Astra Schedule

Astra Schedule is a web based application used by the Registrar’s Office for scheduling on-campus academic sections into classrooms and events requesting classroom space. Other departments on campus are also utilizing Astra for the scheduling of their respective spaces. You may use one of the Event Requests Forms available through Astra Schedule to schedule an event or reserve a room/location for your use.

Please note that Event Requests made through Astra Schedule are for the use of current Millersville students, faculty and staff ONLY. Please contact Dining and Conference Services at 717-871-5143 if you are an outside organization looking to reserve space at Millersville University.

Using Astra Schedule

Currently there is an introduction, an FAQ and guides (as shown below, in the center column of the Astra Schedule guest portal page) on how to use an Event Request Form, a description of the Event Request Forms available and a guide on the use of the Astra Schedule Calendar feature.

There is also a link to the Event Request Forms available as well.

Notes -
Astra Schedule does not fully support Apple Safari and Google Chrome internet browsers. Some of the known problem areas which result in an "Application Error" are as follows:
1. Any Functions attempted under "Calendars" tab.
2. "Academics" tab, Sections - find sections by Instructor or selecting "View Meetings".
3. "Events" tab, Events - find events selecting "View Meetings".
Apple users can download and use Mozilla FireFox for full support to the Astra Schedule application.
FAQS

Each event request form requires you to acknowledge that you have read and understood a Facilities Use Policy. Many of these forms differ from form to form – please read them carefully as they may answer many questions you have regarding your reservation.

Q. Once the room request is sent, does that mean I have reserved the room?
A: NO--Requesting a space does not mean that the room has been reserved. Rooms and other spaces are not available for your use until you receive a confirmation email from the applicable office confirming the reservation of the space.

Q. May I use any empty classroom?
A. NO--you must reserve classrooms with the Registrar's Office through the Astra Schedule portal: http://astra.millersville.edu/Astra/Portal/GuestPortal.aspx.

Q. How long will it take for my room reservation request to be processed?
A. You should have a reply within 1-2 business days.

Q. Can we add more chairs to the capacity of a classroom?
A. NO--you must contact the Registrar's Office at registrar@millersville.edu to cancel your original request and submit a new request through the Astra Schedule portal to request a larger room.

Q. Can we move chairs around?
A. YES--as long as you put them back in the original order for the next class.

Q. What if the heat/air conditioning is not working?
A. Call the Maintenance & Technical Operations department at 717-872-4275.

Q. What do I do if I need assistance using equipment in a room or if I have a problem with it?
A. Technical Operations @ 717-872-3507, will assist you with training and will also help with technical problems.

Q. As a faculty member, when I make a request for a classroom in order to move one of my sections into it and I receive confirmation the reservation was made, is that change official?
A. NO – your academic sections can only officially be changed to another space through a Change to the Master Schedule form. You may HOLD a space through an Event Request Form, however.

Q. How do I cancel a reservation or make changes to an existing reservation?

A. Please contact the individual or department that handled your reservation to request a change or cancel a reservation:

**Athletic Facilities**: Gordon.Nesbitt@millersville.edu

**Bassler A/V Room**: Comm.Equiproom@millersville.edu; Mark.Mullen@millersville.edu.

**General Purpose Classrooms and Computer Labs**: Registrar@millersville.edu

**MU Lancaster**: Laura.Micciche@millersville.edu; Harvey.Owen@millersville.edu

Q. What rooms can I reserve through the Event Request Form(s)?

A. See the Event Request Form Descriptions for details on what form to use for the room(s) you are looking to reserve. The list of Event Request Forms (and, thus, spaces available for online reservation requests) is ever growing so check back frequently!

Q. What if I want to reserve a room that is not listed on any of the Event Request Forms in Astra?

A. You need to contact the department that is responsible for reserving the space – the Business Administration conference room, for instance, would be reserved by contacting the Business Administration department directly.

Q. How do I handle making reservations during Finals Week?

A. When requesting an event during Finals Week you want to be held in a classroom or computer lab, you must keep the Final Exams Schedule into mind: [http://www.millersville.edu/registrar/academic-calendar/finalscalendar.php](http://www.millersville.edu/registrar/academic-calendar/finalscalendar.php). The Astra calendar does not currently reflect the modified class meeting times during Finals Week. Please contact the Registrar’s Office at 717-872-3771 for assistance.