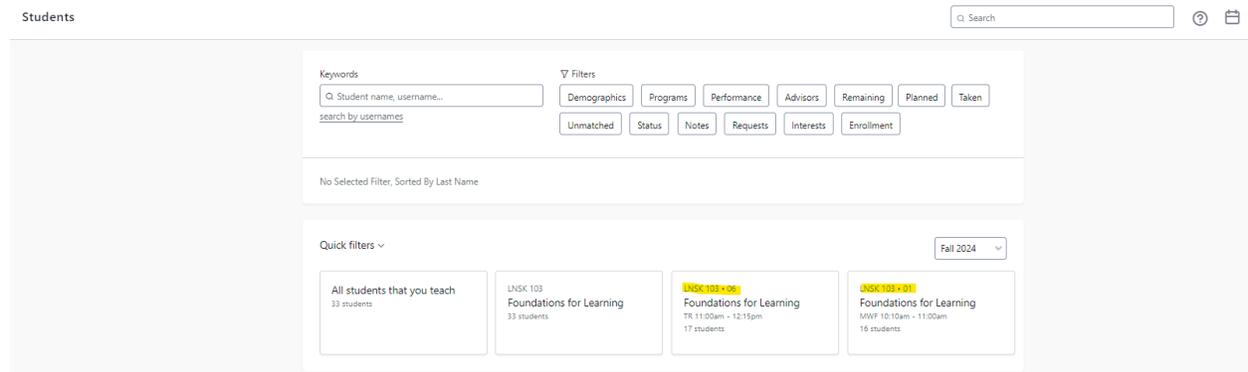


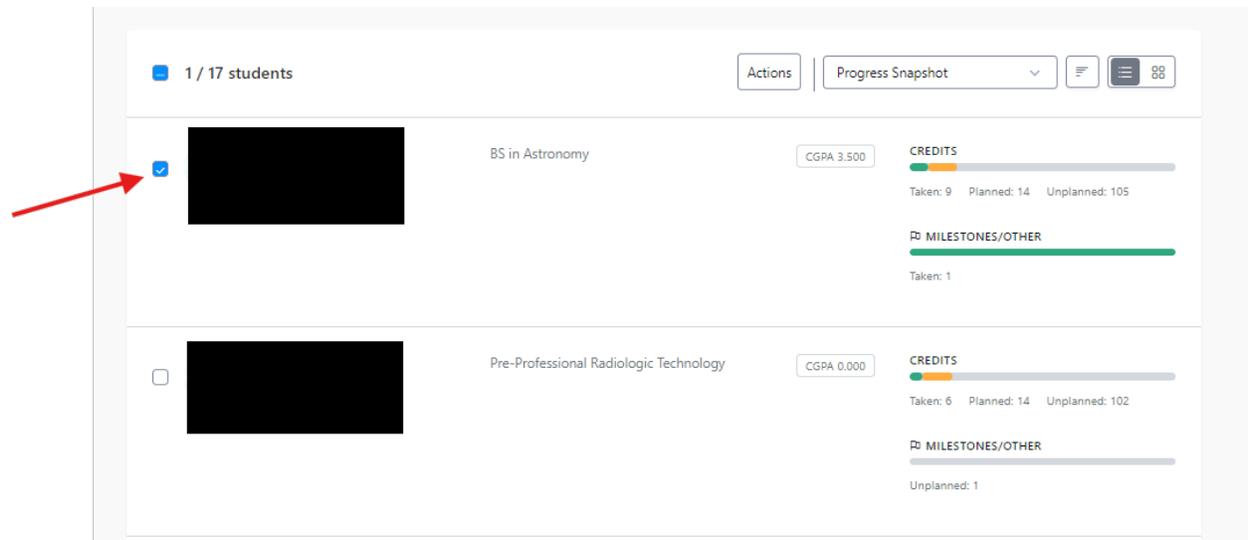
How to Submit an Academic Alert in 7 Steps

Step 1: Log into Stellic stellic.unk.edu. Use your NUID and password to log in.

