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# Stellic Search Filters

Updated | 6/11/26



# Student Search Filters & Functions

- Stellic provides several search filters that can be used in combination to identify students, create automated reports and communicate with students.
- Search results display key information at a glance: programs, courses taken and remaining, and alerts. Click on any student to open their full plan and profile.
- Updated features and functions are documented with instructions examples on the [Stellic for Advisors](#) training pages.

Keywords

[search by usernames](#)

∨ Filters

Demographics	Programs	Performance	Advisors	Remaining	
Planned	Taken	Unmatched	Status	Notes	Pathways
Requests	Interests	Enrollment			

# Student Search Filters & Functions

Quick Filters: These are default searches/reports that do not need to be created by an advisor, and available in the Students search page.

- The quick filters include “All students that you teach” A report that places all the students that are in enrolled in any course the advisor teaches.
- Additionally each individual course has its own report.
- Tip: Quick filters are sorted by semester. The current semester and the up coming semesters are available to view.
- Additional, custom searches can be saved as reports. Favorited reports can be “Pinned” or saved to the advisor [Home](#) dashboard.

Quick filters ▾

Summer 2026 ▾

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



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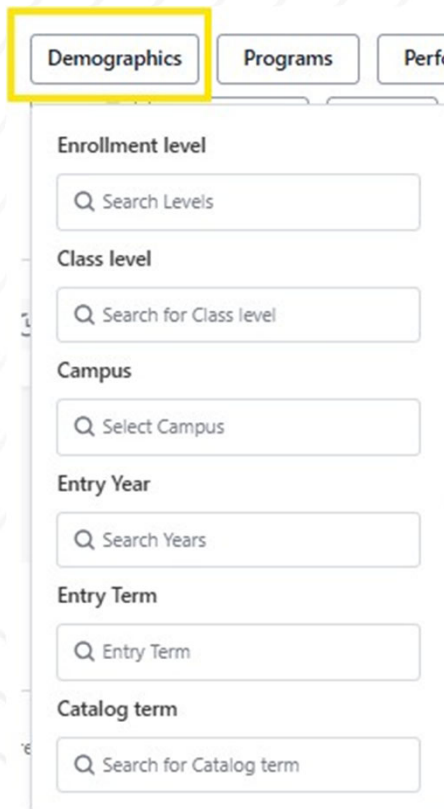
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# Student Search Filters & Functions

The **Demographics** filter identifies students based on their academic enrollment information.

Included Search Criteria:



The screenshot shows a search filter interface with three tabs: 'Demographics', 'Programs', and 'Performance'. The 'Demographics' tab is highlighted with a yellow border. Below the tabs are several search criteria, each with a search input field:

- Enrollment level**: Search Levels
- Class level**: Search for Class level
- Campus**: Select Campus
- Entry Year**: Search Years
- Entry Term**: Entry Term
- Catalog term**: Search for Catalog term

**Enrollment Level:** Student Career (Undergraduate/Graduate)

**Class Level:** Student classification at the beginning of the term.

- New Admit Undergraduate: Student is admitted to UNK and has an orientation date scheduled.
- First-Year: Students entering with no transfer credit.
- Freshman: Cumulative credits between 1 and 27.99
- Sophomore: Cumulative credits between 28.00 and 57.99
- Junior: Cumulative credits between 58.00 and 88.99
- Senior: Cumulative credits greater than or equal to 89.00
- Post-Bacc Undergraduate: Students pursuing a second baccalaureate degree.
- New Admit Graduate: Student is admitted to the graduate college.
- Graduate: Graduate Student
- Fifth Year: Initial Certification, Endorsement, Pre-Masters Coursework

**Entry Year:** Fall semester of the entry year.

**Entry Term:** Term the student started. Ex. Fall 2026

**Catalog Term:** The catalog year the student's program requirements are based off.



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# Student Search Filters & Functions

The **Demographics** filter identifies students based on their academic enrollment information.

Filters

Demographics Programs Perf

Q Entry Term

Catalog term

Q Search for Catalog term

Department

Q Search for Department

+ Add More

School

Q Search for School

+ Add More

Student Tags [View All](#)

Q Search for Student Tags

+ Add More

Department: Department that houses a student's program/s

- Multiple departments can be added to a search

School: CASC, CBT, COE

Tags: Terms used to identify student groups

- Click the magnifying glass to display top used tags.
- Click on the "View All" link within the search field to download the complete list of student tags.
- + to add multiple tags in your search.



# Student Search Filters & Functions

The **Programs** filter allows advisors to identify student groups by program related criteria. Included Search Criteria:

- Programs (Academic Plan Major/Minor etc)
- Catalog year of the student
- Program level (career, undergraduate, graduate)
- Declaration status
- Certified (graduated).
- Missing Audit

Demographics Programs Performance

Programs

Q Search for Programs

Catalog Year

Catalog Year

Search program levels

Q Search program levels

Program Declaration Status

All Programs

Undeclared Students

Students enrolled in programs that are tagged as undeclared by the university.

