

Stellic Academic Advising Appointments

Updated 8/5/26

Academic advising appointments can now be made via the Stellic Appointments feature. Advisors can connect their Outlook calendar and create "Time blocks" of availability for advising appointments. By connecting Outlook, appointment availability is based off the advisor's availability in Outlook and the parameters set in the time block.

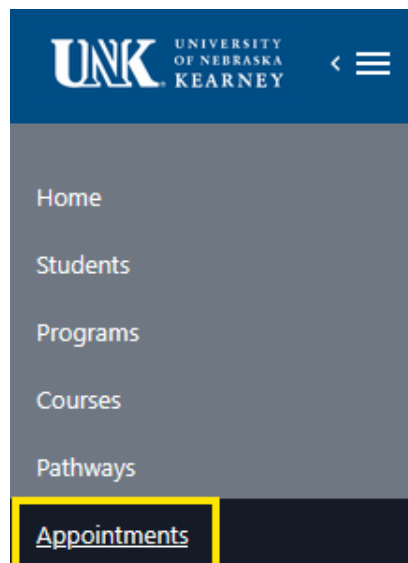
Students then select the time and date that works best and schedule their advising appointment.

Calendar Connection

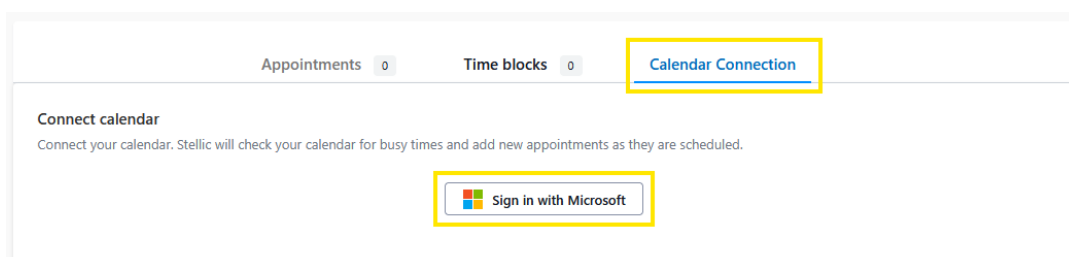
Connecting your Outlook calendar to Stellic Appointments allows Stellic to check your existing calendar events to prevent appointment conflicts and automatically add new Stellic appointments to your calendar.

Step up instructions:

- From the navigation menu, click on the "Appointments" tab.



- The top heading contains three tabs. The Appointments page is where past, day of and future appointments are reviewed. Time block creation and editing. Calendar Connection to link Outlook calendars.



- Sign in to outlook with your UNK credentials when prompted. Review the permission request for Stellic to:
 - View and edit events on your calendars
 - Click Authorize to grant permissions

Configure Calendar Settings

- Under Configuration, you can check your outlook calendar for conflicts
- You can enable from a calendar if appointments are automatically added
- You can update whether meetings show as Busy or Free

Appointments1

Time blocks1

Calendar Connection

Connected calendar

Microsoft

 Calendar

Connected

Unlink

Configuration

Check this calendar for conflicts

Calendar

Add new appointments automatically to this calendar

Calendar

Read tentative holds in this calendar as

Busy

Time blocks

To use appointment scheduling in Stellic, a time block will need to be created and activated. A time block defines the rules and availability for appointments that can be scheduled. Students can only schedule appointments with advisors who meet two criteria:

- The advisor has permission to view that student within Stellic
- The advisor has created and activated a time block that overlaps with the students' availability

Creating a time block:

- At the top of the appointments page, click the Time block tab. The number next to the link indicates how many time blocks have been created, including active and inactive. Then select “Create Time Block”



The screenshot shows the top navigation bar of the appointments page. It includes three tabs: 'Appointments' with a count of 1, 'Time blocks' with a count of 0 (highlighted with a yellow box), and 'Calendar Connection'. Below the tabs is a search bar containing 'Matt Jones (You)' and a close button. To the right are two buttons: 'Generate Report' and 'Create Time Block' (highlighted with a yellow box).

- Provide a name for the time block, Ex Fall Academic Advising. Students will see the time block name in order to schedule an appointment.
- Select an appointment type. For typical semester academic advising periods, select One-on-one appointments.

