

How to Submit an Academic Alert in 5 Steps

Step 1: Log into Stellic stellic.unk.edu

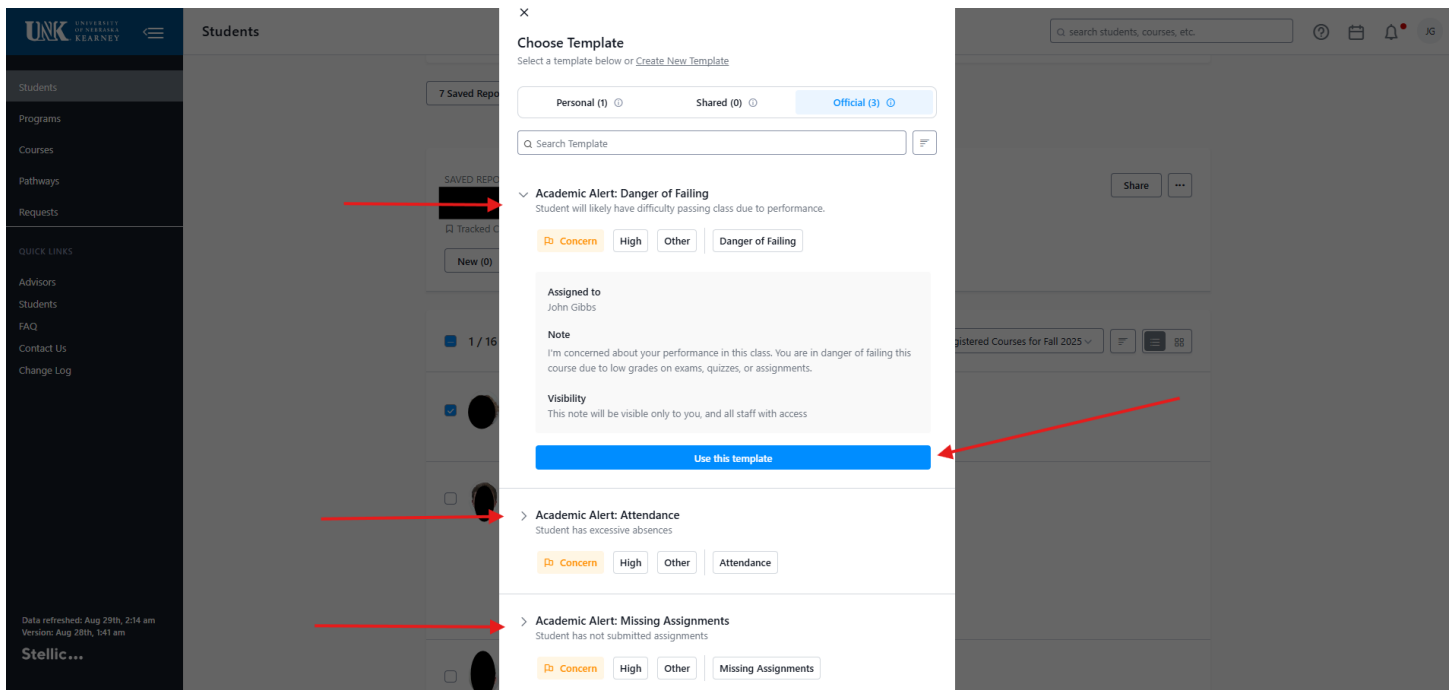
Step 2: Click on the course that the student(s) is enrolled in

The screenshot shows the 'Students' page in the Stellic system. The left sidebar contains navigation links: Students, Programs, Courses, Pathways, Requests, Reviews, and Quick Links (Advisors, Students, FAQ, Contact Us, Change Log). The main content area has a search bar and a 'Filters' section with buttons for Demographics, Programs, Performance, Advisors, Remaining, Planned, Taken, Unmatched, Status, Notes, Requests, Interests, and Enrollment. Below the filters, a red arrow points to the 'Quick filters' section, which includes 'All students that you teach' (24 students), 'LOPR 101 First Year Seminar' (24 students), and 'LOPR 101 • 01 First Year Seminar' (24 students). A 'Fall 2025' dropdown is also visible. At the bottom, there is a '4 Saved Reports' link.

Step 3: Select the student(s) you would like to submit an academic alert for, then Select **“Actions”**, then **“Leave note using template for # students”**

The screenshot shows the 'Students' page with a list of students. The first student, 'DB', is selected. A black arrow points to the 'Actions' button in the top right corner of the student list. Another black arrow points to the 'Leave Note Using Template For 1 Student' option in the dropdown menu that appears after clicking 'Actions'. The dropdown menu also includes options like 'Print Audit Report', 'Generate Report For 1 Student', 'Send Message To 1 Student', 'Leave Note For 1 Student', and 'Create Or Update Manual Report With 1 Student'. The student list shows details for each student, including their ID, name, and course enrollment.

Step 4: Select one academic alert reason (there are three options), then click **use this template**.



Step 5: **You must add your course** (e.g., BIOL 106) and select “**save.**” Do not change or add any additional information to the template.

You are done. AACD will communicate with the students. Advisors will receive a notification from Stellic that an alert has been submitted within 24 hours.