Certified Status

Filter students by certification status

Select option

Missing Audit

Show students with no audit version for

Select option

Demographics Programs Performance

Programs

Q BA |

BA in Sociology  
Sociology  
Program: Straight Major

BA in Chemistry  
Chemistry  
Program: Straight Major

BA in English  
English  
Program: Straight Major

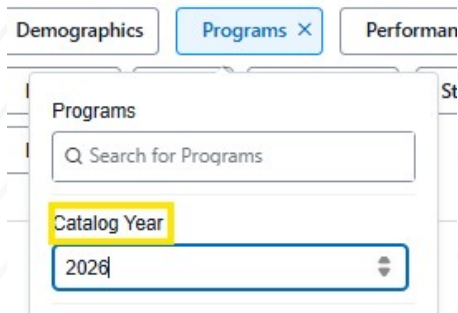
BA in Modern Languages  
Modern Languages

The search field will auto populate possible results as you type.



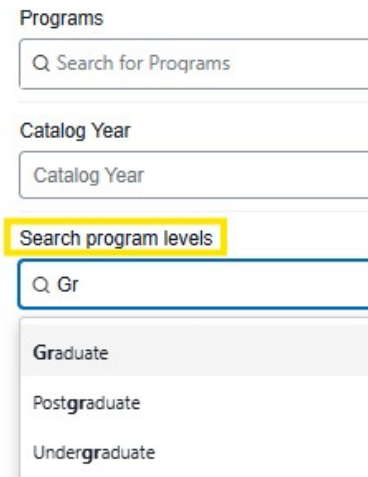
# Student Search Filters & Functions

The **Programs** filter allows advisors to identify student groups by program related criteria. Included Search Criteria:



A screenshot of a web application interface. At the top, there are three tabs: "Demographics", "Programs" (which is active and has an 'x' icon), and "Performan". Below the tabs, there is a "Programs" section with a search box labeled "Q Search for Programs". Below the search box, there is a "Catalog Year" dropdown menu with "2026" selected. The "Catalog Year" label and the dropdown menu are highlighted with a yellow box.

**Catalog Year:** Narrow down your search by entering a specific catalog year.



A screenshot of a web application interface. It shows a "Programs" section with a search box labeled "Q Search for Programs". Below the search box, there is a "Catalog Year" input field. Below the input field, there is a "Search program levels" dropdown menu with "Gr" entered. The dropdown menu is open, showing three options: "Graduate", "Postgraduate", and "Undergraduate". The "Search program levels" label and the dropdown menu are highlighted with a yellow box.

**Program Level:** Select student career, Undergraduate, Graduate



# Student Search Filters & Functions

mographics **Programs** Performance

Programs

Q Search for Programs

Catalog Year

Catalog Year

Search program levels

Q Search program levels

Program Declaration Status

All Programs

All Programs

Only Undeclared Programs

Only Declared Programs

The **Programs** filter allows advisors to identify student groups by program related criteria. Included Search Criteria:

Program Declaration Status: \*\* Must be used with a program

- Only Undeclared Programs: Students who have 'tried on' a program but have not submitted a program change form.
- Only Declared Programs: Students who have declared the program in the student information system.



# Student Search Filters & Functions

The **Programs** filter allows advisors to identify student groups by program related criteria. Included Search Criteria:

Audit Version: Catalog Version of the Program

Audit Version

Select audit version ▼

Select audit version

- CY2026
- CY2024 - Accelerated
- CY2025 - Accelerated
- CY2024
- CY2025

Program Declaration Status

All Programs ▼

**Undeclared Students**

Students enrolled in programs that are tagged as undeclared by the university.

Undeclared Students Checkbox:  
Undergraduate Nondegree and  
Graduate Nondegree



# Student Search Filters & Functions

The **Programs** filter allows advisors to identify student groups by program related criteria. Included Search Criteria:

## Missing Audit

Show students with no audit version for

All of their declared programs

Select option

All of their declared programs

At least one of their declared programs

Selected program (above)

**Missing Audit:** Students who are missing an audit.  
Examples: Nondegree students will not have an audit.  
Students on old catalogs who have completed their programs.

## Certified Status

Filter students by certification status

Select option

Select option

All of their declared programs

At least one of their declared programs

Selected program (above)

Exclude: Selected program (above)

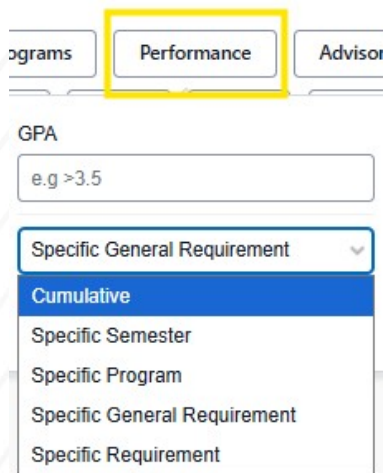
**Certified Status:** Students who have completed their degree requirements and earned their degree.