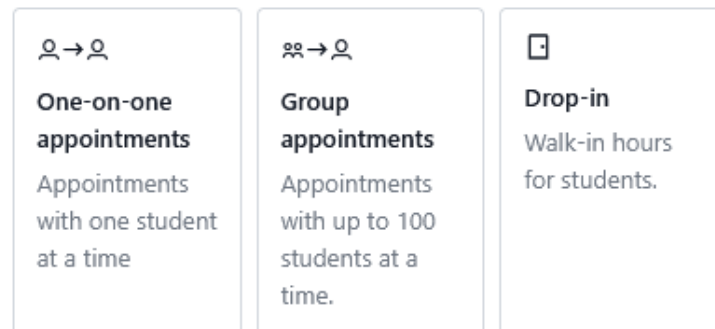
Setup Time Block

A Time Block is an event to start accepting appointments defined by rules you set, such as location, duration and more. [Learn more](#)

Name (required)

Fall Advising

Students will see time block name in order to schedule appointments. Provide a helpful name, e.g. General Advising, Registration for Seniors, Plan Review etc.



The screenshot shows three selectable appointment types, each with an icon, a title, and a description:

- One-on-one appointments**: Represented by an icon of two people. Description: "Appointments with one student at a time".
- Group appointments**: Represented by an icon of three people. Description: "Appointments with up to 100 students at a time."
- Drop-in**: Represented by a calendar icon. Description: "Walk-in hours for students."

Next

Time Block Editor

- The time block has three tabs in the heading; overview provides the details set in the Editor. The Editor allows you to modify the time block, Appointments provides a summary of past and future appointments.

APPOINTMENT TIME BLOCK INACTIVE

Activate



Fall Advising [\(edit name\)](#)

👤 → 👤 One-on-one 👤 0 Students 📅 0 Appointments

Overview

Editor

Appointments

- Click on “Editor” to set time block details.

Time Block Details

Appointment Management

Use Stellic

Event Type

One-on-one

Group

Drop-in

Accepting Appointments

07/07/2026



-

07/10/2026



Location

In-person

Phone Call

Video Call

Office Location (required)

Phone Number (required)

The student will input their phone number for you to call. Please also provide your office phone number.

Purpose

Select Purpose



Duration

30 Minutes



Add buffer time between meetings

Add a short break after each appointment.

0 minutes

Event Type: One-on-one, group or drop-in.

Accepting Appointments: Select the date range for the time block period to be open for appointments.

Office Location: For in person appointments, designate meeting location. For Phone call enter in your office phone number. For Video Call enter in the URL for meeting, such as a Zoom or Microsoft Teams link

Purpose: Select the appropriate option.

Purpose

Select Purpose

Select Purpose

General Advising

Class Schedule

Registration

Other

Duration: 15, 30, 45, 60 minute options

Buffer Time: Add a short break after each appointment. This is optional.

Add buffer time between meetings

Add a short break after each appointment.

0

minutes

Hosts and Invitees: Appointment host, Only Me refers to the advisor. Eligible students to schedule appointments.

- All students, include all students you have access to in Stellic. This information varies on your user and administrative roles.
- Select students, paste student names or NUID separated by space, semicolon, new line or tab.
- Students with Given Criteria lets you select students by search filters. The most efficient method is to use the Advisors filter and enter your name. All of the students you advise will be listed, including those that may not have you assigned as a primary or secondary advisor.

Host and Invitees

Appointment host

Only Me

Eligible students

Students with Given Criteria

Criteria

Demographics

Programs

Performance

Advisors

Graduation

Remaining

Planned

Taken

Unmatched

Plan Reviews

Canvas

Status

Notes

Pathways

Appointments

Requests

Interests

Enrollment

Transfers

Selected Criteria

advised by John Gibbs

reset all filters

Save Criteria

23 students are eligible

Scheduling Settings: Select available times and dates for the time block.

Scheduling Settings

Available times

9:00 AM



5:00 PM



Sun



Mon



Tue



Wed



Thu



Fri



Sat

[Advanced scheduling options >](#)

- Advanced Scheduling options provide more options that include start time increments, date range where students can see availability, maximum allowed appointments per day, and specific date availability.

Booking Page: Create a user-friendly URL to make sharing your scheduling link easier. This is optional.

