

GO PERS!

UNK<sup>®</sup>

UNIVERSITY OF NEBRASKA KEARNEY<sup>™</sup>

# Stellic Overview for Advisors

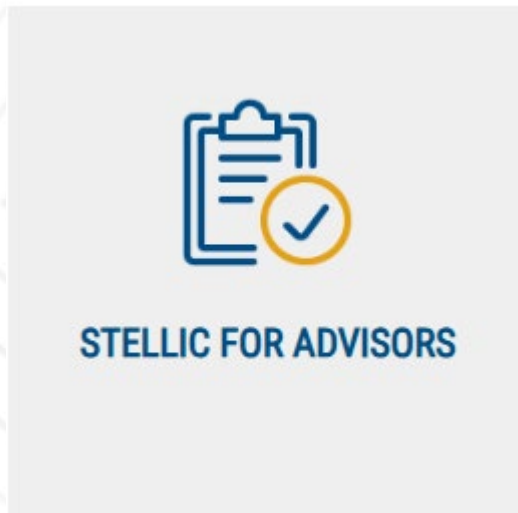
UNK New Advisor Training | Updated May 2026

**POWER** *of the* **HERD** 

---

# Stellic For Advisors

- Information & step by step guides to all things Stellic <https://go.unk.edu/a5km>
- Stellic allows advisors to:
  - Create a student plan to map out student success
  - Guide advisees' creation of course and activity schedules
  - Visualize how program and degree requirements for students fit together
  - Communicate and collaborate with your advisees



# Stellic For Advisors

University of Nebraska &  
Nebraska State College System

Single Sign On

## TrueYou

IDENTITY MANAGER

Sign in using your TrueYou credentials.

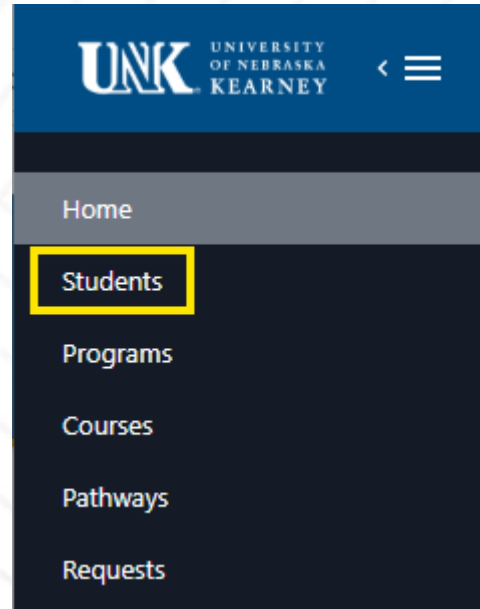
Stellic...

TrueYou Username (NUID@nebraska.edu)

Password

Don't Remember Login

Login



- Access Stellic at <https://stellic.unk.edu/> and login with TrueYou credentials
- There are several navigation tabs on the lefthand menu, this overview will cover the **Students** tab



# Stellic For Advisors-Locating Students & Advisees

From the Students Tab, use the Advisor Filter to locate individual students by entering their name or NUID in the search box. Learn more about [search filter types & functions](#).

The screenshot displays the Stellic interface for advisors. On the left is a dark blue navigation menu with the UNK University of Nebraska Kearney logo at the top. The menu items are: Home, Students (highlighted with a yellow box), Programs, Courses, Pathways, and Requests. The main content area features a search bar labeled 'Keywords' with the placeholder text 'Q Student name, username...' and a link for 'search by usernames'. To the right of the search bar is a 'Filters' section with a dropdown arrow. The filters include: Demographics, Programs, Performance, Advisors (highlighted with a yellow box), Graduation, Remaining, Planned, Taken, Appointments, Requests, and Int. A dropdown menu for 'Advisor Filters' is open, showing 'Students with this Advisor' and a search box with the placeholder 'Q Enter advisor name' (highlighted with a yellow box). At the bottom of the main content area, it says 'No Selected Filter, Sorted By Last Name'.

Advisors, you have access to all students within your department and any student groups you advise.

# Stellic For Advisors-Locating Students & Advisees

Advisors have the option to save a search as a report & track changes to see when advisees are assigned or unassigned.

## 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 .

### Keywords

Q Student name, username...

[search by usernames](#)

### Filters

Demographics

Programs

Performance

Advisors

Graduation

Remaining

Planned

Taken

Appointments

Requests

Int

Notes

### Advisor Filters

Students with this Advisor

Q Enter advisor name

No Selected Filter, Sorted By Last Name

Reports can be accessed from both the Home and Students tabs.