- All their declared programs
- At least one of their declared programs
- Selected Program (above) Must enter in specific program
- Exclude: Selected program (above)
  - The certified will stay on the student for two terms before the record is achieved.
  - To filter out certified students from a program search, select Exclude



# Student Search Filters & Functions

The **Performance** filter uses Grade Point Averages (GPA) data to identify students. The filter allows advisors to search GPA data by the following Criteria:



The screenshot shows a search interface with three tabs: 'Programs', 'Performance', and 'Advisor'. The 'Performance' tab is highlighted with a yellow box. Below the tabs is a 'GPA' search field containing the text 'e.g >3.5'. A dropdown menu is open, showing the following options: 'Specific General Requirement', 'Cumulative', 'Specific Semester', 'Specific Program', 'Specific General Requirement', and 'Specific Requirement'. The 'Cumulative' option is currently selected and highlighted in blue.

Find students with GPA by:

- Cumulative GPA
- Specific Semester GPA
- Specific Program GPA
- Specific General Requirement GPA Ex:
  - Undergraduate Graduation Requirement (2.0)
  - College of Business & Technology Requirement
  - BA Requirement
- Specific Requirement
  - Select program, audit version, individual requirement
  - Example: BS Business Admin Comp, CY 2024, Business Fundamentals

Search Parameters:

Greater than (>)

Less than (<)

Greater than or equal to (>=)

Less than or equal to (<=)

Equal

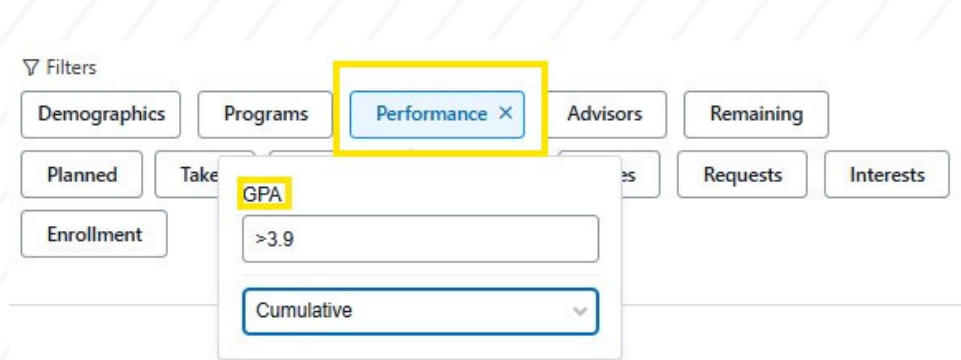
Range (-) Example: (2.000-3.000)



# Student Search Filters & Functions

The **Performance** filter uses Grade Point Averages (GPA) data to identify students.

Use < or > to determine the range you are looking for, then select the GPA criteria from the drop-down menu. You can also enter in a specific GPA figure.



Filters

Demographics Programs **Performance** Advisors Remaining

Planned Take GPA Requests Interests

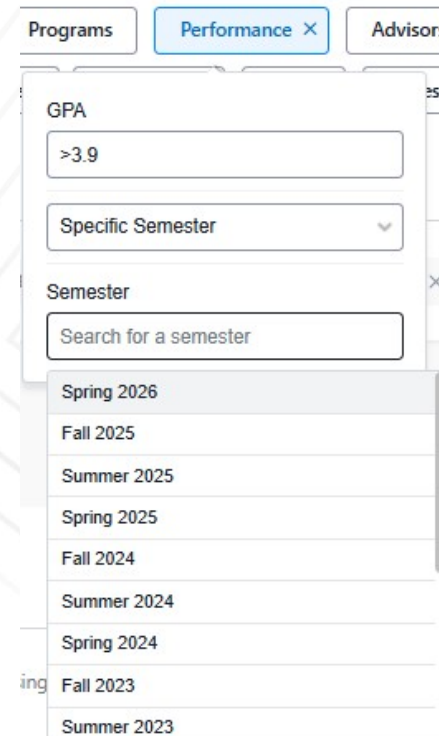
Enrollment

GPA

>3.9

Cumulative

Specific Semester: Enter in a specific GPA number or enter in a range, then select the specific semester.



Programs **Performance** Advisors

GPA

>3.9

Specific Semester

Semester

Search for a semester

- Spring 2026
- Fall 2025
- Summer 2025
- Spring 2025
- Fall 2024
- Summer 2024
- Spring 2024
- Fall 2023
- Summer 2023



# Student Search Filters & Functions

The **Performance** filter uses Grade Point Averages (GPA) data to identify students.

**Specific Program GPA:** Enter in a specific GPA number or enter in a range, then type in the program. When typing a populated list will appear with choices of programs.

Programs Performance X Advi

ike

GPA

>3.9

Specific Program

'49

Q Search Program

BS in **Business Administration** Comprehensive  
Business Administration  
Program: Comprehensive Major

MBA in **Business Administration**  
Business Administration  
Program: Course Of Study

Minor in **Business Administration**  
Management  
Program: Minor

rsing

Second Major in **Business Administration** Comprehensive (BS)

**Specific Requirement:** Enter GPA number or range, program, audit version (catalog year) then enter the requirement.

When you start typing a populated list will appear with choices of specific requirements.