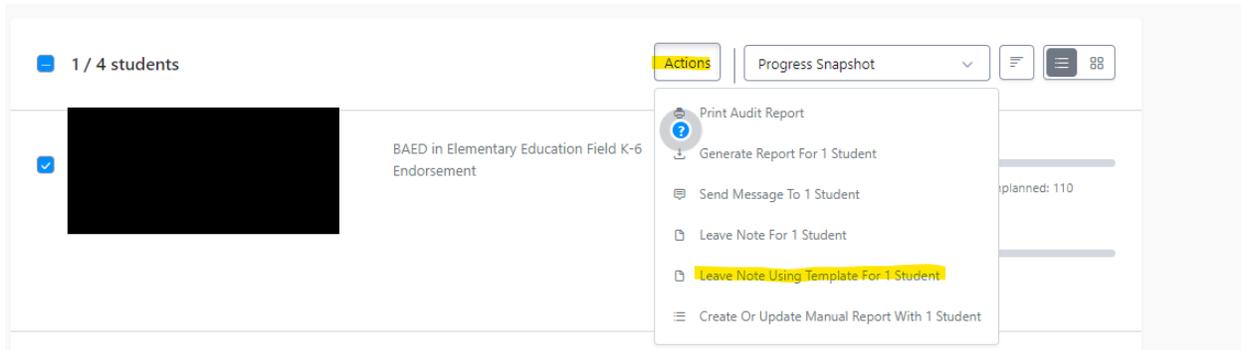
Step 2: **Click** on the correct course section that the student(s) is enrolled



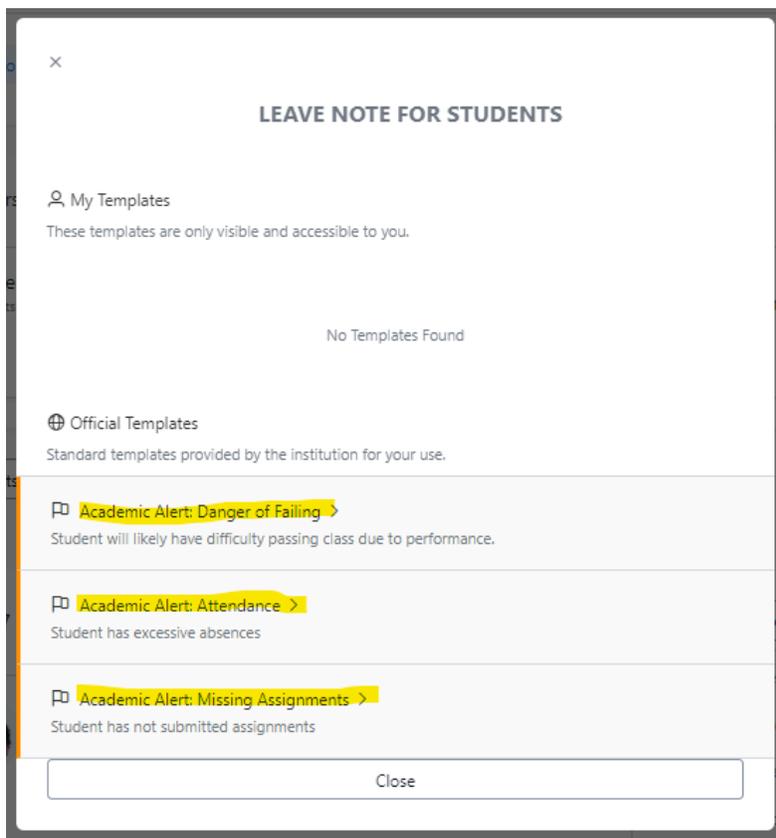
Step 3: Select the student(s) you would like to submit an academic alert for



Step 4: Select “Actions”, then “Leave note using template for # students”



Step 5: Select the academic alert reason. There are 3 options.



Step 6: Select **“Use This Template”** and do not change any details of the template, especially the **“tag”**.

📄 Academic Alert: Danger of Failing ▾
Student will likely have difficulty passing class due to performance.

Note
I'm concerned about your performance in this class. You are in danger of failing this course due to low grades on exams, quizzes, or assignments.

Reason
Other

Severity
High

Tags
Danger of Failing

Visibility
This note will be visible only to you and all staff with access

[Use This Template](#)



Step 7: You must add your course (e.g., BIOL 106) and select “send.”

If you skip this step, the student or advisor won't know which class the alert refers to.

The image displays two screenshots of a 'Leave Note' form. The left screenshot is for '2 students' and features a red circle around the '+add course or attachment' link, with a red arrow pointing to it. The right screenshot is for '1 student' and shows a dropdown menu for 'Course Code' with the following options: BIOL 102 Environmental Biology, BIOL 109 Classroom Biology, BIOL 827 Biological Statistics, BIOL 863 Biological Perspectives, BIOL 870 Insect Biology, BIOL 823 Environmental Biology, BIOL 470 Insect Biology, and BIOL 834 Conservation Biology.

You are done. AACD will communicate with the students. Advisors can find instructions on which of their advisees has an academic alert by clicking [here](#).