### Reports [View All](#)

All students that you teach  
46

CJUS 102 • 01  
Crime, Democracy and  
Justice  
30

CHEM 161L • 01  
General Chemistry  
Laboratory  
MMMMT 10:00am - 06:15pm  
M 11:15am - 06:15pm  
13

CHEM 161 • 01  
General Chemistry  
MMMMT 09:00am - 09:50am  
M 09:00am - 11:00am  
16



# Stellic For Advisors-Locating Students & Advisees

In the search results, click a student to view their profile. The following information about the student is provided:

1. Preferred name
2. NUID & Email address
3. Class standing, Program, and College housing primary program
4. Degree, major and minors
5. Add or edit programs in the student plan. Note that official [program changes](#) are completed in MyBlue.
6. Campus, entry year, catalog year, [Student tags](#) (Honors Program, TRIO, First Generation, etc.)



**Louie Loper** **1**

94091814 **2**

Senior - Kinesiology and Sport Sciences - Education **3**

BS in Exercise Science Comprehensive **4**

Minor in Nutrition

Minor in Coaching

[add or edit programs](#) **5**

**6**  Kearney **EY** 2022 (Fall 2022) **CT** Fall 2022  Spring 2026  Undergraduate

Audit Available In Stellic  Enrolled Undergraduate  Honors Program Participant



**UNK**<sup>®</sup>

**POWER of the HERD**

UNIVERSITY of NEBRASKA at KEARNEY

# Stellic For Advisors-Locating Students & Advisees

## Current Student Information:

1. Advisor/s assigned to the student
2. Stellic Engage. Measures the amount the student has interacted with Stellic. The Stellic engagement is calculated using actions students have taken on their plan. Students do not see their engagement ranking.
3. Prior semester's GPA
4. Cumulative GPA
5. Interest, these terms are provided by the students if they choose.
6. Current semester course enrollment.

Tip: Courses that are planned but not yet registered with the institution will show a red asterisk. Click on the enrolled course for details, such as meeting times, instructors, section, course description and more.

**Advisor 1**

CM Cameron Munger Primary  
Advisor  
BS in Exercise Science Comprehensive  
@

**Stellic Engage 2**

★★★★★

**Fall '25 3**

3.146

**CGPA ⓘ 4**

3.196

**Interests 5**

Body Building Calisthenics Games  
Video Games Combat Sports  
Martial Arts Boxing Fishing

**Spring 2026 6**

15 Credits Registered

BIOL 311 CSP 150 HIST 250 KSS 305 NUTR 108 KSS 107



# Stellic For Advisors-Reviewing Student Progress

A student's profile when accessed will default to the Progress tab. All information below the progress tab can also be referred to as the Degree Audit.



Audit View Type: Official or Planned

The **official** audit shows any programs that the student has officially declared within the student information system. It also displays completed and in progress courses as well as any courses that the student is registered for in a future semester.

The **planned** audit shows any programs that the student has officially or unofficially added to their plan within Stellic. It will also display any courses that the student has completed, registered for, or added to their planner for future terms












**Tip:** Pay attention to audit type as Official and Planned do not always provide the same information.







# Stellic For Advisors-Progress Icons

Green indicates a course or requirement has been satisfied. Dark Orange indicates a course or requirement is in progress. Light Orange indicates a course, or requirement has been placed in the Student Plan.

Icon	Description
	A course or requirement has been satisfied.
	A course or requirement is in progress.
	A registered course in a future term, or a requirement with a future registered course.
	A planned course, or requirement being satisfied with a planned course.
	A remaining course or requirement; a number will appear in the box indicating the specific number of remaining credit hours.
	A completed milestone.
	A milestone that will be satisfied by a registered course.
	A remaining milestone.
	A planned milestone.

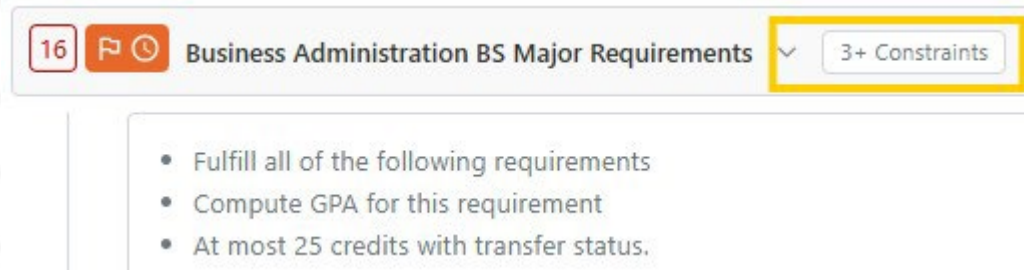
# Stellic For Advisors-Progress Icons

To provide more insight into how courses are being applied, additional Icons will be placed on the right side of a course or requirement heading.

Icon	Description
	Course is counting toward multiple requirements.
	Course is being used as a equivalent to the required course.
	Additional information that requires attention. Examples: Course taken but grade requirement was not met, or course is not being counted due to overlap/duplication.
	Course is fulfilling a parent requirement and may appear in multiple locations.

