

Stellic Overview for Advisors

- Access Stellic at <https://stellic.unk.edu/> and login with TrueYou credentials
- There are several tabs on the left, this overview will cover the Students tab
- Stellic should be used to advise all students, regardless of catalog year

Finding students and advisees

- Advisors will now have access to all students within their department and in any student groups they advise
- To find students, enter their name or NUID in the search box.
- To keep a report of advisees assigned to you, click the advisor filter and enter your own name.

The screenshot shows the Stellic search interface. On the left, there is a 'Keywords' search box with the placeholder text 'Q Student name, username...' and a link 'search by usernames'. To the right, there is a 'Filters' section with several tabs: 'Demographics', 'Programs', 'Performance', 'Advisors' (which is highlighted in blue), 'Remaining', and 'Planned'. Below these tabs, there are buttons for 'Taken', 'Unmatched', and 'Status'. A dropdown menu for 'Advisor Filters' is open, showing 'Students with this Advisor' and a search box containing a redacted name. At the bottom, there are buttons for 'advised by [redacted]', 'reset all filters', and 'save as report'.

- You can also use the Audit Available in Stellic tag to identify which students have access to Stellic and should be reviewed in the platform instead of in Degree Works

The screenshot shows the Stellic filter options. On the left, there is a 'Keywords' search box with the placeholder text 'Q Student name, username...' and a link 'search by usernames'. Below this, it says 'No Selected Filter, Sorted By Last Name'. There is a '1 Saved Report' dropdown and a box for 'All students' with '10436 students'. At the bottom, there is a checkbox for '0 / 10436 students'. On the right, there is a 'Filters' section with 'Demographics' and 'Programs' tabs. The 'Demographics' tab is active, showing several filter options: 'Class Level' (dropdown), 'Entry Year' (dropdown), 'Select Entry Term' (search box), 'Department' (search box), 'School' (search box), and 'Student Tags' (search box). The 'Student Tags' search box contains the text 'stellid'. At the bottom of the filter section, there is a yellow tag that says 'Audit Available in Stellic'.

- You have the option to save this report and also track changes to see when advisees are assigned or unassigned to you.

New Report

Save your filter settings to complete a one-click search..

Report Title

My Advisees

Report Type

Automated

Students will be automatically added or removed to the list based on the filter criteria


Manual

Students on the list won't change unless you change them

Track Changes




Receive notifications when the list of students changes for this report. You can receive alerts on up to 30 reports .

- Click a student to view their profile. Their name, email, NUID, program information and student tags (Honors Program, TRIO, First Generation, etc.) will display at the top along with a snapshot of their course and milestone progress. Milestones refer to non-course related requirements such as cumulative GPA, Teacher Education milestones, Honors Program requirements, portfolios, etc.



Mima Abernathy

mabernathy mabe...demo.edu
Masters Level
M.A. Counseling
Concentration: Marriage, Couple, and Family Counseling
[+ add program](#)
San Jose EY 2019 (Fall 2019) Spring 2022 (GMT-08:00) Pacific Time ...
Candidacy Incomplete

[Mark as Reviewed](#)   

COURSES

8 courses (20 credits)

28 TAKEN 2 REGISTERED 8 REMAINING

MILESTONES

1 TAKEN 4 REMAINING

Reviewing students' program requirements

- Click the progress tab on the student's profile

- There are two types of audits:
 - The **official** audit shows any programs that the student has officially declared within the student information system. It also displays any courses that have been completed by the student and any courses that the student is registered for.
 - The **planned** audit shows any programs that the student has officially or unofficially added to their plan within Stellaric. It will also display any courses that the student has completed, registered for, or added to their planner for future terms.

- When viewing program requirements, you'll see "constraints" listed next to each requirement. Constraints refer to the rules associated with each requirement such as fulfill all, fulfill any of the following, credits required, minimum GPA, minimum grade requirements, etc. You can click any of the rectangles that indicate a constraint to see which ones are listed for that section.

46 Business Administration BS Major Requirements 4+ constraints

- Fulfill all of the following requirements
- At most 25 credits with Transfer Status.
- Compute GPA for this requirement
- Must maintain requirement GPA of at least 2

- Within a student's progress tab, institutional requirements will be listed first including overall GPA, 120 total credits required, 32 hours required from UNK, and 40 hours of upper division. These must be completed by all undergraduate students and cannot be waived or substituted. The number of credits remaining will be shown in a red box on the left, the number of credits completed will show in white on the right of the requirement. You can click any of these requirements to see which courses are applying.

