

Stellic Overview for Advisors

*Updated 5/26

- 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
- Access Stellic at <https://stellic.unk.edu/> and login with TrueYou credentials
- When you log in the default landing page will be Home, from there you can access a wide range of Stellic Tools and features.
- 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

Locating Students and Advisees

- Advisors, you have access to all students within your department and in any student groups you advise
- To locate individual students, enter their name or NUID in the search box. Learn more about [search filter types & functions](#).
- 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' section with a search box containing 'Student name, username...' and a link 'search by usernames'. To the right, there is a 'Filters' section with several buttons: 'Demographics', 'Programs', 'Performance', 'Advisors' (highlighted with a yellow box), and 'Graduation'. Below these are more buttons: 'Remaining', 'Planned', 'Taken', 'Appointments', 'Requests', and 'Int'. A dropdown menu for 'Advisor Filters' is open, showing 'Students with this Advisor' and a search box 'Enter advisor name' (also highlighted with a yellow box). At the bottom left, it says 'No Selected Filter, Sorted By Last Name'.

- You have the option to save this report and track changes to see when advisees are assigned or unassigned to you. Reports can be accessed from the Home & Students tabs.

New Report

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

Report Title

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 .

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. An option to add or edit programs. This will bring you to the student's plan. Official [program changes](#) are done 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

Current Student Information

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				

The following section of the student profile provides additional student details.

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.

Reviewing Student Progress

- Click the progress tab on the student's profile



- There are two types of audits views:
 - 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.








Progress Icons

Stellic uses a variety of icons and colors to indicate the status of courses and requirements throughout a student's audit.

Color Coding: *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 selected as planned.

Tip: When reviewing an audit, hover the cursor over an icon and an explanation of that icon or how it is being used will appear. This is helpful when interpreting the status of courses and requirements.

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.

Additional 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.

Constraints

- 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 constraint buttons that indicate a constraint 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

Program Requirements & Audit Order

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.

Tip: Clicking on the > icon will un-nest program requirements. Follow the lines to see connected 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 3 CREDITS TRANSFERRED FALL '24 A+
 PSYC 1810 INTRO TO PSYCHOLOGY at Mid-Plains CC in FALL 2024 posted to Spring 2025
 - 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

Audit Order

- 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.

Undergraduate Graduation Requirements 6 Constraints
 Applied Version: Published • Undergraduate

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

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

- The LOPERs General Education requirements will be listed within the primary major requirements. In the following example, it may initially look like LOPERs 4, 7, and 10 are missing from the list. However, since they are required by the BS Cyber Security Operations Comprehensive major, they are instead listed in the major section and are not duplicated in the LOPERs General Education above.

Legend Audit: 1. Remaining credit hours. 2. Program GPA 3. In progress Milestone 4. Total Credits in section

Courses being applied to multiple requirements 6. Transfer course example.

1 30 BS in Cyber Security Operations Comprehensive ▼ 2+ Constraints 2 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 6 3 CREDITS TRANSFERRED IN FALL '22 B
 ENG 1010 ENGLISH LANGUAGE AND WRITING at Nebraska Wesleyan Univ in FALL 2022 posted to Fall 2023

✓ 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

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

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

CJUS 101 (LOPER 7) fulfill all

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

- 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”

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

- 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”

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

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

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

- Next up, the Primary program, any secondary majors and minors specific requirements are outlined.

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

Unmatched courses and unrestricted electives

- 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

- Unrestricted Electives: Courses that are not applied to a major or minor but are applied to other requirements such as institutional requirements. These can be viewed from the 120 Overall Hours Required section as there is no section grouping for unrestricted electives. Courses that have the Double Check icon are courses being double counted or satisfying multiple requirements.