Booking Page Options

Booking Page URL

<https://unktest.stellic.com/appointments/r/>

louieloper

Instructions: Optional, items could include how to prepare for the meeting, what to bring with, directions to your office etc.

Instructions

B

I

U

🔗

🔗

☰

☰

Examples of what to include here: how to prepare for the meeting, what to bring to the meeting, directions to your office, etc.

Save



Invitee Questions: Optional questions for the student to answer when they make their appointments. If you do not need questions, click on the trashcan icon to remove the question. If you would like questions, fill out the title and select if the question is optional or required by the student to answer.

Invitee Questions

⋮

One Line

Topic • required

close

🗑

Title

Topic

Required or optional?

Required

Add question

⋮

Multi Line

Description • required

close

🗑

Title

Description

Required or optional?

Required

Add question

+ Add question

Communication Notifications: In-app updates and reminders are sent automatically. Add more alerts if needed

- Send Confirmation Email to Host/Attendee/Both
- Send reschedule and cancelation emails to Host/Attendee/Both
- Send reminder email X amount of hours before the appointment to Host/Attendee/Both

Communications

In-app updates and reminders are sent automatically. Add more alerts below if needed:

☒

Send Confirmation Email to

Attendee(s) and Host

☒

Send Reschedule and Cancelation Emails to

Attendee(s) and Host

☒

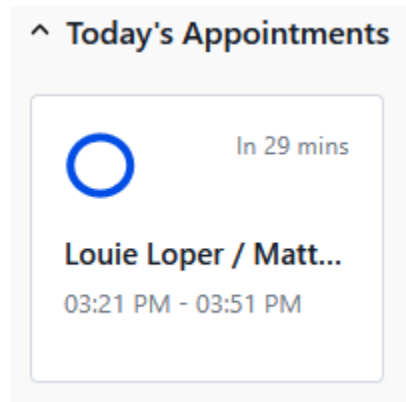
Send Reminder Email

24

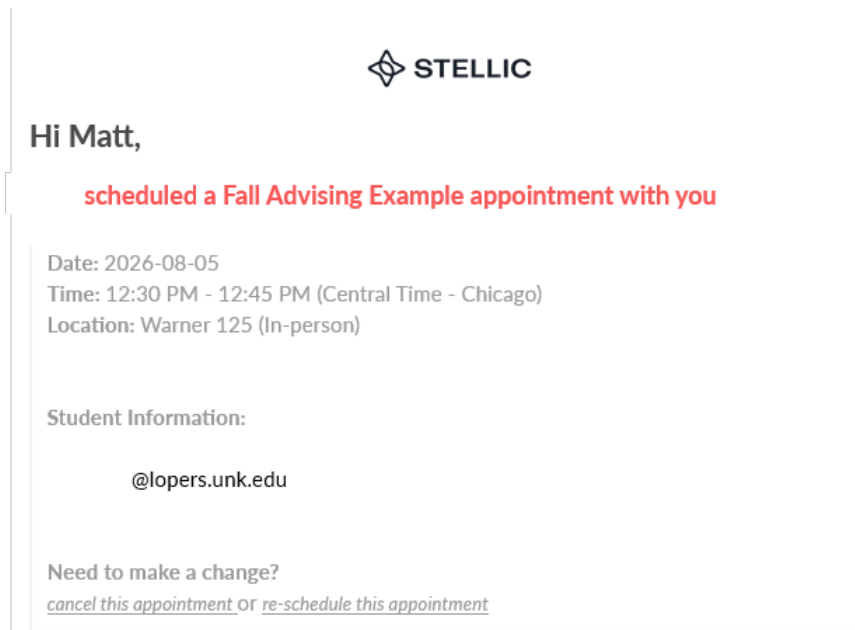
hour(s) before the appointment to

Attendee(s) and Host

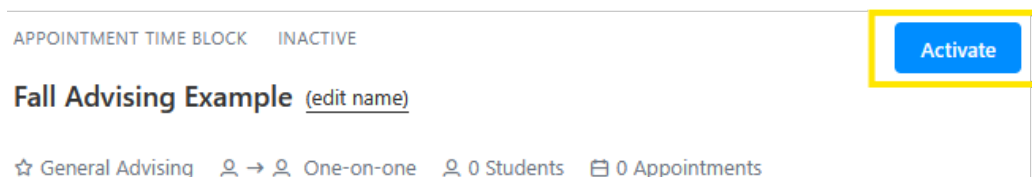
- When a student schedules an appointment and Outlook has been connected to Stellic, the appointment will display on the Outlook calendar in a few seconds.
- Note: Appointments cannot be deleted from Outlook, appointments can be modified and deleted from the Appointments page. Outlook will update automatically in seconds after changes made.
- Additionally, in the Advisor Home there is a section for that day's appointments. Click on the tile to review the appointment details.