87 Undergraduate Graduation Requirements 7 constraints 33 credits
Applied Version: Published • Undergraduate

87 credits remaining

- ✓ Minimum Overall GPA 1 constraint CGPA 3.333
- 87 120 Overall Hours Required > 4 constraints 33 credits
- 08 32 Hours at UNK Required > 4 constraints 24 credits
- 40 40 Hours of 300/400 Level Courses > 2 constraints 0 credits

- The experiential learning requirement will be listed next. All students graduating with an undergraduate requirement are required to complete an approved [experiential learning course](#). Students graduating from the College of Arts and Sciences are required to complete 1 credit of experiential learning coursework, while students graduating from the College of Business and Technology or College of Education are required to complete 3 credits of experiential learning.
- The LOPERs General Education requirements will be listed within the primary major requirements. In the following example, it may initially look like LOPERs 4, 9, and 10 are missing from the list. However, since they are required by the Political Science BS major, they are instead listed in the major section and are not duplicated in the LOPERs General Education above.

30 LOPERs General Education > 6 constraints 0 credits

- 03 LOPER 1 - First Year Seminar 2 constraints 0 credits
- 03 LOPER 2 - Writing Skills 2 constraints 0 credits
- 03 LOPER 3 - Oral Communication Skills 2 constraints 0 credits
- 03 LOPER 5 - Visual or Performing Arts 2 constraints 0 credits
- 03 LOPER 6 - Humanities 2 constraints 0 credits
- 03 LOPER 7 - Social Science 2 constraints 0 credits
- 03 LOPER 8 - Natural Science 2 constraints 0 credits
- LOPER 11 - Wellness (Optional) 2 constraints 0 credits
- 30 30 Hours General Education Required > 3 constraints 0 credits

45 Political Science BS Major Requirements 3+ constraints GPA --

- 09 LOPERs Required by Program 2 constraints
 - 03 STAT 235 or STAT 241 (LOPER 4) > fulfill any
 - 03 PSCI 140 (LOPER 9) fulfill all
 - PSCI 140 Democracy and Global Citizenship
 - 03 PSCI 168 (LOPER 10) fulfill all
 - PSCI 168 Introduction to International ...

- Students who are admitted as a transfer or readmit student to UNK with 18+ hours of general education coursework or 24+ of any coursework are not required to complete a LOPER 1 course. The LOPER 1 requirement will be checked off and you can click the “2 constraints” to see that the student has the tag of “First Year Seminar Waived”

08 LOPERs General Education > 6 constraints 22 credits

✓ LOPER 1 - First Year Seminar 2 constraints 0 credits

- Take at least 3 credits that match the following:
 - LOPR 126
 - The following are hidden from the student unless taken:
 - Course that matches one of the following patterns: ** 126; *** 126; **** 126; ** 188; *** 188; **** 188
 - The requirement is waived for students who have any of these tags: Admitted with AA/AS, First Year Seminar Waived, Post-Baccalaureate

██████████ has the following tags: First Year Seminar Waived

- Students admitted with an Associate of Arts, Associate of Science, or a bachelor's degree from a regionally accredited institution are exempt from completing the LOPERs General Education requirements. You can click the constraints on any of the individual LOPERs to see that this student has a tag of “Admitted with AA/AS”
- Students who are exempt from LOPERs General Education requirements must still complete the LOPERs required by their major.

✓ LOPERs General Education > 6 constraints 0 credits

✓ LOPER 1 - First Year Seminar 2 constraints 0 credits

✓ LOPER 3 - Oral Communication Skills 2 constraints 0 credits

- Take at least 3 credits that match the following:
 - ITEC 290 SPCH 100 SPCH 102
 - The requirement is waived for students who have any of these tags: Admitted with AA/AS, Post-Baccalaureate

██████████ has the following tags: Admitted with AA/AS

✓ LOPER 4 - Mathematics, Statistics, and Quantitative Reasoning 2 constraints 0 credits

