

For Questions or more Info, contact Lauri Garfield, Guest Services
Campus Training Coordinator

ASTRA and Space Scheduling

garfield@suu.edu
865-8100

November 8 & 10, 2016

Astra Website: schedule.suu.edu

Academic Scheduling Requests: Events that are directly related to an academic course number. Some examples would be reviews, film viewings, study group, etc. and are typically scheduled in a classroom for a professor. These events are to be scheduled through Breanne in the Registrar's Office.

Event Scheduling Requests: All events not directly related to an academic course number. These can include faculty meetings, board meetings, lunches, guest speakers, conferences, etc. These events are to be scheduled through the Centralized Scheduling Office. You can call the office at 865-8149 or 865-8277, or by email at garfield@suu.edu or schedulesuu@suu.edu

Student or Club Scheduling Requests: Student club or organization requests, including EDGE project facility requests, are submitted through Tbird Connection. If you are an adviser to a student club or organization, please make sure your club president is submitting their requests through Tbird Connection. Student requests will not be taken by phone, email, or by coming to the Centralized Scheduling Office. If the student needs assistance in getting into Tbird Connection, please have them go to the Student Involvement & Leadership Office on campus and they will be able to help them.

There are two main buildings on campus open for student, campus and community scheduling:

Hunter Conference Center

Sharwan Smith Student Center

The Centralized Scheduling Office also schedules classrooms, gymnasiums, grounds, etc. for non-academic use. Academic classes have priority scheduling in the classrooms. After classes are loaded for the semester, Centralized Scheduling has the right to schedule other requests, based upon availability.

Electronic Lock System

Chartwell's

Audio/Visual

Tables and Chairs (campus and personal use)

Priority Scheduling