Astra Schedule FAQ

What is Ad Astra?

Ad Astra is the tool that the Office of the Registrar as well as other areas of the University uses for its non-academic and academic scheduling needs. This software allows these offices to schedule classes and events on the same platform, improves communication and decreases the amount of time for requests to be processed

What are the benefits of using Ad Astra

This centralized calendar allows users to view availability of space before submitting online room requests. Requests for those spaces will be routed to the proper person for approval and electronic confirmations will be sent to those requesting space.

How do I access Ad Astra?

You can access the Astra Scheduling System by going to astra.wayne.edu. You need to be connected to the Wayne State network to access the system.

I am having trouble signing in to the Astra Scheduling System, who do I contact?

Only event approvers sign in to Astra. If you are a room approver and are having problems you can contact the Gabe Sauvie in the Office of the Registrar. He can be reached at fb7032@wayne.edu or by phone (313)517-3503

How do I reserve an event through the Astra Scheduling System?

On the main page of astra.wayne.edu we have video instructions that will walk you through the process. If you need any additional help or have questions please don't hesitate to contact the following people who are now using Ad Astra to manage their space:

General Purpose Classrooms – scheduling@wayne.edu
Engineering (Connect Services) – help@eng.wayne.edu
School of Business – sbadeansoffice@wayne.edu
Library System – https://library.wayne.edu/services/rooms/

What type of rooms can I reserve through the Astra Scheduling System?

At this time you can submit online room requests for general purpose classrooms, Engineering rooms and the School of Business. The Library system also uses Astra to manage their space but have chosen not to use online requests.

I created an event request, but I don't see it in Astra

Astra Schedule will always email you a confirmation that the event request was received. If this email does not arrive in your inbox within 15 minutes, the event request was not successfully submitted to Astra. Please resubmit your request.

I started to create an event in Astra, but doesn't have time to finish it. Can I save an incomplete form?

Astra Schedule does not store incomplete event forms. The form must be complete before the "Save" button can be clicked. Once the "Save" button is clicked, your event request is submitted immediately.

How do I cancel or change an event request?

It is not possible for you to cancel or change your event request through the Astra Schedule software once it has been submitted. You must contact the room schedulers directly.

Other than the Scheduling Grid, is there a way for me to find out what rooms are available at specific times and dates for planning purposes before I fill out an event request form?

Yes, the "Available Rooms" tool is a quick and easy way to find this information. To use the "Available Rooms" tool please do the following:

1. Go to the "Calendars" tab
2. Select "Available Rooms"
3. On the tool, you will see three sections: "Meetings", "Search Filters" and "Search Results"
4. Within the "Meetings" section, click on any of the pencils and make your preferred selections in order to narrow your search results.

5. Within the "Search Filters" section, click on any of the pencils andmake your preferred slections in order to narrow your search results.
6. Within the "Search Results" section, click "Search"; the site will not give an indication that the action is in progress so please be patient.
7. The search will return either a list of the rooms that are available at your desired time and date or you will receive a pop-up window indicating no rooms were found to be available.

How is academic class information updated in Astra Schedule?

Astra Schedule has an interface with Banner and checks for updates every two minutes. If a change is detected in Banner to the meeting information of any active course for a current/future semester the information will be automatically imported into Astra Schedule. This way you are looking at the most up to date availability information.

What is the normal turnaround time for a request submitted through the Astra Scheduling System?

You should hear back in less than 24 hours. If you submit your request over the weekend you can expect a response back on Monday.

My department/college would like to start using the Astra Scheduling System to manage the rooms we control. How do we make the transition?

Transitioning to Astra is very easy. If you would like a demo or more information please contact Gabe Sauvie in the Office of the Registrar to get started. He can be reached at fb7032@wayne.edu or by calling (313)577.3503.