✓ LOPER 5 - Visual or Performing Arts 2 constraints 0 credits

✓ LOPER 6 - Humanities 2 constraints 0 credits

✓ LOPER 7 - Social Science 2 constraints 0 credits

✓ LOPER 8 - Natural Science 2 constraints 0 credits

✓ LOPER 9 - Civic Competency and Engagement 2 constraints 0 credits

✓ LOPER 10 - Respect for Human Diversity 2 constraints 0 credits

– LOPER 11 - Wellness (Optional) 2 constraints 0 credits

✓ 30 Hours General Education Required > 3 constraints 0 credits

24 English BA Major Requirements 3+ constraints GPA --

✓ LOPERs Required by Program 2 constraints

✓ ENG 101 (LOPER 2) 1 constraint

Unmatched courses and unrestricted electives

- At the bottom of the progress tab is an unmatched courses section. This section will include courses where a student failed or withdrew. These courses do not fulfill any requirements.

01 Unmatched courses [Learn more](#)
These courses are in plan, but are not fulfilling any requirement

| | | | | | |
|----------|--|----------------------|-----------|--|---|
| STAT 235 | Introduction to Statistics for Social Sciences | Grade does not apply | 3 CREDITS | TAKEN IN SPRING REGULAR ACADEMIC SESSION '24 | F |
|----------|--|----------------------|-----------|--|---|

- Although there is not an unrestricted electives section, you can deduce courses not being used to meet any major/minor requirements from the 120 Overall Hours Required Section. In this list, courses with a chain symbol (ACCT 251 below) are being used to fulfill other requirements, while courses with just a checkmark (ART 118) are not. Courses with only the checkmark are essentially unrestricted electives.

85 1 Undergraduate Graduation Requirements 7 constraints 35 credits
Applied Version: Published • Undergraduate

Minimum Overall GPA 1 constraint CGPA 0.000

85 120 Overall Hours Required 4 constraints 35 credits

Double counted for programs:
Undergraduate Graduation Requirements, College of Business & Technology Requirements and BS in Business Administration

| | | | | |
|-------------------------------------|--|-----------|-------------------------|---|
| <input type="checkbox"/> | Principles of Accounting I | 3 CREDITS | TRANSFERRED IN FALL '24 | B |
| | ACCT 1200 PRINCIPLES OF ACCOUNTING I at Mid-Plains CC in FALL 2022 | | | |
| <input checked="" type="checkbox"/> | Principles of Accounting II | 3 CREDITS | TRANSFERRED IN FALL '24 | A |
| | ACCT 1210 PRINCIPLES OF ACCOUNTING II at Mid-Plains CC in SPR 2023 | | | |
| <input checked="" type="checkbox"/> | Color and Design | 3 CREDITS | TRANSFERRED IN FALL '24 | A |
| | ARTS 1070 DESIGN I at Mid-Plains CC in SPR 2023 | | | |
| <input checked="" type="checkbox"/> | Art Appreciation | 3 CREDITS | TRANSFERRED IN FALL '24 | B |
| | ARTS 1010 INTRO TO THE VISUAL ARTS at Mid-Plains CC in FALL 2022 | | | |
| <input checked="" type="checkbox"/> | Introductory Chemistry | 4 CREDITS | TRANSFERRED IN FALL '24 | B |
| | CHEM 1050 SURVEY OF CHEMISTRY I at Mid-Plains CC in FALL 2021 | | | |

Transfer coursework

- By clicking the Courses tab on a student, you can view their chronological course history
- Transfer coursework will be listed first, followed by a semester by semester view of the courses a student has completed, with ACT/SAT scores at the bottom