# Stellic For Advisors-Reviewing Student Progress

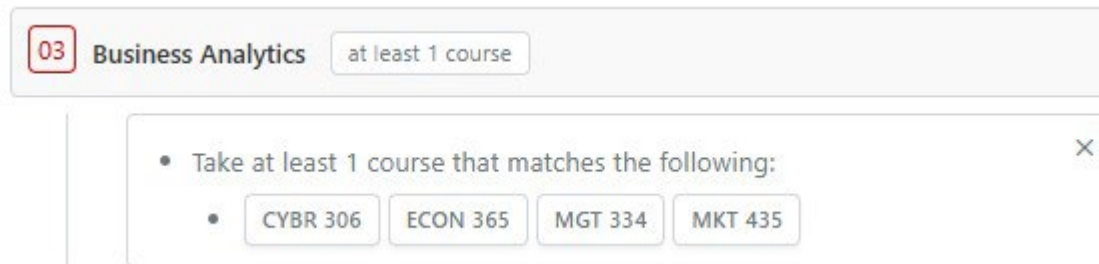
Constraints: Are rules associated with each requirement such as fulfill all, fulfill any of the following, credits required, minimum GPA, minimum grade requirements, etc. By clicking any of the constraints boxes you will be able to see which ones are listed for that section.



16 Business Administration BS Major Requirements 3+ Constraints

- Fulfill all of the following requirements
- Compute GPA for this requirement
- At most 25 credits with transfer status.

When multiple course options can fulfill a requirement the course options may be listed in a constraint instead of being nested below a requirement. In this case, opening the constraints box is a way to see course options are available.



03 Business Analytics at least 1 course

- Take at least 1 course that matches the following:
  - CYBR 306
  - ECON 365
  - MGT 334
  - MKT 435



# Stellic For Advisors-Reviewing Student Progress

Stellic implements nested formatting to view requirements. The primary requirement is the “parent” requirement, and it cannot be fulfilled unless all "child" or sub-requirements are fulfilled. Click the > to view specific courses & requirements.

Minor in Behavioral and Mental Health 7+ Constraints 24 credits PGPA 3.761  
Applied Version: CY2024 • Undergraduate  
Catalog Term: Fall 2024

2.000 Minor GPA Required Additional Check GPA 3.761 24 credits 8 courses

Required Core Courses

Emphasis Options

Behavioral & Mental Health Emphasis fulfill all

Behavior Course Options 2+ Constraints 1 Exception 12 credits

CSP 409	Medical & Psychosocial Aspects of Addictions	3 CREDITS	TAKEN IN SUMMER SUMMER 1 '25	A+
PSY 203	General Psychology PSYC 1810 INTRO TO PSYCHOLOGY at Mid-Plains CC in FALL 2024 posted to Spring 2025	3 CREDITS	TRANSFERRED FALL '24	A+
SOC 450	Mental Health Literacy and Wellness	3 CREDITS	TAKEN IN FALL FALL REGULAR ACADEMIC SESSION '25	B
SOC 462	Sociology of Health and Illness	3 CREDITS	TAKEN IN SUMMER SUMMER 1 '25	A

Mental Health Course Options 6 credits

Follow the lines to see connected requirements

# Stellic For Advisors-Reviewing Student Progress

Audit Order: Begins with Institutional Requirements. For undergraduate students this includes: 2.0 Minimum Overall GPA, 120 Overall hours, 40 hours of Upper Division Level Courses (300/400) and 32 hours at UNK. These requirements must be completed by all undergraduate students and cannot be waived or substituted.

**Undergraduate Graduation Requirements** 6 Constraints  
Applied Version: Published • Undergraduate

<b>Minimum Overall GPA</b> 1 Constraint	CGPA 2.563
<b>86</b> 120 Overall Hours Required > 4 Constraints	34 credits
<b>40</b> 40 Hours of 300/400 Level Courses > 3+ Constraints	0 credits
<b>32</b> Hours at UNK Required > 5 Constraints	34 credits

Total credit hours being applied to requirement

Red box indicates Remaining Credit hours

**Tip:** To view all the courses applying to the parent requirement click on the > icon next to the requirement heading and the courses applying to the parent requirement will be displayed.



# Stellic For Advisors-Reviewing Student Progress

Adult Order: Experiential Learning requirements are 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 at least 3 credits of experiential learning.

02 College of Education Requirements ▾ \*\*\* 5 Constraints PGPA --  
Applied Version: Published • Undergraduate

02 Experiential Learning at least 3 credits 1 credits

TE 354 Field Experience in Elem School Science, Social Studies, and Content Area Read 1 CREDITS  
CURRENTLY TAKING IN SPRING REGULAR ACADEMIC SESSION '26 CR



# Stellic For Advisors-Reviewing Student Progress

Audit Order: LOPERs General Education requirements of the primary program is displayed next.

