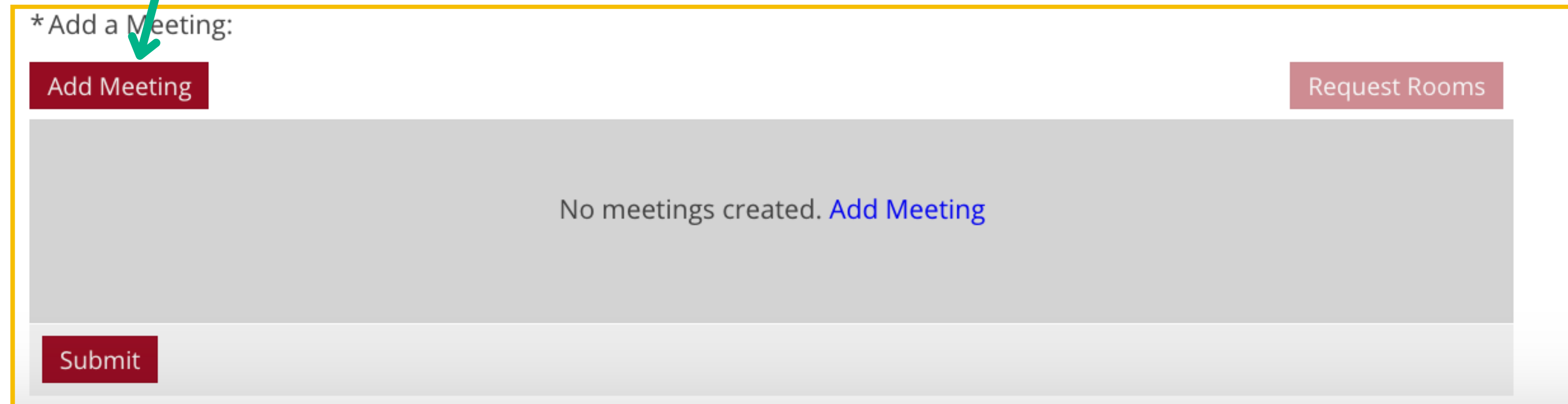
Event Estimated Attendance:

AV Needed

*Will food be present?

ROOM REQUEST FORM - *Meeting Information*

Once you have added all Contact and Event Information, it's time to add your meeting/event info. To do that, click ***Add Meeting***.



* Add a Meeting:

Add Meeting Request Rooms

No meetings created. [Add Meeting](#)

Submit



ROOM REQUEST FORM - *Meeting Information*

The Create Meeting(s) screen will appear. You have the option to add a **Single**, **Multiple** or **Reoccurring** meetings. Include the name of your event and expected attendance.

Create Meeting(s) ✕

Single Multiple Recurring

Start Time: 3:00 PM ▼ End Time: 3:30 PM ▼

Start Date: 02/10/2024 ✕  End Date: 02/10/2024 ✕ 

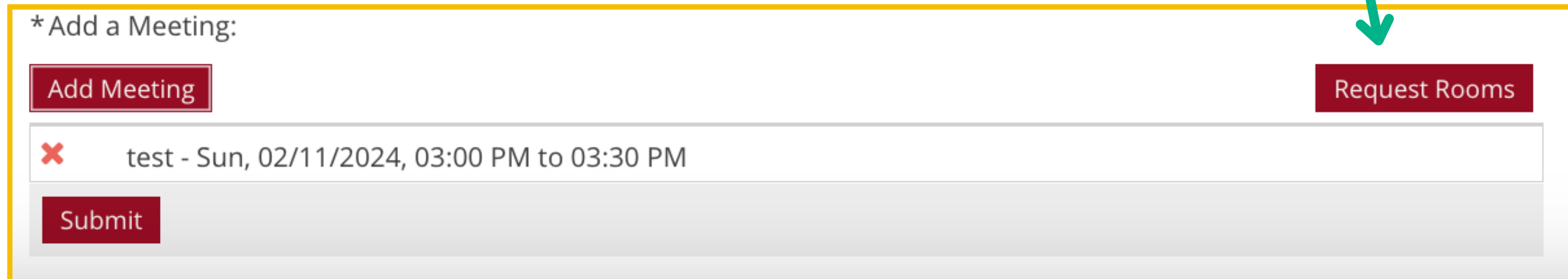
* Meeting Name: ✕

* Max Attendance: ↕

Add Meeting Cancel

ROOM REQUEST FORM - *Meeting Information*

After adding a meeting, you have the ability to select your venue! Click on ***Request Rooms***.



*Add a Meeting:

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

✘ test - Sun, 02/11/2024, 03:00 PM to 03:30 PM

[Submit](#)

A green arrow points from the top right towards the 'Request Rooms' button.

ROOM REQUEST FORM - *Meeting Information*

Scroll through and select your preferred room. If needed, you can select multiple rooms.

The screenshot displays the 'Assign Room' interface. On the left, there is a 'Filter' sidebar with a search bar and a 'Room Options' section. The 'Room Options' section includes a checkbox for 'Show Only Available Rooms', a 'Capacity' filter set to 'Between 4 and', and a list of filter categories: 'Campus', 'Building 1', 'Room 9', 'Region', 'Room Type', and 'Feature'. The main area is a table with columns for 'Room', 'Name', 'Capacity', and availability status. Two rows are highlighted in green, indicating they are selected.

Room	Name	Capacity	Availability
<input type="radio"/> L 212S	Large Classroom	49	Avail (Request)
<input type="radio"/> L 212P	Martel Room	20	Avail (Request)
<input checked="" type="radio"/> L 212L	Fishbowl 2	25	Selected
<input checked="" type="radio"/> L 212J	Fishbowl 1	22	Selected
<input type="radio"/> L 212D	Estess Library	24	Avail (Request)
<input type="radio"/> L 212C	The Commons	60	Avail (Request)
<input type="radio"/> L 202B	Dean's Conferenc...	10	Avail (Request)

Additional details from the interface: The top right shows 'test', '2/11/2024', 'Sun', and '3:00-3:30pm'. The bottom right has 'OK' and 'Cancel' buttons. The bottom center shows 'Page 1 of 1'.

ROOM REQUEST FORM - *Meeting Information*

Note your event Date, Time and Venue! In this example, I had selected two rooms. Click **SUBMIT**.

If this request is for the Commons, what chair/table setup are you requesting? Be specific.

* Contact Name:

* Add a Meeting:

- ✕ test - Sun, 02/11/2024, 03:00 PM to 03:30 PM, M.D. Anderson Library 212J
- ✕ test - Sun, 02/11/2024, 03:00 PM to 03:30 PM, M.D. Anderson Library 212L

REQUESTING A ROOM - *SUBMISSION*

Once you have submitted your request, you will receive an email from *noreply@aais.com* with your event request details. Allow 24-48 business hours for your request to be processed. After 48 business hours, if you have not received confirmation of your request, please email *honevent@cougarnet.uh.edu* with a copy of your event reservation request details form.

How will I know if my request was approved/denied?

You will receive an email from *notifications@aais.com* letting you know if your event was approved/denied. If it was denied, there will be a reason included.

I chose the wrong date/time. Can I just email you?

Unfortunately, we require all changes or resubmissions to go through the formal process. You'll need to fill out and submit a new form to ensure accuracy and proper tracking of your request.