| Progress | Plans | Courses | Notes | Requests |
|-------------------------|--|---------------------|----------------------|------------------|
| Transfer Credits | | 7 Courses | 17 Credits Earned | |
| ELEC 200 | Transfer Elective HLTH 1200 NURSING ASSISTANT at Central CC in FALL 2023 | 3 CREDITS | A | |
| CHEM 160 | General Chemistry CHEM 1090 GENERAL CHEMISTRY I at Central CC in FALL 2023 | 3 CREDITS | A+ | |
| CHEM 160L | General Chemistry Laboratory CHEM 1090 GENERAL CHEMISTRY I at Central CC in FALL 2023 | 1 CREDITS | A+ | |
| CHEM 161 | General Chemistry CHEM 1100 GENERAL CHEMISTRY II at Central CC in SPR 2024 | 3 CREDITS | A+ | |
| SPCH 100 | Fundamentals of Speech ... SPCH 1110 PUBLIC SPEAKING at Central CC in FALL 2022 | 3 CREDITS | A+ | |
| CHEM 161L | General Chemistry Laboratory CHEM 1100 GENERAL CHEMISTRY II at Central CC in SPR 2024 | 1 CREDITS | A+ | |
| PSCI 110 | Introduction to American Politics POLS 1000 AMERICAN GOVERNMENT at Central CC in SPR 2024 | 3 CREDITS | A+ | |
| Fall 2024 | | 8 Courses | 16 Credits Attempted | 0 Credits Earned |
| CHEM 160 | General Chemistry | 3 CREDITS | | |
| CHEM 160L | General Chemistry Laboratory | 1 CREDITS | | |
| ENG 101 | Introduction to Academic Writing | 3 CREDITS | | |
| KSS 109 | Activity Class: Military Fitness | 1 CREDITS | | |
| MATH 115 | Calculus I with Analytic Geometry | 5 CREDITS | | |
| MLSC 101 | Foundations of Officership | 1 CREDITS | | |
| MLSC 101L | Leadership Laboratory I | 1 CREDITS | | |
| Test Scores | | | | 5 Tests |
| KACT-COMP | ACT Composite | TAKEN 06 MARCH 2023 | 24 | |
| KACT-ENGL | ACT English | TAKEN 06 MARCH 2023 | 24 | |
| KACT-MATH | ACT Math | TAKEN 06 MARCH 2023 | 24 | |
| KACT-READ | ACT Reading | TAKEN 06 MARCH 2023 | 23 | |
| KACT-SCIRE | ACT Science Reasoning | TAKEN 06 MARCH 2023 | 24 | |

- New with Stellic, we can also show courses a student is currently enrolled in at UNL or UNO. The student will still need to send their transcript following completion of the coursework, but advisors will be able to better plan with intercampus students.

| | | | | |
|---|-----------|---|-----------|----------------------|
| ✓ | ELEC 100A | In Progress Credit at Sister Institution HIST 111 AMERICA AFTER 1877 in progress at University of Nebraska - Lincoln | 3 CREDITS | ENROLLED IN FALL '24 |
| ✓ | ELEC 100A | In Progress Credit at Sister Institution EDPS 250 FUNDMNTLS CHILD DEV in progress at University of Nebraska - Lincoln | 3 CREDITS | ENROLLED IN FALL '24 |
| ✓ | ELEC 100A | In Progress Credit at Sister Institution COMM 101 COMM IN 21ST CENTURY in progress at University of Nebraska - Lincoln | 3 CREDITS | ENROLLED IN FALL '24 |
| ✓ | ELEC 100A | In Progress Credit at Sister Institution ASTR 103 DESCRIPTIVE ASTRON in progress at University of Nebraska - Lincoln | 3 CREDITS | ENROLLED IN FALL '24 |

Try On/What If

- To try on an additional major or minor, you can click the “add or edit programs” button at the top of the student’s profile

Freshman - Communication Disorders

🗄 BSED in Communication Disorders

[add or edit programs](#)

📍 Kearney **EY** 2024 (Fall 2024) **CT** Fall 2024 📄 Undergraduate

- You can then search for the program to add (second majors have their own code)

Freshman - Communication Disorders

🗄 BSED in Communication Disorders ✕

beh 🔍 + ✕

Minor in **Behavioral and Mental Health**
Sociology **CT** Fall 2024 📄 Undergraduate
Program: Minor

- The program will then be listed at the top with a note of “Not Declared”

Freshman - Communication Disorders

🗄 BSED in Communication Disorders

🗄 Minor in Behavioral and Mental Health **Not Declared**

- In the Official progress tab, the program will indicate it is only available in planned view

