

GO PERS!

UNK[®]

UNIVERSITY OF NEBRASKA KEARNEY[™]

Stellic Search Filters

Updated | 6/11/26

POWER *of the* **HERD** 

Student Search Filters & Functions

- Stellic provides several search filters that can be used in combination to identify students, create tracked reports and communicate with students.
- Updated features and functions are documented with instructions examples on the [Stellic for Advisors](#) training pages.

Keywords

[search by usernames](#)

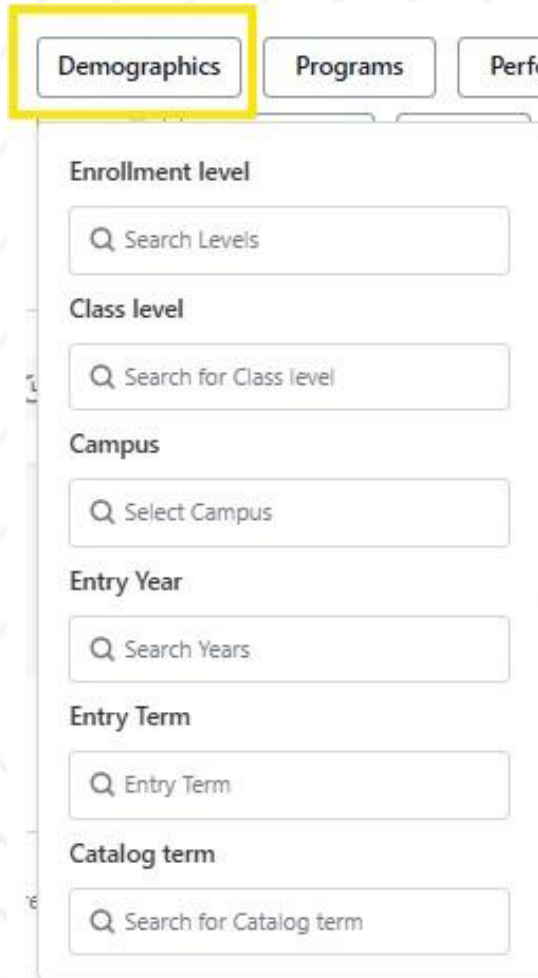
Filters

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

Student Search Filters & Functions

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

Included Search Criteria:



The screenshot shows a search interface with three tabs: 'Demographics', 'Programs', and 'Performance'. The 'Demographics' tab is highlighted with a yellow border. Below the tabs are several search filters, each with a search icon and a text 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.



UNK[®]

POWER of the HERD

UNIVERSITY of NEBRASKA at KEARNEY

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

The screenshot shows the 'Programs' filter section highlighted with a yellow box. It includes several sub-sections: 'Programs' with a search field 'Q Search for Programs'; 'Catalog Year' with a search field 'Catalog Year'; 'Search program levels' with a search field 'Q Search program levels'; 'Program Declaration Status' with a dropdown menu 'All Programs'; 'Undeclared Students' with a checkbox and text 'Students enrolled in programs that are tagged as undeclared by the university.'; 'Certified Status' with a dropdown menu 'Select option'; and 'Missing Audit' with a dropdown menu 'Select option'.

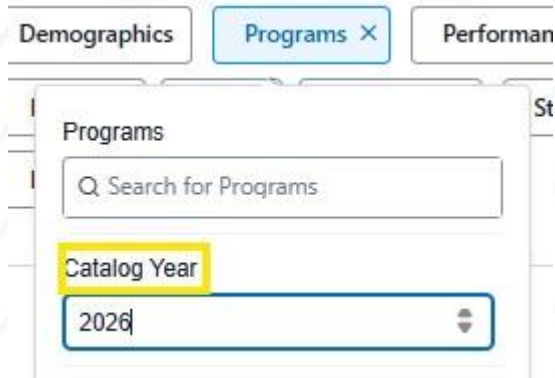
The screenshot shows the 'Programs' filter section highlighted with a yellow box. The search field contains 'Q BA |' and a dropdown menu is open, displaying a list of program options: 'BA in Sociology', 'Sociology', 'Program: Straight Major'; 'BA in Chemistry', 'Chemistry', 'Program: Straight Major'; 'BA in English', 'English', 'Program: Straight Major'; and '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's filter menu. At the top, there are three tabs: 'Demographics', 'Programs X', and 'Performan'. The 'Programs X' tab is selected. Below the tabs, there is a search box labeled 'Q Search for Programs'. Below the search box, there is a dropdown menu labeled 'Catalog Year' with the value '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.