Specific requirement

BS in Business Administration Comprehensive X

CY2025

Q Search for a requirement

Accounting Emphasis Requirements

Marketing Emphasis Requirements

Business Administration Comprehensive Major Requirements

Business Fundamentals

Economics Emphasis Requirements

Finance Emphasis Requirements

Management Emphasis

IEY

# Student Search Filters & Functions

The **Advisors** filter identifies students that are assigned to a specific advisor as well as students that do not have one assigned to them. Included Search Criteria:

## Students with this Advisor

- Enter advisor by name

The screenshot shows a search interface with a 'Keywords' search bar containing 'Student name, username...' and a 'Filters' section. The 'Advisors' filter is highlighted in yellow. A dropdown menu for 'Advisor Filters' is open, showing 'Students with this Advisor' selected and a search input field containing 'Enter advisor name'.

No Selected Filter, Sorted By Last Name

## Students with no assigned Advisor

- New Admit Undergraduate: Academic Advising has not assigned an advisor.
- Other Levels: Usually non-degree students.

The screenshot shows a search interface with a blue 'Advisors X' button. A dropdown menu for 'Advisor Filters' is open, showing 'Students with no assigned Advisor' selected.



# Student Search Filters & Functions

The **Remaining** filter identifies students based on their remaining credits or requirements.

Search criteria includes:

- Number or range of requirements remaining
- Number or range of credits remaining
- Specific courses remaining
- Specific requirement
- Audit Version, Official or Planned
- Program level

Tip: Departments & advisors seeking students with remaining credits /requirements, combine the remaining filter search criteria with the Programs filter.

Keywords

[search by usernames](#)

Filters

Demographics Programs × Performance Advisors Remaining ×

Planned Taken Unmatched Status Notes Requests Interests

Enrollment

BA in Political Science × Remaining >3 credits × reset all filters save as report

Advisors Remaining Planned

Number of requirements remaining

 requirements ▾

Specific courses remaining

Specific requirement

Audit Version

 ▾

Program level

 ▾

# Student Search Filters & Functions

- The Specific Requirement filter allows you to find students who have not yet completed a specific requirement. Start by first typing in the Program name or Requirement.

Example: Enrolled Seniors with remaining undergraduate requirement of 40 hours of 300/400 level courses

The screenshot illustrates the search process in three stages:

- Enrollment Level Filter:** The 'Senior' option is selected under the 'Class level' filter.
- Specific Requirement Selection:** The search term 'Undergraduate' is entered, and 'Undergraduate Graduation Requirements' is selected from the dropdown list.
- Requirement List:** The search results show a list of requirements, with '40 Hours of 300/400 Level Courses' highlighted.



# Student Search Filters & Functions

The **Planned** lets advisors identify students based on their courses that have been registered or placed in the student plan. Included Search Criteria:

## Number of courses in plan

- By courses, range or specific number
- By credits, range or specific number

## Registered Status

- Registered or Planned
- Only Registered
- Only Planned (Not Registered)

## Specific Course in Plan

## Semester

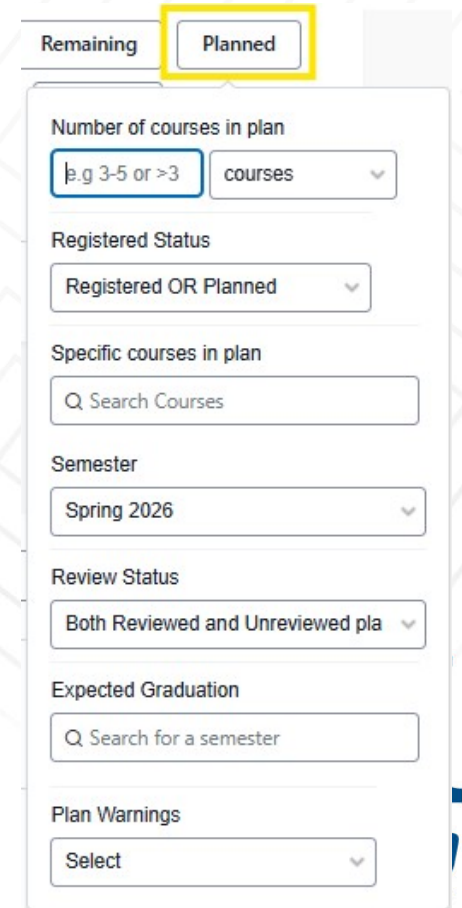
- Select a term or search all current and future terms

Review Status: \* Plan review is not you.

Expected Graduation: Search by term.

## Plan Warnings:

- At least one or more warnings
- Select warning types
  - Planned Course Not Offered (includes Not Likely To Be Offered)
  - Prerequisites/Corequisites Not Met
  - Semester Overload
  - Schedule Conflict



Remaining **Planned**

Number of courses in plan  
e.g. 3-5 or >3 courses

Registered Status  
Registered OR Planned

Specific courses in plan  
Q Search Courses

Semester  
Spring 2026

Review Status  
Both Reviewed and Unreviewed pla

Expected Graduation  
Q Search for a semester

Plan Warnings  
Select

# Student Search Filters & Functions

Common Search Combinations in the Planned filter

**Expected Graduation:** Search for students that intend to graduate by entering the specific semester. Currently only Graduate students have a Applied for Graduation Tag

**Registered or Planned:** To see which students are registered for a course or who have a course placed in their student plan, include the semester, course and registered status. Registered status can include both planned and registered or either.

