How to Submit an Academic Alert in 5 Steps

Step 1: Log into Stellic stellic.unk.edu
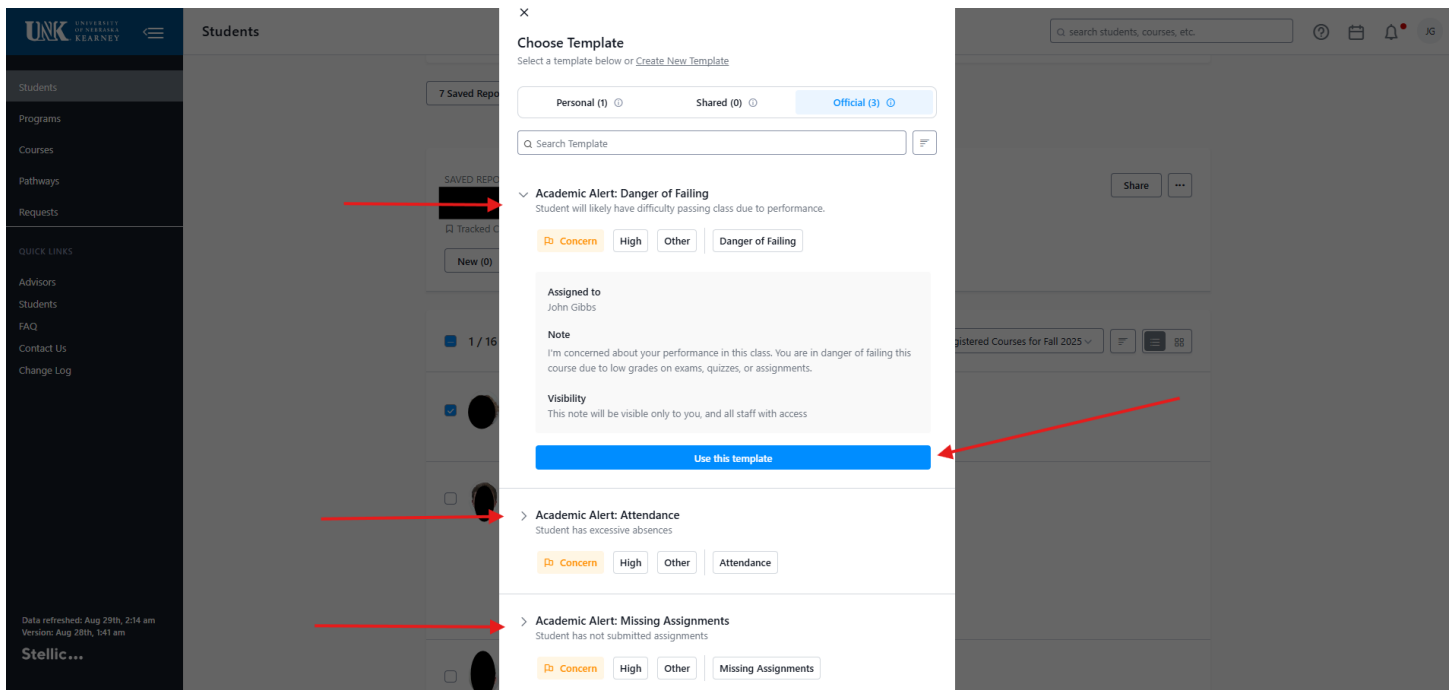
Step 2: Click on the course that the student(s) is enrolled in

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**"

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.