**Tip:** Some LOPERs are required by program thus listed in the program sequence.

LOPERs 4 & 7 not included here

Legend:

1. Remaining credit hours.
2. Program GPA
3. In progress Milestone
4. Total Credits in section
5. Courses being applied to multiple requirements
6. Transfer course example.

1 30 30 BS in Cyber Security Operations Comprehensive 2+ Constraints PGPA 2.375

Applied Version: CY2024 • BS • Undergraduate  
Catalog Term: Fall 2024

3 LOPERs General Education 6 Constraints 4 25 credits

- LOPER 1 - First Year Seminar > fulfill any
  - LOPR 126 First Year Seminar: Acquiring Professional Skills 5 3 CREDITS TAKEN IN FALL REGULAR ACADEMIC SESSION '23 C
- LOPER 2 - Writing Skills at least 3 credits 3 credits
  - ENG 101 Introduction to Academic Writing 3 CREDITS TRANSFERRED IN FALL '22 B  
ENG 1010 ENGLISH LANGUAGE AND WRITING at Nebraska Wesleyan Univ in FALL 2022 posted to Fall 2023 6
- LOPER 3 - Oral Communication Skills at least 3 credits 3 credits
  - ITEC 290 Communicating Through Technology 3 CREDITS TAKEN IN FALL REGULAR ACADEMIC SESSION '24 B+
- LOPER 5 - Visual or Performing Arts at least 3 credits 3 credits
  - THEA 120 Introduction to the Theatre 3 CREDITS TAKEN IN FALL REGULAR ACADEMIC SESSION '25 A-
- LOPER 6 - Humanities at least 3 credits 3 credits
  - PHIL 100 Introduction to Philosophy 3 CREDITS TAKEN IN SPRING REGULAR ACADEMIC SESSION '24 C+
- LOPER 8 - Natural Science at least 3 credits 4 credits
  - BIOL 103 General Biology 4 CREDITS TAKEN IN FALL REGULAR ACADEMIC SESSION '24 B-
- LOPER 9 - Civic Competency and Engagement at least 3 credits 3 credits
  - PSCI 110 Introduction to American Politics 3 CREDITS TRANSFERRED IN SPRING '23 A  
POLS 1000 AMERICAN GOVERNMENT at Central CC in SPR 2023 posted to Fall 2023
- LOPER 10 - Respect for Human Diversity at least 3 credits 3 credits
  - HIST 111 Nebraska in the World 3 CREDITS CURRENTLY TAKING IN SPRING REGULAR ACADEMIC SESSION '26 A+
- LOPER 11 - Wellness (Optional) 2 Constraints 0 credits

# Stellic For Advisors-Reviewing Student Progress

Audit Order: LOPERs 4 and 7 are placed at the top of the Program section the audit instead of the LOPERs General Education section.

30 Cyber Security Operations Major Requirements > 3+ Constraints GPA 2.375 35 credits

2.000 Major GPA Required > 3 Constraints Additional Check GPA 2.375 35 credits 12 courses

LOPERs Required by Program fulfill all

MATH 115 (LOPER 4) at least 1 course

MATH 115 Calculus I with Analytic Geometry 5 CREDITS CURRENTLY TAKING IN SPRING REGULAR ACADEMIC SESSION '26 B

CJUS 101 (LOPER 7) fulfill all

CJUS 101 Introduction to Criminal Justice 3 CREDITS TAKEN IN FALL REGULAR ACADEMIC SESSION '23 C+

# Stellic For Advisors-Reviewing Student Progress

Audit Order: Students 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”

✓ P ✓ LOPERs General Education 6 Constraints 24 credits

✓ LOPER 1 - First Year Seminar > fulfill any **Waived**

- Fulfill any of the following requirements
- The requirement is waived for students who have any of these tags **Admitted with AA/AS, First Year Seminar Waived, Post-Baccalaureate**
- Other ways to complete this requirement may be available to some students

[exception made to waive requirement](#) [undo](#) [details](#)



# Stellic For Advisors-Reviewing Student Progress

Audit Order: 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.

✓ LOPER 1 - First Year Seminar fulfill any

- Fulfill any of the following requirements
- The requirement is waived for students who have any of these tags: Admitted with AA/AS, First Year Seminar Waived, Post-Baccalaureate

Louie Loper has the following tags: **Admitted with AA/AS**

- Other ways to complete this requirement may be available to some students

**Tip:** Students who are exempt from LOPERs General Education requirements must still complete the LOPERs required by their major.



By clicking the constraints shows that this student has a tag of "Admitted with AA/AS"







# Stellic For Advisors-Reviewing Student Progress



## Aduit Order Continued:



- Primary Program,
- Secondary majors
- minors.