Expected Graduation

- Spring 2029
- Spring 2028
- Spring 2027
- Spring 2026
- Spring 2025

Remaining **Planned**

Number of courses in plan  
e.g 3-5 or >3 courses

**Registered Status**

Registered OR Planned

Registered OR Planned

**Only Registered**

Only Planned (not registered)

**Semester**

Spring 2026

**Specific courses in plan**

- ART 403 Individual Problems in Art
- ART 403A Independent Problem: Ceramics
- ART 403H Individual Problems in Art
- ART 405 History of 19th Century Art
- ART 405H History of 19th Century Art
- ART 407 Art Methods for Young Children
- ART 409 History of Nebraska Art



# Student Search Filters & Functions

## Common Search Combinations in the Planned filter

**Plan warnings:** To view advisee's that have a plan warning, use the Advisor filter, and in the Planned filter select "At least one or more warnings" or select a specific warning type. The semester will default on the current semester. Plan warnings from past semesters can also be viewed.

Filters

Demographics Programs Performance **Advisors X**

**Planned** Taken Unmatched Status Notes

Plan Warnings

Select from warning types

Select

**At least one or more warnings**

Select from warning types

Schedule Conflict

Plan Warnings

Select from warning types

Planned Course Not Offered

Prerequisites/Corequisite Not Met

Semester Overload

Schedule Conflict

- **Tips:** The planned filter is useful when seeking data on the number of courses, or credits a student is registered or has planned in a specific semester.
- To gauge interest in a course, selecting "only planned" in the registered status and specific course in plan will allow you to see the students who are planning on registering for that course.



# Student Search Filters & Functions

Number of courses taken

e.g 3-5 or >3

courses

courses

credits

Q Search Courses

Specific requirement

Q Pick a Program first

Semester

All Past semesters

Grading Options

Traditional Grades

Q Search for a grade

Exceptions

Select Status

Search course enrollment levels

Q Search course enrollment levels

The **Taken** filter identifies students by the courses or credits that have been applied towards their program requirements. Included Search Criteria:

**Number of Courses/Credits taken:** A specific number or range (3-5 or >10) can be entered. Advisors can base a search number of courses or credits.

**Specific taken courses:** Search a specific course by name, course code & number. Multiple courses can be added to a search. The results will include students who have completed and or are currently taking the course.

**Specific requirement:** Search for students who have completed a specific requirement. First, type in a program, Select catalog year, then select specific requirements.

**Semester:** Sections range from Spring 2021-current semester.

**Grading Options:** When a course or requirement has been selected, advisors can select grading options and completed grade.

Grading options include, traditional grades, credit/no credit, CLEP and many more.



# Student Search Filters & Functions

Number of courses taken

e.g 3-5 or >3

courses

courses

credits

Q Search Courses

Specific requirement

Q Pick a Program first

Semester

All Past semesters

Grading Options

Traditional Grades

Q Search for a grade

Exceptions

Select Status

Search course enrollment levels

Q Search course enrollment levels

The **Taken** filter identifies students by the courses or credits that have been applied towards their program requirements. Included Search Criteria:

**Exceptions:** This option allows advisors to view students who have had exceptions made, pending or approved. Common exceptions include course substitutions, courses/credits waived. When combined with the program or specific requirement search, results will return with the list of students who have received an exception.

**Search course enrollment levels:** Undergraduate, Graduate



# Student Search Filters & Functions

Common Search Combinations with the **Taken** filter

**Number of credits/courses + Semester:** This combination returns students who have taken a specific number of credits or courses in a specific semester.

A screenshot of a search interface. At the top, there are two buttons: 'Taken' (highlighted with a yellow box) and 'Unmatched'. Below this, there are three sections: 'Number of courses taken' with a text input containing '>5' and a dropdown menu set to 'courses' (both highlighted with a yellow box); 'Specific taken courses' with a search input containing 'Q Search Courses'; 'Specific requirement' with a search input containing 'Q Pick a Program first'; and 'Semester' (highlighted with a yellow box) with a dropdown menu set to 'Fall 2025'.

**Specific taken courses + Specific requirement:** This combination returns students who have completed a specific course to fulfill a degree requirement.

A screenshot of a search interface. At the top, there are two buttons: 'Taken' (highlighted with a yellow box) and 'Unmatched'. Below this, there are three sections: 'Number of courses taken' with a text input containing 'e.g 3-5 or >3' and a dropdown menu set to 'courses'; 'Specific taken courses' (highlighted with a yellow box) with a search input containing 'MATH 102 College Algebra' and a 'Search Courses' button; and 'Specific requirement' (highlighted with a yellow box) with a search input containing 'BS in Health Sciences', a dropdown menu set to 'CY2023', and a search input containing 'MATH 102 (LOPER 4)' with a 'Search for a requirement' button.



# Student Search Filters & Functions

Common Search Combinations with the **Taken** filter

## Specific taken courses + Semester:

This combination returns students who took a specific course in a specific semester.