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

54 **120 Overall Hours Required** 4 Constraints 66 credits

	ACCT 240	Accounting for Nonbusiness Majors	3 CREDITS	ENROLLED FALL FALL REGULAR ACADEMIC SESSION '26
	ART 100	Art Structure		TAKEN IN SPRING SPRING REGULAR ACADEMIC SESSION '26
	ECON 271	Principles of Economics, Microeconomics	3 CREDITS	ENROLLED FALL FALL REGULAR ACADEMIC SESSION '26

Double counted for programs: Undergraduate Graduation Requirements and BS in Construction Management Comprehensive

Transfer coursework

- To view transfer coursework, on a student's profile 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.
- 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 it is 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

✓	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-
✓	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-

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.

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	

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

Additional Audit Views and Sorting

- 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.



- 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 of courses that could fulfill the requirements; requirements outlined with a solid line have a specific course that fulfills that requirement.

01 College of Arts & Sciences Requirements ▼ ⋮ PGPA --
Applied Version: Published • Undergraduate

Experiential Learning 1 CREDITS

11 ✓ BS in Criminal Justice ▼ ⋮ PGPA 3.567
Applied Version: CY2024 • BS • Undergraduate
Catalog Term: Fall 2024

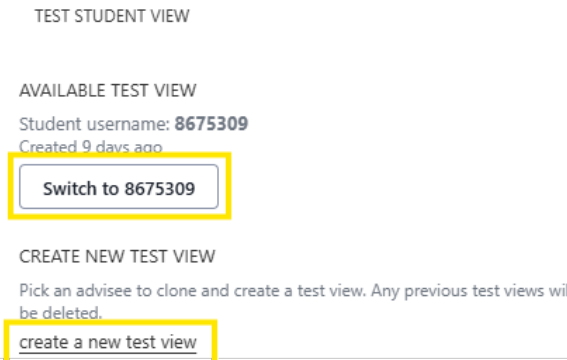
CJUS 340 Criminal Evidence, Procedure and the Courts	3 CREDITS
CJUS 480 Criminal Justice Seminar: Professional Ethics and Career Development	3 CREDITS
Internship	5 CREDITS

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

A screenshot of the "Test Student View" interface. At the top, there is a navigation bar with icons for help, calendar, notifications, and a user profile icon labeled "MJ". Below the navigation bar, there is a sidebar menu with options: "Settings", "Switch to Test Student View" (highlighted with a yellow box), and "Logout". The main content area is titled "Test Student View" and contains the instruction: "Pick an advisee to clone and create a test view. Any previous test views will be deleted." Below this instruction, there is a search box labeled "Search for an advisee" and a "Create" button.

- 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



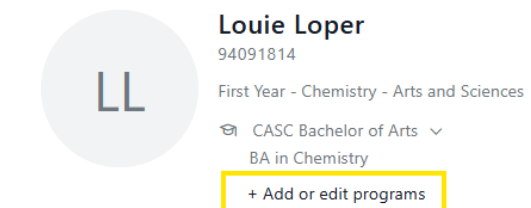
- This creates a clone of the student's view. Any changes you make won't be saved. The left panel will appear gray instead of black indicating the test instance. When viewing a student's profile, your name and information will appear at the top instead of their own. To return to Advisor view, click on Switch to Admin Account.

Try On/What If

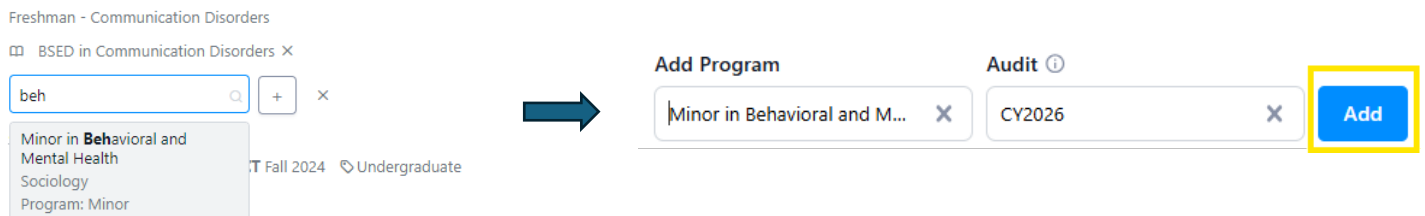
This tool is beneficial for advisors when a student is exploring a change in their program or catalog year and would like to review their options. There are two methods to view program/plan changes.