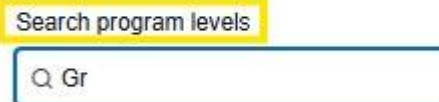


A screenshot of a search box labeled 'Programs' with the placeholder text 'Q Search for Programs'.

Program Level: Select student career, Undergraduate, Graduate



A screenshot of a search box labeled 'Catalog Year' with the placeholder text 'Catalog Year'.



A screenshot of a dropdown menu labeled 'Search program levels' with the placeholder text 'Q Gr'.



A screenshot of a list of program levels: 'Graduate', 'Postgraduate', and 'Undergraduate'. The 'Graduate' option is highlighted with a grey background.



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)

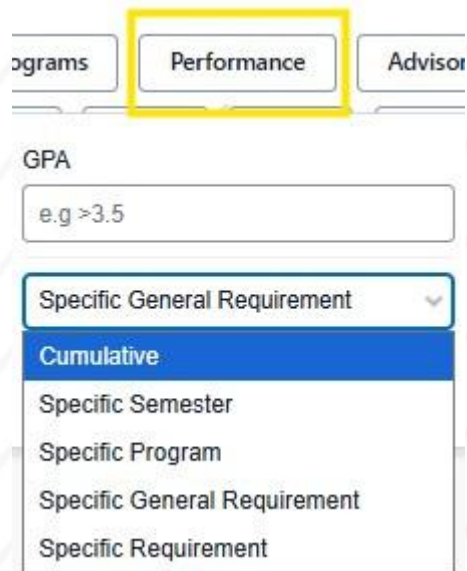
Certified Status: Students who have completed their degree requirements and earned their degree.

- 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

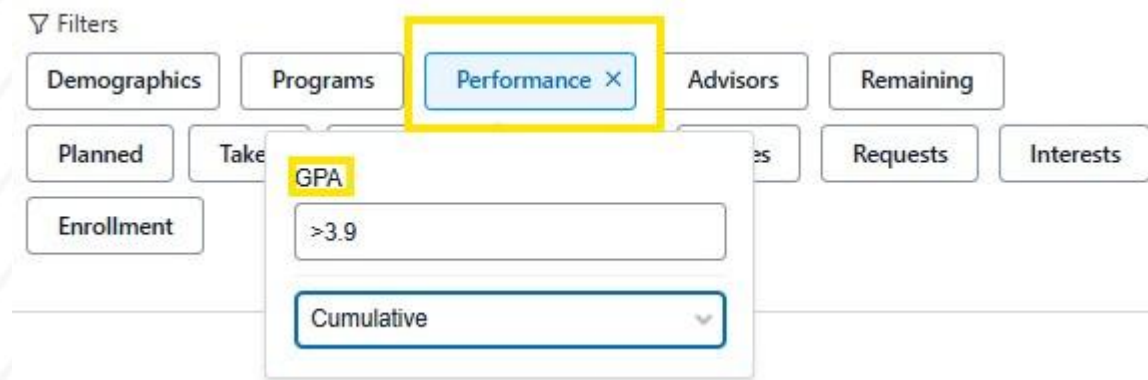
Range (-) Example: (2.000-3.000)