A screenshot of a search interface with several filters highlighted in yellow. At the top, there are two buttons: 'Taken x' and 'Unmatch'. Below this is a section for 'Number of courses taken' with a text input 'e.g 3-5 or >3' and a dropdown menu set to 'courses'. The next section is 'Specific taken courses', which contains a search box with 'HSCI 475 Internship In Health Sciences x' and a 'Search Courses' button. Below that is 'Specific requirement' with a dropdown set to 'BS in Health Sciences x', another dropdown set to 'CY2023', and a search box containing 'Q Search for a requirement'. The final section is 'Semester' with a dropdown menu set to 'Fall 2025'.

## Specific taken course/s + Grade:

This combination returns students who completed a specific course with a specific grade. Grading options include a wide range of grade options.

A screenshot of a search interface with several filters highlighted in yellow. The 'Specific taken courses' section contains a search box with 'BIOL 225 Anatomy And Physiology x' and another with 'BIOL 226 Anatomy And Physiology x', along with a 'Search Courses' button. Below this is 'Specific requirement' with a search box containing 'Q Pick a Program first'. The 'Semester' section has a dropdown menu set to 'All Past semesters'. The 'Grading Options' section contains a dropdown menu set to 'Traditional Grades' and a search box with 'A+ x' and a 'Search for a grade' button.



# Student Search Filters & Functions

Common Search Combinations with the **Taken** filter

**Specific taken courses + Grade + Semester:** This combination returns students who completed a specific course with a specific grade by a specific semester.

**Specific taken courses**

BIOL 225 Anatomy And Physiology ×

BIOL 226 Anatomy And Physiology ×

Search Courses

**Specific requirement**

Q Pick a Program first

**Semester**

Spring 2025

**Grading Options**

Traditional Grades

A+ ×

Search for a grade

**Specific requirement + Grade:** This combination returns students who earned a specific grade by the specific requirement.

**Specific requirement**

BS in Business Administration Comprehensive ×

CY2025

Internship/Independent Study ×

Search for a requirement

**Semester**

All Past semesters

**Grading Options**

Traditional Grades

A ×

Search for a grade



# Student Search Filters & Functions

The **Unmatched** filter identifies courses that a student has taken or attempted and does not satisfy a degree requirement. Included Search Criteria:

Taken **Unmatched** Status

Number of unmatched courses in plan  
[e.g 3-5 or >3] courses

Registered Status  
Only Registered

Specific courses in plan  
Q Search Courses

Semester  
All semesters

Audit Version  
Both Official and Planned

Unmatched Reasons  
Q Unmatched Reasons

Search course enrollment levels  
Q Search course enrollment levels

- By courses, range or specific number
- By credits, range or specific number

## Registered Status

- Registered OR Planned
- Only Registered
- Only Planned (not registered)

## Specific courses in plan

## Semester

## Audit Version

- Both Official and Planned
- Official
- Planned



# Student Search Filters & Functions

The **Unmatched** filter identify courses that a student has taken or attempted and does not satisfy a degree requirement. Included Search Criteria:

## Unmatched Reasons

Contains any ▾

Q Unmatched Reasons

No Unmatched Reason

Audit Grade Option

Plancourse Pass Fail Grade Option

Taken Without Grade

Grade Does Not Apply

Course Is Antireq

Repeated Course

Course Is Withdrawn

## Unmatched Reasons:

- **Audit Grade Option:** The course was audited and not completed for credit.
- **Plancourse Pass Fail:** Not used
- **Taken Without Grade:** Grade is not provided after a grading period. It is rare for any student to return with this search.
- **Grade Does Not Apply:** Course does not fulfill any degree requirements.
- **Course is Antireq:** Not used
- **Repeated Course:** Course is unmatched as it has been repeated by the student. [Repeated course policy.](#)
- **Course Withdrawn:** Stellic with place courses a student withdrew in the Unmatched section of the degree audit.



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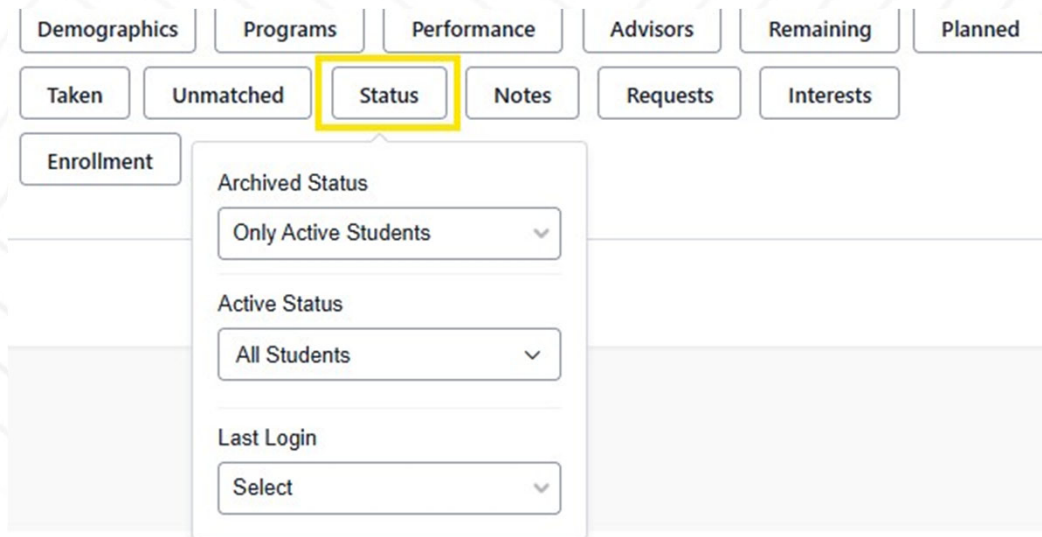
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# Student Search Filters & Functions