**55**   **BS in Biology Comprehensive** ▾ ... 2+ Constraints PGPA 3.402  
Applied Version: CY2025 • BS • Undergraduate  
Catalog Term: Fall 2025

**03**   **LOPERs General Education** > 18 credits

**52**   **Biology Comprehensive Major Requirements** > GPA 3.402

**21**   **Minor in Political Science** ▾ ... 6+ Constraints 3 credits PGPA 3.670  
Applied Version: CY2025 • Undergraduate  
Catalog Term: Fall 2025

  **2.000 Minor GPA Required** > Additional Check GPA 3.670 3 credits

**21** **Political Science Requirements** > 3 credits

# Stellic For Advisors-Reviewing Student Progress

Unmatched courses live at the bottom of the degree audit. Unmatched courses are taken or completed courses that do not fulfill any requirements. Typically, unmatched courses include courses where a student failed or withdrew or repeated and the second attempt was completed with a higher grade. Courses in-progress at a sister institution will also be placed here.

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

BSAD 295	Business Communications	Grade does not apply	Repeated course	⊖	3 CREDITS	TAKEN IN SUMMER SUMMER 1 '23	F
ITEC 172	Professional Flight 1	Grade does not apply			1 CREDITS	TAKEN IN SPRING SPRING REGULAR ACADEMIC SESSION '24	F
ITEC 291	Instrument Pilot Theory	Grade does not apply	Withdrawn	⊖	3 CREDITS	TAKEN IN FALL FALL MINI SESSION '25	W

“Repeat Exclude”  
This course was repeated for a better grade.

# Stellic For Advisors-Reviewing Student Progress

Unrestricted Electives: Courses that are not applied to a major or minor but are applied to other requirements such as the institutional requirements. These can be viewed from the 120 Overall Hours Required section as there is no section grouping for unrestricted electives.

Click > to dropdown the section.

Example: ACCT 240 & ART 100 not applied to program thus can be used as an unrestricted elective.

ECON 271 applied in program, indicated by double check icon


The screenshot displays a student's progress in a program. At the top, a header bar shows '54 120 Overall Hours Required' with a dropdown arrow and '4 Constraints' on the left, and '66 credits' on the right. Below this, three course rows are listed:

- ACCT 240** - Accounting for Nonbusiness Majors - 3 CREDITS - ENROLLED FALL FALL REGULAR ACADEMIC SESSION '26. An orange checkmark icon is present.
- ART 100** - Art Structure - TAKEN IN SPRING SPRING REGU... - A green checkmark icon is present.
- ECON 271** - Principles of Economics, Microeconomics - 3 CREDITS - ENROLLED FALL FALL REGULAR ACADEMIC SESSION '26. A yellow double-check icon is present.

A dark callout box points to the double-check icon for ECON 271, containing the text: "Double counted for programs: Undergraduate Graduation Requirements and BS in Construction Management Comprehensive".

# Stellic For Advisors-Reviewing Student Progress

Transfer Coursework: To view transfer coursework, click the Courses tab. Transfer coursework is listed first, followed by a semester-by-semester view of the courses a student has completed. At the end of each semester there is a summary total of courses and credits earned.

Progress	Plans	Courses	Notes	Requests
				
<b>Transfer Credits</b> <span>▼</span>				
1 Course   3 Credits Attempted   3 Credits Earned				
MATH 102	College Algebra		TRANSFERRED IN SPRING '23	3 CREDITS   C
MATH 1150 COLLEGE ALGEBRA at Central CC in SPR 2023 posted to Fall 2023				
<b>Fall 2023</b> <span>▼</span>				
5 Courses   13 Credits Attempted   13 Credits Earned   GPA 3.845				
BSAD 100	Exploring Business		FALL '23	1 CREDITS   A+
ENG 101	Introduction of Academic Writing		FALL '23	3 CREDITS   A
LNSK 103	Foundations for Learning		FALL '23	3 CREDITS   A
LOPR 126	First Year Seminar: Acquiring Professional Skills		FALL '23	3 CREDITS   B+
SPCH 154	Cross-Cultural Communication		FALL '23	3 CREDITS   A+

Total at the end of Fall 2023: 5 courses, 13 credits attempted, 13 credits earned \*



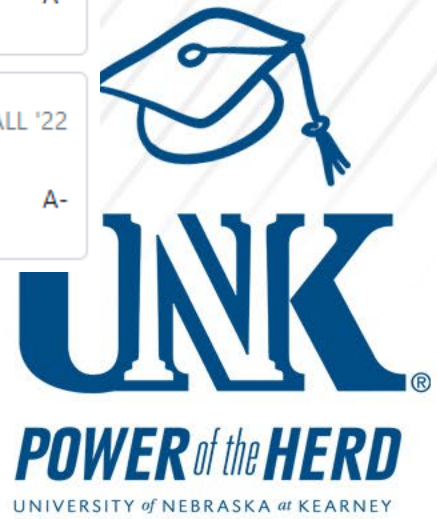
# Stellic For Advisors-Reviewing Student Progress