Student Search Filters & Functions

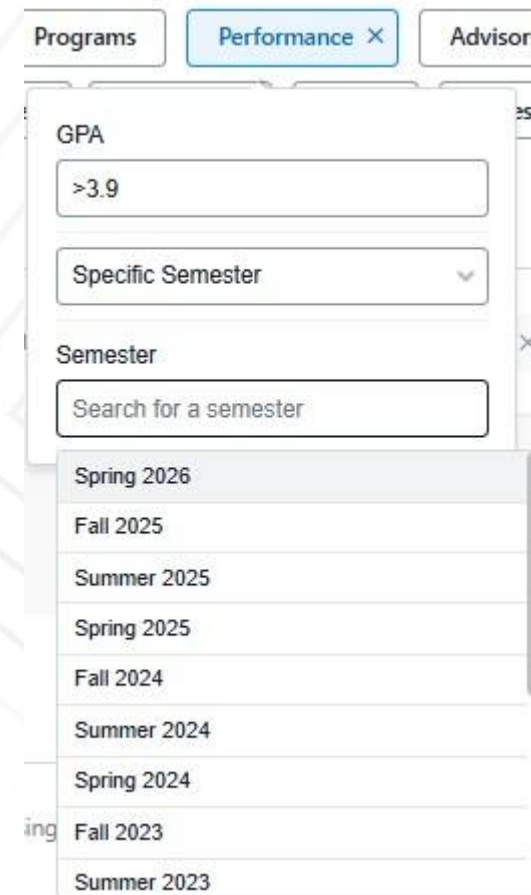
The **Performance** filter uses Grade Point Averages (GPA) data to identify students.

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.



A screenshot of a search filter interface. The 'Performance' filter is selected and highlighted with a yellow box. Below it, a dropdown menu is open, showing 'GPA' as the selected category. The input field contains '>3.9' and the dropdown menu is set to 'Cumulative'.

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



A screenshot of the search filter interface showing the 'Performance' filter selected. The 'GPA' dropdown menu is open, showing a list of semesters from Spring 2026 to Summer 2023. The input field contains '>3.9' and the dropdown menu is set to 'Specific Semester'.



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

rsing

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 for 'Enter advisor name' highlighted in yellow. Other filters include Demographics, Programs, Performance, Graduation, Remaining, Planned, Taken, Appointments, Requests, and Int.

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 dropdown menu for 'Advisor Filters' with 'Students with no assigned Advisor' selected. A blue button with 'Advisors X' is visible above the dropdown.



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 **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

The screenshot shows a web interface for student search filters. At the top, there are two tabs: 'Remaining' and 'Planned', with 'Planned' highlighted in yellow. Below the tabs are several filter sections:

- Number of courses in plan:** A text input field containing 'e.g 3-5 or >3' and a dropdown menu set to 'courses'.
- Registered Status:** A dropdown menu set to 'Registered OR Planned'.
- Specific courses in plan:** A search input field with a magnifying glass icon and the text 'Search Courses'.
- Semester:** A dropdown menu set to 'Spring 2026'.
- Review Status:** A dropdown menu set to 'Both Reviewed and Unreviewed pla'.
- Expected Graduation:** A search input field with a magnifying glass icon and the text 'Search for a semester'.
- Plan Warnings:** A dropdown menu set to '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

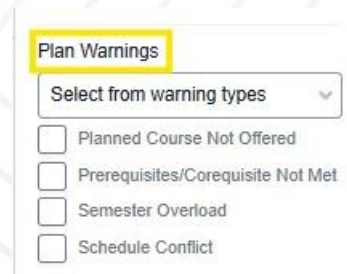
- ART 403 Individual Problems in Art
- ART 403A Independent Problem: Ceramics
- ART 403H Individual Problems in Art
- ART 405 History of 19th Century Art
- ART 405H History of 19th Century Art
- ART 407 Art Methods for Young Children
- ART 409 History of Nebraska Art



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.



- **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.