Minor in Behavioral and Mental Health **Only available in Planned View**

- By switching to Planned view, you can see the requirements for that program

24 Minor in Behavioral and Mental Health ▾ 7+ constraints 0 credits PGPA --
Applied Version: CY2023 • Undergraduate

06 Required Core Courses fulfill all

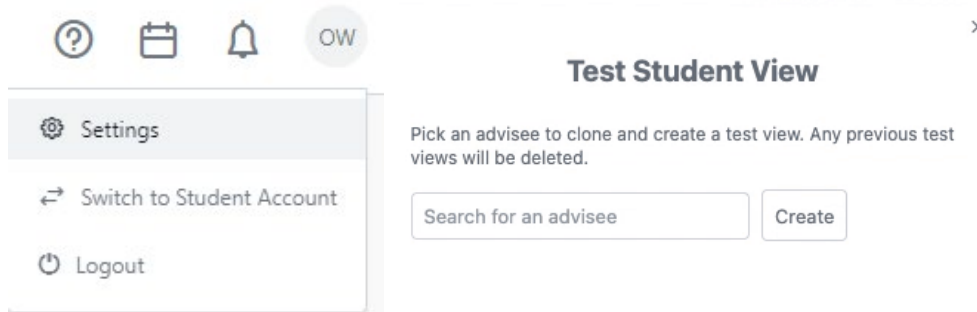
| | | |
|--------------------------|---------|-------------------|
| <input type="checkbox"/> | CSP 417 | Counseling Skills |
| <input type="checkbox"/> | PSY 230 | Human Development |

18 Emphasis Options > 2 constraints

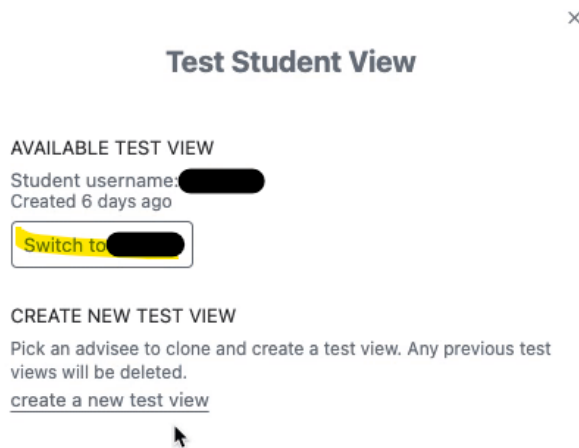
- This program will be listed until it is removed, but will need to be officially declared by the student completing the Program Change Form in MyBLUE

Student view

- Advisors have the option to clone a student's view. Please note this option is not available to advisors who are also UNK students.
- To view Stellic from the student's view, click your initials in the upper right corner of the screen and click Switch to Student Account. Enter the student's NUID in the box that appears











- The student view will need a minute to process, so click your initials and Switch to Student Account again. Then click the available test view. If you've previously created a test view, you will first need to click Create New Test View



- This will create a clone of the student's view, so any changes you make won't be saved. The left panel will appear gray instead of black indicating the test instance. When viewing a student's profile, your name and information will appear at the top instead of their own.

Symbols overview

| | |
|--|---|
| | Green checkmark: The course/requirement has been completed. These are already taken and passed classes, or requirements that are completely fulfilled. |
| | Red box: The course/requirement still needs to be completed. In your official audit, any section not taken or registered will show as red. In your planned audit, any section that is not yet in your plan will be red. |

| | |
|---|--|
|  | <p>Yellow double checkmarks: The course is currently being taken this term.</p> |
|  | <p>Yellow single checkmark: The course/requirement is in the plan and will be satisfied once completed. Official = only classes registered for the current semester will show in yellow. Planned = all the classes you already have planned out with Stellic, even years ahead, will show yellow.</p> |
|  | <p>Red numbers in a red box: The number of remaining credits for a requirement. Non-course requirements are not included in this total.</p> |
|  | <p>Green chainlink icon: The course is double counting with a requirement in another program. Hover over the link symbol for details on where the class is double-counting.</p> |
|  | <p>Green circular arrow: The course has been taken more than once. This icon only appears if the course has been taken more than once and isn't permitted to count for more than one requirement.</p> |
|  | <p>Red circle with an exclamation point: The course is taken/registered but not counting for the requirement. (Ex. A course that doesn't have a high enough grade to fill the requirement, or a course that is counting for a different requirement instead.)</p> |
|  | <p>A double-headed arrow icon indicates that the requirement is being filled by a course that your institution has designated as equivalent with the course noted in the audit. This is typically for honors courses.</p> |
|  | <p>This symbol indicates that the course is counting for a requirement because of a constraint added on a higher level (parent) requirement. For example, Requirement A may require 9 credits while Requirements B and C nested with A each require 3-6 credits. The second course that pulls into Requirement B or C would show this symbol since it's being required by Requirement A.</p> |