Transfer Coursework: Another method to review transfer coursework is to view courses found in the 120 Overall Hours Required requirement. Courses that have been transferred in will include information such as the course name and number from that original institution. If the course has UNK equivalency it will be indicated which UNK course its fulfilling. If the course has been transferred without a UNK equivalency, it will be designated as an elective and given its course level 100-400. (ELEC 100)

Example:  
CHEM 160 is  
Equivalent to  
CHEM 1110

31 120 Overall Hours Required 4 Constraints 89 credits

<input checked="" type="checkbox"/>	CHEM 160	General Chemistry	3 CREDITS	TRANSFERRED FALL '22
		CHEM 1110 CHEMICAL PRINCIPLES at Nebraska Wesleyan Univ in FALL 2022 posted to Fall 2024 +		A-
<input checked="" type="checkbox"/>	CHEM 160L	General Chemistry Laboratory	1 CREDITS	TRANSFERRED FALL '22
		CHEM 1110L CHEMICAL PRINCIPLES I LAB at Nebraska Wesleyan Univ in FALL 2022 posted to Fall 2024 +		A-



# Stellic For Advisors-Reviewing Student Progress

Intercampus Transfer courses: If a UNK student is simultaneously enrolled in a course at UNO or UNL, their course is grouped in the Unmatched Courses section. When the course is completed and loaded to the student's UNK transcript it then can be found in both the courses tab and within the 120 Overall Hours Required section of the degree audit.

Note: Students will still need to send in their transcript following completion of any courses to be applied to their UNK transcript.

Example of course viewed from the Unmatched group

**Unmatched courses**

[Learn more](#)

These courses are in plan, but are not fulfilling any requirement

ELEC 100A	In Progress Credit at Sister Institution	1 CREDITS	TRANSFER CREDIT IN SPRING '26
	CHEM 110L GENERAL CHEMISTRY II LAB in progress at University of Nebraska - Lincoln		

ELEC 100A	In Progress Credit at Sister ...	TRANSFERRED IN SPRING '26	1 CREDITS
	CHEM 110L GENERAL CHEMISTRY II LAB in progress at University of Nebraska - Lincoln		

Example of course viewed from Courses tab. Notice background color which indicates in progress & transfer not yet complete.



# Stellic For Advisors-Reviewing Student Progress

ACT & SAT scores for some students can be viewed at the bottom of the courses tab.

Test Scores ▼

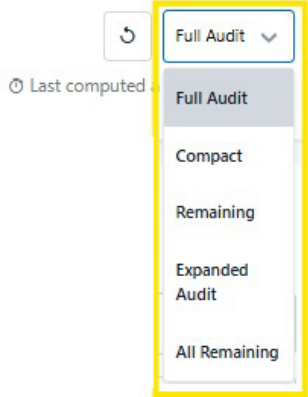
6 Tests

KACT-COMP	ACT Composite	TAKEN 01 DECEMBER 2025	33
KACT-ENGL	ACT English	TAKEN 01 DECEMBER 2025	32
KACT-MATH	ACT Math	TAKEN 01 DECEMBER 2025	34
KACT-READ	ACT Reading	TAKEN 01 DECEMBER 2025	33
KACT-SCIRE	ACT Science Reasoning	TAKEN 01 DECEMBER 2025	36
KACT-STEM	ACT STEM	TAKEN 01 DECEMBER 2025	35



# Stellic For Advisors-Reviewing Student Progress

Viewing Program Requirements A student's degree audit can be viewed in a variety of ways. On the right-hand side of the audit version section, the following viewing options are available, Audit in Full, Compact, Remaining, Expanded, All Remaining.



# Stellic For Advisors-Reviewing Student Progress

**Tip:** To review just remaining requirements that include program and institutional requirements, select the "Remaining" audit view. This is only available in the official degree audit.

Requirements outlined with dashed lines have a range courses that could fulfill the requirement; requirements outlined with a solid line have a specific course that fulfills that requirement.

