Please use the following instructions to check on availability of a room prior to making a reservation request.

1) Click on Ad Astra Room Scheduler in Campus Connection.



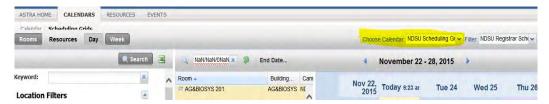
2) Click on "Calendars" tab.



3) Click on "Scheduling Grids".



4) Choose Calendar: "NDSU Scheduling Grid".



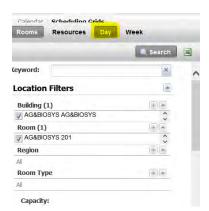
5) Click on magnifying glass for advanced search criteria.



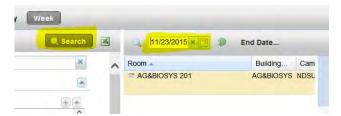
6) Enter "NDSU 1" for Campus and use the to add building and room you wish to check on. You can select only building to view all rooms or select a specific room to view.



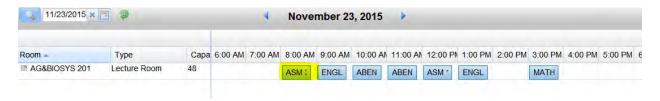
7) Click on "Day".



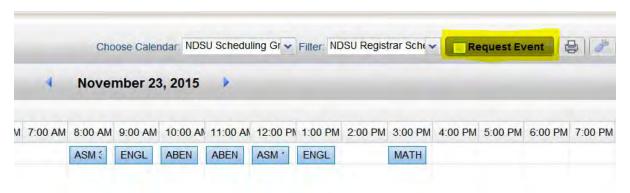
8) Select the date that you would like to search on. Click "Search" once day is selected to bring up that day.



9) Hover over a blue square to view details of the class reserved for that time. Blue squares indicate classes and green squares indicate events. For this example, Ag & Biosys 201 is available from 2:00 - 3:00 pm and from 4:00 pm on.



10) To request your event, click on the Request Event Button to complete the NDSU Event Request form.



11) Select NDSU Event Request Form and click Next for form to open.