The **Status** filter adjusts search selections based on enrollment status of students, either active or archived. Included Search Criteria:

- Active Status, Students are students that are currently enrolled or matriculated.
- Archived Status, Students can be students who have graduated and have been archived after one semester following their graduation. Or students who stopped enrolling, become archived once their matriculation has been closed. When a student becomes archived, their records will no longer be updated from Peoplesoft (MyBlue). Archived records are in Stellic for 6 months before being removed.
- Last Login, An option to view students based on their last login to Stellic.



The screenshot displays a search interface with several filter tabs. The 'Status' tab is highlighted with a yellow border. Below the tabs, there are three dropdown menus:

- Archived Status:** Only Active Students
- Active Status:** All Students
- Last Login:** Select

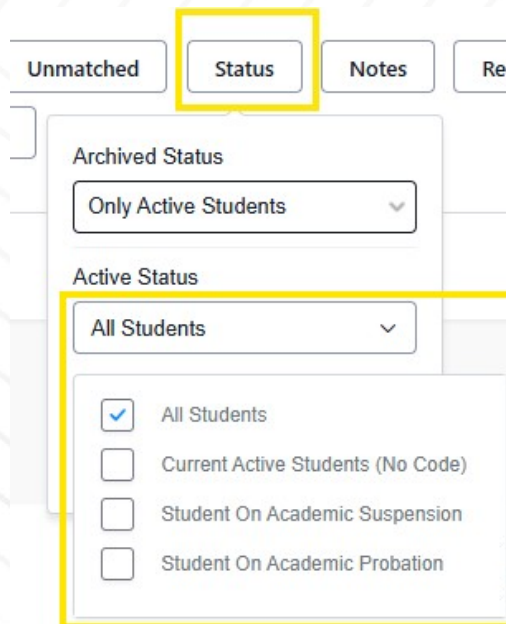


# Student Search Filters & Functions

The **Status** filter adjust search selections based on enrollment status of students, either active or archived. Included Search Criteria:

## Active Status

- Current Active Students (No Code) refers to all current students, admits, recently dismissed and registered within the last two terms.
- Student On Academic Suspension
- Student On Academic Probation



The screenshot shows a search interface with a 'Status' filter dropdown menu open. The 'Status' button is highlighted with a yellow box. The dropdown menu is divided into two sections: 'Archived Status' and 'Active Status'. The 'Archived Status' section has a dropdown menu set to 'Only Active Students'. The 'Active Status' section has a dropdown menu set to 'All Students' and a list of checkboxes below it. The 'All Students' checkbox is checked, while the other three are unchecked. The entire 'Active Status' section is highlighted with a yellow box.

Filter Category	Selected Option
Archived Status	Only Active Students
Active Status	All Students

- All Students
- Current Active Students (No Code)
- Student On Academic Suspension
- Student On Academic Probation



# Student Search Filters & Functions

Status **Notes** Requests

**Keyword in Note**  
Q Search for Keyword

**Type**  
Select

**Date Created**  
Select

**Note Created By**  
Any  
 Is auto-generated

**Notes Tag** [View All](#)  
Q Search for Note Tags

**Course**  
Q Search for Courses

**Attachments**  
 Has attachments

Advisors can add **Notes** to a student's profile.

Included Search Criteria:

**Keyword in Note:** Searching key word phrases will identify students with those words used in prior notes.

**Type:** To standardize the content and subject of the note, as well as make it searchable. General & Meeting are often used in summarizing advising sessions. Kudos to give positive recognition. Referral and Concern are used by advisors to notify student support services.

**Type**

Select

Select

General

Kudos

Referral

Meeting

Concern



# Student Search Filters & Functions

**Notes filter** Included Search Criteria:

**Date Created:** When searching notes by date created, there are set date ranges, or custom ranges.

Date Created

Select

Select

Last 3 Days

Last 7 Days

Last 30 Days

Last [X] Period

Custom Date Range

**Note Created by:** Students with notes can be identified by who created the note. The options include Any, others and Specific User or Group.

Note Created By

Any

Any

Others

Specific User or Group

To search who created the note, type in the name under the specific user or group.

Note Created By

Specific User or Group

Q Matt Jones

Q Matt Jones (You)

**Note Tag:** To make the content and subject of a note searchable, a note must be "Tagged" or given a designation by term, of the subject & content in a created note. There are currently 24 available Note Tags.