01 College of Arts & Sciences Requirements ▾ ⋮

Applied Version: Published • Undergraduate

PGPA --

Experiential Learning

1 CREDITS

Remaining Requirement with multiple course options

11  BS in Criminal Justice ▾ ⋮

Applied Version: CY2024 • BS • Undergraduate

Catalog Term: Fall 2024

PGPA 3.567

CJUS 340

Criminal Evidence, Procedure and the Courts

3 CREDITS

CJUS 480

Criminal Justice Seminar: Professional Ethics and Career Development

3 CREDITS

Specific courses remaining

Internship

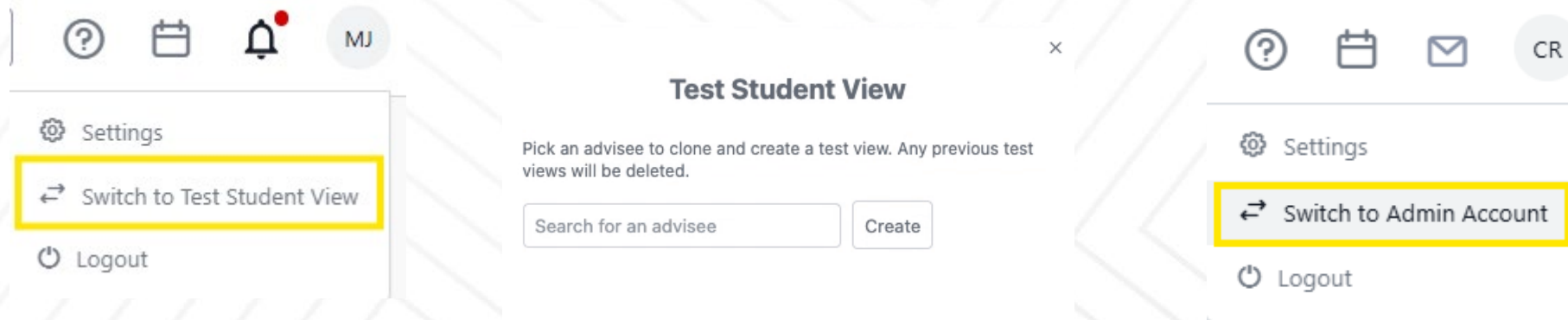
5 CREDITS



# Stellic For Advisors-Reviewing Student Progress

Student View: Advisors have the option to clone a student's view.

To view Stellic from the student's view, click your initials in the upper right corner of the screen and click "Switch to Test Student Account". Enter the student's name or NUID in the box that appears.



This creates a clone of the student's view. 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. To return to Advisor view, click on Switch to Admin Account.

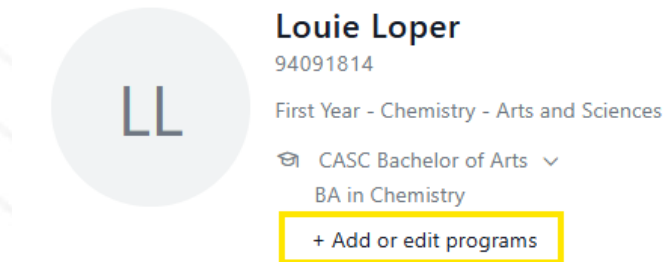


# Stellic For Advisors-Try on a Student

This tool is beneficial for advisors when a student is exploring a change their program or catalog year and would like to review their options. There are two methods to view program/plan changes.

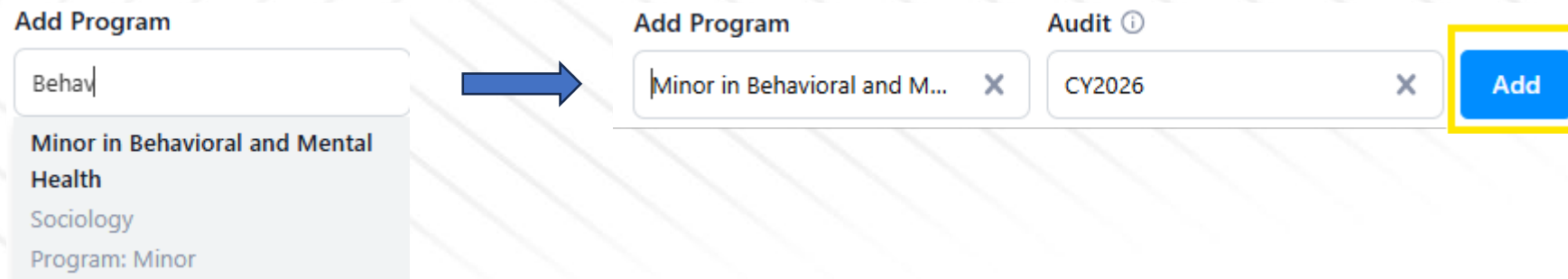
## Method One:

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.



**Louie Loper**  
94091814  
First Year - Chemistry - Arts and Sciences  
CASC Bachelor of Arts  
BA in Chemistry  
**+ Add or edit programs**

Next, search for the program and catalog year to add.



**Add Program**  
Behav  
Minor in Behavioral and Mental Health  
Sociology  
Program: Minor

**Add Program** **Audit** ⓘ  
Minor in Behavioral and M... x CY2026 x **Add**



# Stellic For Advisors-Try on a Student

Click Ok to add the program. When the degree audit loads it will then be listed at the top with a note of “Not Declared”

Are you sure you want to add Minor in Behavioral and Mental Health to the list of programs?