Method one:

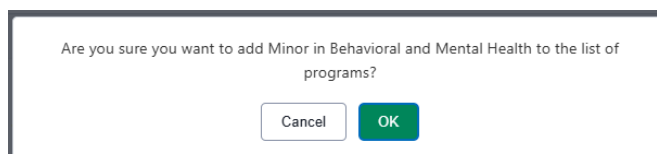
- To try on an additional major or minor, you can click the "add or edit programs" button at the top of the student's profile



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



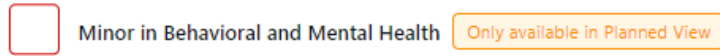
- Click Ok to add the program.



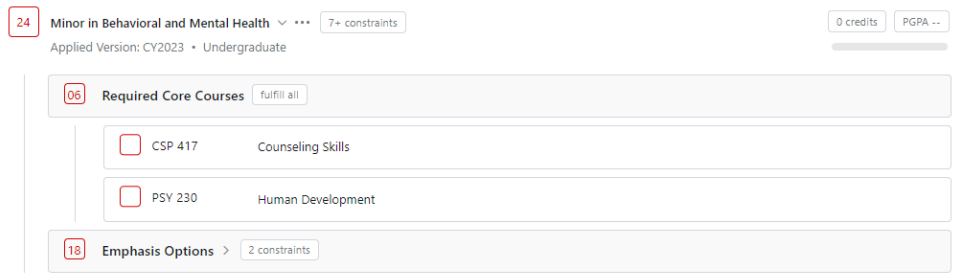
- When the degree audit loads it will then be listed at the top with a note of “Not Declared”



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



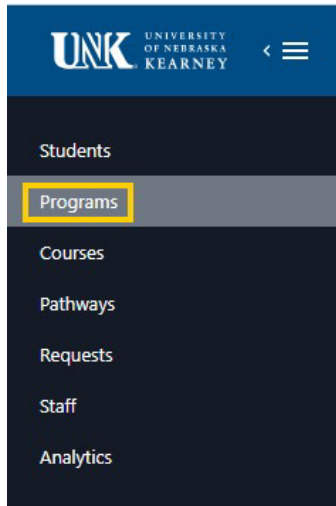
- By switching to Planned view, you can see the requirements for that program



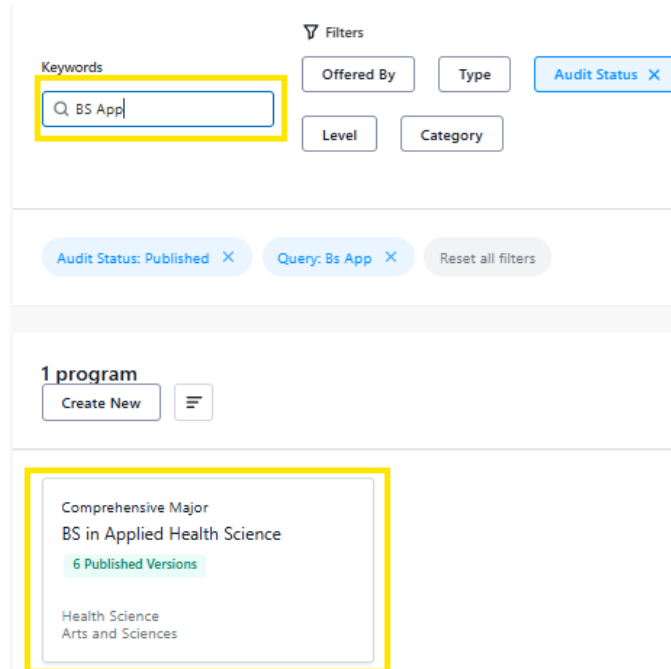
- This program will be listed until it is removed, but will need to be officially declared by the student completing the Program Change Form in MyBLUE

