

Identifying Advisees Not Enrolled for Next Term

1) Start with this report: <https://stellic.unk.edu/app/report/xtvT2nMny4>

This report will give you a list of advisees who have not enrolled

Please note, Stellic does not update immediately, so if a student registered today, they will still show up on the list that they are not registered for Fall 2025

2) **Type** in your department name

Students

Q search students, courses, etc.

Keywords

Q Student name, username...
search by usernames

with tags: Future Eligible to Enroll Undergrad

Quick filters

6 Saved Reports

0 / 619 students

Filters

Demographics X

Programs

Performance

Advisors

Remaining

Planned

Enrollment Level

Class Level

Entry Year

Entry Terms

Q Search entry terms

Department

Q Department name or code

Schools

Search schools

any of the above schools

all filters

save as report

Fall 2024

Actions

Registered Courses for Spring 2025

3) **Download** a report to gather email addresses to communicate with your advisees. Once students are selected, **click** “actions” then “generate report for # students”

1 / 23 students

Actions

Registered Courses for Fall 2024

Print Audit Report

Generate Report For 1 Student

Send Message To 1 Student

Leave Note For 1 Student

Leave Note Using Template For 1 Student

Create Or Update Manual Report With 1 Student

4) **Click** “Student Information” and then scroll to the bottom and **click** “Download CSV”

Total Number of Unmatched Credits
 Number of Unmatched Credits by Term
 Unmatched Course Details
Registered Credits
 Number of Registered Credits
Taken Credits
 Number of Taken Credits by Program and/or Term
 Total Number of Taken Credits
Remaining Credits
 Number of Remaining Credits
Progress Breakdown
 Progress Breakdown of Milestones
 Progress Breakdown of Credits
Usage (0/1)
 Last Login
Notes (0/1)
 Notes

[Download CSV](#)

[Close](#)

5) Be sure to select “All Advisors” under support staff so you can distribute a list to the appropriate advisor.

Student Information
Select and customize from a range of data including student identifiers, programs, courses and more.

Search data elements

Report for 619 students

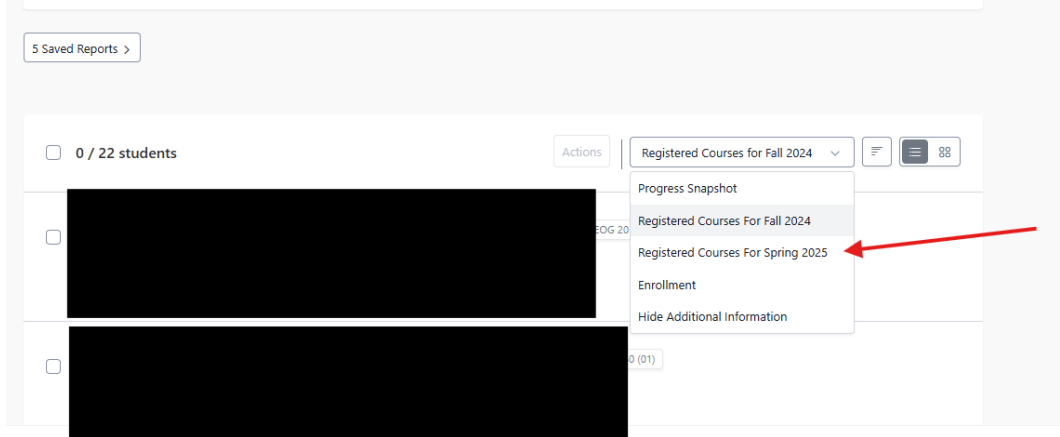
Student Basic (5/5)
 NUID
 Student ID
 First Name
 Last Name
 Email

Demographics (4/4)
 Class Level
 Entry term
 Campus
 Schools

Support Staff (0/2)
 Primary Advisor
 All Advisors

Supplemental Notes

After removing all filters, you can quickly glance at your list of advisees and their Fall registration status by selecting “Registered Courses for Fall 2025” in the drop-down menu



AACD collects feedback for students who can enroll in classes for the Fall but have not done so.

- If a student has not registered for Fall classes, they may have a note on their account. Not all students respond to the survey so not all students will have a note.
- You can see if any of your advisees have responded to the survey indicating that they are not returning by clicking the below link which will show you a report. Please note, you will need to add yourself as the advisor. <https://stellic.unk.edu/app/report/3UA5RIYwSL>