**1 Not Declared** ▾  
Minor in Behavioral and Mental Health [add to plan](#)

The Official audit view, the program will indicate it is only available in planned view

Minor in Behavioral and Mental Health ... Only available in Planned View  
Undergraduate

Switching to Planned audit view, you can see the requirements for that program.

This program will be listed until it is removed.

To be officially declared by the student completing the Program Change Form in MyBLUE



**23**  **Minor in Behavioral and Mental Health** ▾ ... 7+ Constraints 0 credits PGPA --  
Applied Version: CY2026 • Undergraduate

**P** **2.000 Minor GPA Required** > 3 Constraints Additional Check GPA -- 0 credits

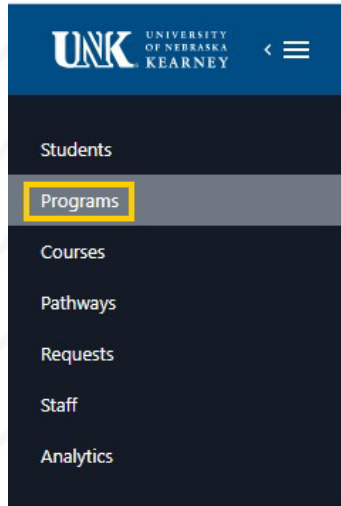
**06** **Required Core Courses** fulfill all

- CSP 417** Counseling Skills 3 CREDITS
- PSY 230** Human Development 3 CREDITS

**17** **Emphasis Options** > fulfill any

# Stellic For Advisors-Try on a Student

Method Two: Click on “Programs” from the navigation menu.



Next, keyword search the program (major or minor) that you are looking for. Search filters can also narrow down your search.

A screenshot of the Stellic search interface. At the top, there is a search bar with the text 'BS App' and a magnifying glass icon. To the right of the search bar are filter buttons: 'Offered By', 'Type', 'Audit Status X', 'Level', and 'Category'. Below the search bar, there are filter tags: 'Audit Status: Published X', 'Query: Bs App X', and a 'Reset all filters' button. The search results section shows '1 program' with a 'Create New' button and a list icon. The program card is highlighted with a yellow box and contains the following text: 'Comprehensive Major', 'BS in Applied Health Science', '6 Published Versions', 'Health Science', and 'Arts and Sciences'. A blue arrow points from a callout box to the program card.

Next, click on the Program Card to choose Audit version



# Stellic For Advisors-Try on a Student


Next, you will have an option to select which catalog year you want to review a student's audit in.

Once you have chosen which catalog year, click on the "Try on a Student" button. You can locate a student by their NUID or by typing their name.

COMPREHENSIVE MAJOR  
**BS in Applied Health Science**  
Health Science  
Arts and Sciences  
BS  
Undergraduate

---

[About](#) [Audits](#) [Pathway](#)

 Audit

Audit version: CY2026 (Published) ▾


- CY2021 (Published)
- CY2022 (Published)
- CY2023 (Published)
- CY2024 (Published)
- CY2025 (Published)**
- CY2026 (Published)

**BS in Applied Health Science**  
Audit Version: CY2026

- Fulfill all of the following requirements
- Count courses only from the given course set:
  - Level: Undergraduate
- Double counting rules apply as follows:
  - Courses may double count without any limit with other programs unless specified otherwise
  - Courses that count towards LOPERs General Education : Unlimited **with no restrictions**


Mode average credits: 3 Auto

Expand All Collapse All

LOPERs General Education >  shared

Applied Health Sciences Options option >

Louie | Test ×

 **Louie Loper**  
94091814

Next, the program's audit will load, and you can review how the student's current progress fits into that program.

Keep in mind that you can view the program "Try on" feature in the official and planned views.



# Stellic Exception Workflow

A full overview for [Undergraduate Exceptions & Substitutions](#) can be found at [Stellic for Advisors](#)

- Advisors can request exceptions through Stellic
- Exceptions are routed to appropriate department chair
- Once chair approves, routed to Registrar's Office for final approval

## Equivalencies

- Public on TES
- All students all the time
- Owned by chair of the department of the course
- Only need chair to approve initially
- Show in audit as our course with transfer course and school listed

## Substitutions

- Case by case basis
- Owned by chair of the major or minor
- Need permission from chair each time in writing
- May have requests from advisors to you or from our office

## Blanket memos

- Common substitutions from curriculum changes
- Owned by chair of the major or minor
- Allowable for all students but not automatic (usually)
- Advisors or students can contact our office directly

# Questions?

---

Graduating Students:

Sammie Vizcaino

[vizcainos@unk.edu](mailto:vizcainos@unk.edu)

308-865-8444

All Other Students:

Vickie Edwards

[edwardsvs@unk.edu](mailto:edwardsvs@unk.edu)

308-865-8449

Training/General Stellic

Inquires:

Matt Jones

[jonesm29@unk.edu](mailto:jonesm29@unk.edu)

308-865-8983