Method 2:

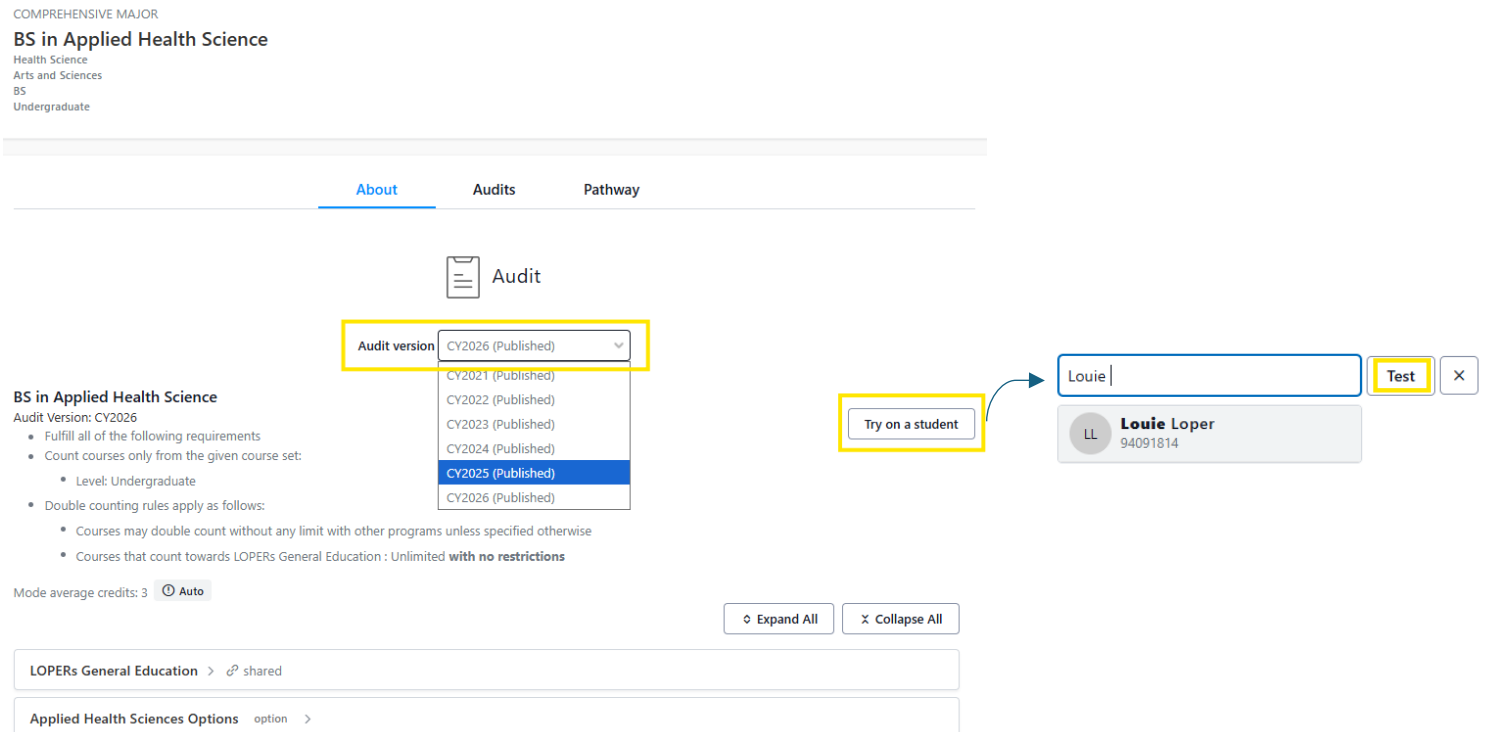
- Click on “Programs” on the lefthand tab.



- Then keyword search the program (major or minor) that you are looking for, you can also use the search filters to narrow down your search.



- 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.



- From there you can view how their current progress fits into that program. Keep in mind that you can view the program “Try on” feature in the official and planned views.