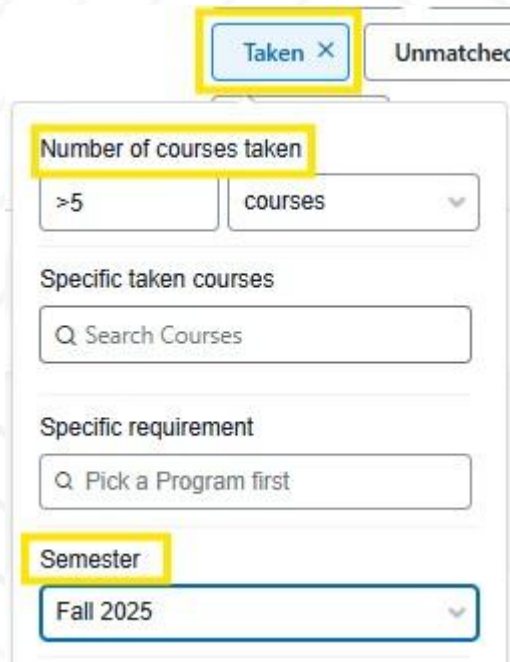
Search course enrollment levels: Undergraduate, Graduate



Student Search Filters & Functions

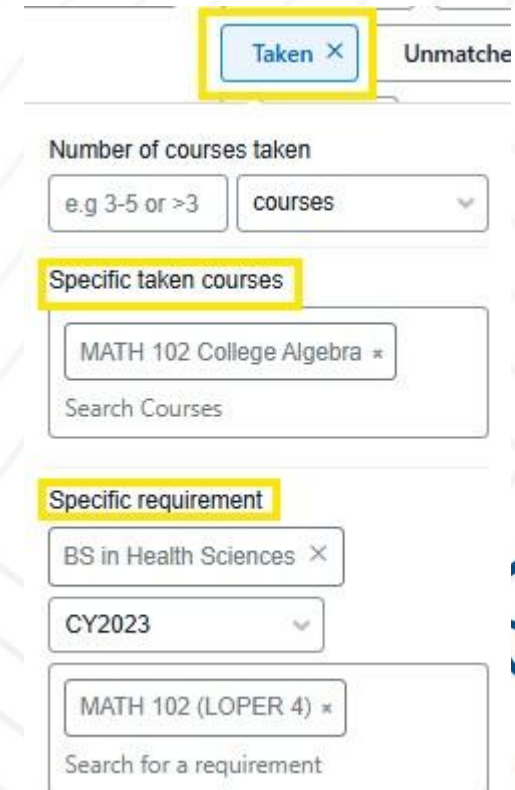
Common Search Combinations with the **Taken** filter

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 filter sections: 'Number of courses taken' with a text input containing '>5' and a dropdown menu set to 'courses'; 'Specific taken courses' with a search bar containing 'Q Search Courses'; and 'Specific requirement' with a search bar containing 'Q Pick a Program first'. At the bottom, there is a 'Semester' dropdown menu set to 'Fall 2025' (highlighted with a yellow box).

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 filter 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' with a search bar containing 'MATH 102 College Algebra *' (highlighted with a yellow box) and a 'Search Courses' button; and 'Specific requirement' with a search bar containing 'BS in Health Sciences' (highlighted with a yellow box), a dropdown menu set to 'CY2023', and a search bar containing 'MATH 102 (LOPER 4) *' (highlighted with a yellow box) and 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.

Number of courses taken
e.g 3-5 or >3 courses

Specific taken courses
HSCI 475 Internship In Health Sciences *
Search Courses

Specific requirement
BS in Health Sciences ×
CY2023
Q Search for a requirement

Semester
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.

Specific taken courses
BIOL 225 Anatomy And Physiology *
BIOL 226 Anatomy And Physiology *
Search Courses

Specific requirement
Q Pick a Program first

Semester
All Past semesters

Grading Options
Traditional Grades
A+ *
Search for a grade



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.