×

Note Tags

Select tags below to add

Q Search to Find or Create Tags



# Student Search Filters & Functions

**Notes filter** Included Search Criteria:

**Course:** Courses can be tagged in a note. This allows advisors to search by course name and number to view any notes created that are related to a specific course. It is common for a specific course to be tagged in a concern type note.

Example:

Course

Q PSY 231|

PSY 231 Abnormal Behavior and Society

I'm concerned about your performance in this class. You are in danger of failing this course due to low grades on exams, quizzes, or assignments.

Concern High Other Academic Advising And Career Development PSY 231 Abnormal Behavior And Society Danger Of Failing S

**Attachments:** Stellar supports adding attachments in notes. By selecting Has attachments, you can view students with notes that contain attached files.

Attachments

Has attachments



# Student Search Filters & Functions

**Pathways** Filter search students that have applied Pathways to their Student Plan. Included Search Criteria:

Any pathway applied

No pathway applied

Specific pathway

- Search pathway name

A screenshot of a web interface showing three filter tabs: 'Pathways', 'Requests', and 'Interests'. The 'Pathways' tab is highlighted with a yellow box. Below the tabs is a dropdown menu with three radio button options: 'Any pathway applied', 'No pathway applied', and 'Specific pathway'. The 'Specific pathway' option is selected and highlighted with a yellow box. Below the radio buttons is a search input field with a magnifying glass icon and the placeholder text 'Search pathway name'.

A screenshot of a web interface showing three filter tabs: 'Pathways', 'Requests', and 'Interests'. The 'Pathways' tab is highlighted with a yellow box. Below the tabs is a dropdown menu with three radio button options: 'Any pathway applied', 'No pathway applied', and 'Specific pathway'. The 'Specific pathway' option is selected and highlighted with a yellow box. Below the radio buttons is a search input field with a magnifying glass icon and the text 'bs in bus'. Below the search field is a list of search results, each consisting of a program name and a year range in parentheses. The results are: 'Business Administration Comprehensive: Accounting, BS (2024-25)', 'Business Administration Comprehensive: Marketing, BS (2024-25)', 'Business Administration Comprehensive: Supply Chain Management, BS (2024-25)', 'Business Administration Comprehensive: Finance, BS (2024-25)', and 'Business Administration'. To the left of the search results is a 'quick filter' label. Below the search results is an 'Actions' label.



# Student Search Filters & Functions

**Requests** filter, identify students that have exception requests. Specific request types can be created by department.

Pathways Requests Interests

Eligible for Workflow

Q Search for workflow

Students with active requests in selected workflow(s)

Students with completed requests in selected workflow(s)

Students have no request from selected workflow(s)

Students no longer eligible for selected workflow(s)

Students not enrolled to any workflow

Eligible for Workflow College of Business & Technology

Examples:

- Accounting Undergraduate Exception Request
- Finance Undergraduate Exception Request
- Marketing Undergraduate Exception Request
- Business Intelligence Undergraduate Exception Request
- Supply Chain Management Undergraduate Exception Request
- Management Undergraduate Exception Request
- Economics Undergraduate Exception Request
- Undergraduate Exception Request

Select Workflow Status

Students with active requests in selected workflows

Students with completed requests in selected workflows



# Student Search Filters & Functions

The **Interests** filter lets advisors browse interests of their advisees. Interests in the student profile are provided by the student. Interests are often related to the student's program area. Advisors that view this information find it useful in directing their advisee in course and program choices.

By clicking on the Interest filter, you can type in terms into the Search Interests. Select At least 1, in the Number of Interest option. The returning list will provide students with at least one or more interest terms.

Requests **Interests**

**Interests**

Search Interests

**Number of Interests**

Select option

Select option

None

At least 1

Specific Number

Requests **Interests** X

**Interests**

Mat

**Mathematics**

Abstract **Mathematics**

**Mathematical** History

General **Math**

Applied **Math**

Future **Materials**

**Materials** Science

Resistance Of **Materials**

Type terms into the search and populated list will appear with possible options.



# Student Search Filters & Functions

The **Enrollment** filter lets advisors identify students enrolled in a specific course/s.

Search criteria include:

Semester

Specific Course

\*Search by Class Numbers  
is not available

The screenshot shows a search filter interface with the following elements:

- Enrollment** (highlighted in yellow)
- Semester** (highlighted in yellow) dropdown menu showing "Spring 2026"
- Specific courses** (highlighted in yellow) dropdown menu showing "Search by Courses"
- PSCI** (highlighted in yellow) search input field
- Search results list:
  - PSCI 110** Introduction to American Politics  
Class: 14531 14530 +6 more
  - PSCI 140** Democracy and Global Citizenship  
Class: 14533 14747
  - PSCI 140H** Democracy and Global Citizenship  
Class: 15576
  - PSCI 212** Introduction to Public Administration  
Class: 18829



# Putting It Altogether

- Stellic makes searches powerful by implementing the many available filters.
- These searches can be saved and turned into reports.
- Learn more about creating [Reports at Stellic For Advisors](#).



# Questions?

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