Example Confirmation email:



Activate Time Block: When all of the time block details have been set click on the blue Activate button. If the time block is not activated students will not be able to make their appointments.



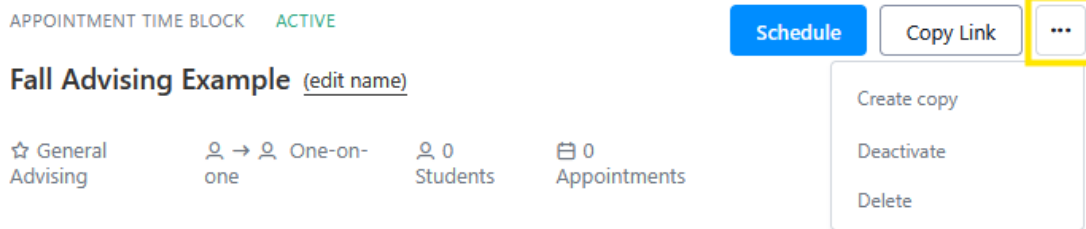
Note: When the time block has been activated, changes to the time block details can be made while it is active.

Schedule & Sharing:

Once the time block is active, you can copy the sign up link for the time block to share with your advisees. Clicking on the horizontal three dots will allow you:

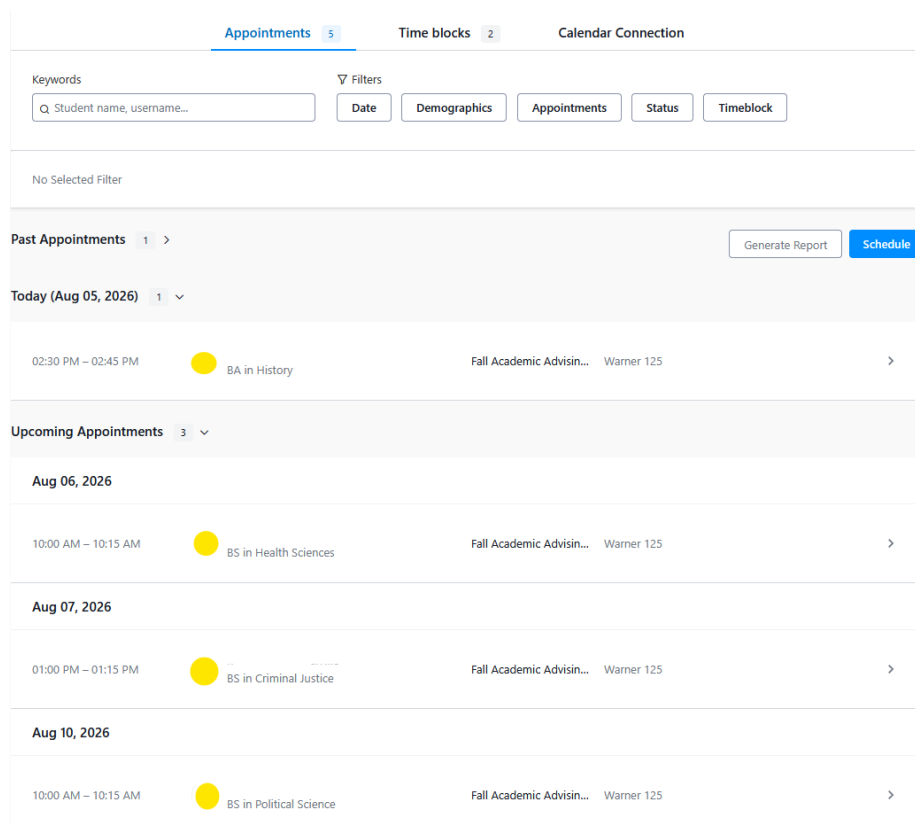
- To create a copy of the time block. If you have multiple time blocks, you can edit the particular details.
- Deactivate, once the advising period is closed you can deactivate the appointment making period and reactivate it for future semesters.
- Delete the time block.

Note: there is no need to click on the Schedule button as students will be initiating the appointments.



Managing Appointments:

- In the specific time block click on the “Appointments” tab. Here, all past and upcoming appointments can be reviewed.
- Use the filters to only see appointments within a specific date range, appointment location, and more.



- Clicking on an individual appointment will display the details, and option to modify (reschedule) or cancel the appointment.
- Any Meeting Minutes that you add to the appointment will be recorded in the notes in the student's Stellic profile.

[← Back to Appointments](#)

APPOINTMENT DETAILS
UPCOMING

Modify
Cancel

Louie Loper / Matt Jones (Fall Academic Advising E ...

📅 Aug 05, 2026
🕒 02:30 PM - 02:45 PM
🌐 Central Time - Chicago
👤 → 👤 One-On-One

Appointment Details

Host

MJ **Matt Jones**

Location

Warner 125

Meeting Minutes

+ Add minutes ▼

Purpose

General Advising

Instructions

No instructions provided

Student Details

Louie Loper

12345678 • BA in History

Managing Past Appointments: Once an appointment's date and time has passed, you can record the student's meeting attendance to be either "Attended" or "Not Attended".

Today (Aug 05, 2026) 2 ▼

01:00 PM – 01:15 PM

Louie Loper
BA in History
Fall Academic Advisin... Warner 125
🕒 Attendance Pending
>

Appointment Reporting: Export appointment information into a CSV by clicking Generate Report and then identifying which columns you'd like included in the CSV download.

Past Appointments 1 >

Generate Report

- Click on Appointment data to select what range of data such as date, time, student name, descriptions, status etc to be included.

Generate Report

Data will be generated for ~ 6 appointments

Appointments

 Appointment Data

Export a list of appointments and their current status

Student View

For reference, students can schedule their advising appointments from the Appointments section of their Home, or from the Advisor tiles in Home or their Student Profile.

Appointments

No upcoming appointments [view all](#) →

[Schedule Appointment](#)

- After clicking “Schedule Appointment” a popup page will display for the student to select host, type the name of their advisor, and if the student is eligible to meet, the advisor’s time block will be displayed.

Schedule Appointment

Host

Q Matt Jones

×

Student

Louie Loper (You)

Eligible time blocks (1)

Fall Academic Advising
Example

👤 One-on-one

🕒 15 Minutes

- Next the student will see appointment dates and times that are available to them. The available times and dates are determined by student class schedule and advisor availability as indicated in their created time block. Advisor availability is also determined by any conflicting items on their Outlook calendar.

Fall Academic Advising Example

Host

Matt Jones

Student

Louie Loper (You)

Key details

🕒 15 Minutes

👤 One-on-one appointment

☆ General Advising

🔄 One-time only

📍 In-Person (Warner 125)

Sep 2026

<

>

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Tue, Sep 1

🌐 Central Time - Chicago

10:00 AM

10:30 AM

02:00 PM

04:30 PM

Appointment Confirmation

Fall Academic Advising Example

Attendees

MJ Matt Jones Host

Louie Loper Student

Key details

📅 Tue, Sep 1, 2026, 10:00 AM

🌐 Central Time - Chicago

👤 One-on-one appointment

☆ General Advising

📍 In-Person (Warner 125)

Confirm your selection

Schedule

Cancel



Appointment confirmed for Fall Academic Advising Example

The attendees have been notified.

Key details

🕒 Tue, Sep 1, 2026, 10:00 - 10:15 AM

🌐 Central Time - Chicago

👤 One-on-one appointment

📍 In-Person (Warner 125)

2 Attendees

MJ Matt Jones Host

Louie Loper Student

BA in History

Purpose

General Advising

Close

- When a student schedules an advising appointment, based on the communication settings in the time block, the appointment Host/Advisor as well as the student will receive an email confirmation.
- Students can review upcoming and past appointment details from the Home dashboard. And notes, instructions and past meeting minutes can be found in the appointment details.