This screenshot shows a search interface with several filter sections. The 'Specific taken courses' section is highlighted with a yellow box and contains two course entries: 'BIOL 225 Anatomy And Physiology *' and 'BIOL 226 Anatomy And Physiology *'. Below these is a 'Search Courses' input field. The 'Semester' section is also highlighted with a yellow box and shows a dropdown menu set to 'Spring 2025'. Other sections include 'Specific requirement' with a search prompt 'Pick a Program first', 'Grading Options' with a dropdown set to 'Traditional Grades', and a 'Search for a grade' section with a dropdown set to 'A+ *'.

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

This screenshot shows a search interface with several filter sections. The 'Specific requirement' section is highlighted with a yellow box and contains a dropdown menu set to 'BS in Business Administration Comprehensive *'. Below this is a dropdown menu set to 'CY2025'. The 'Grading Options' section is also highlighted with a yellow box and contains a dropdown menu set to 'Traditional Grades'. Other sections include 'Semester' with a dropdown menu set to 'All Past semesters' and a 'Search for a grade' section with a dropdown menu set to 'A *'.



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

Number of unmatched courses

- 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:

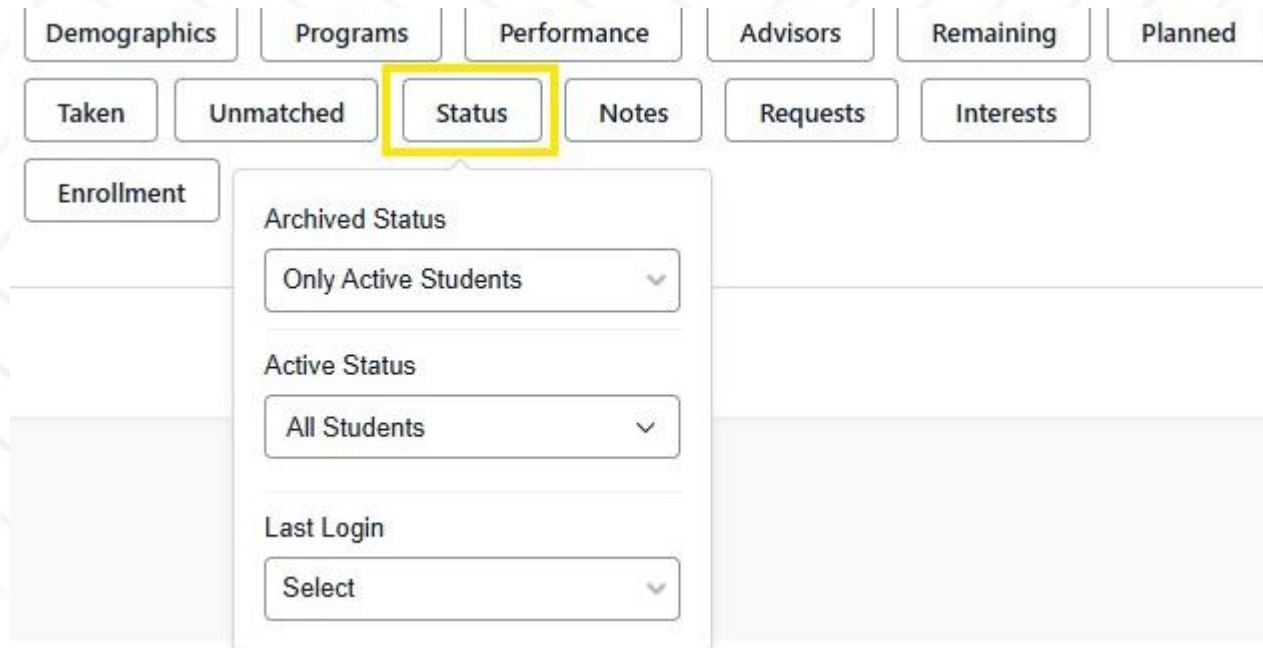
- **Audit Grade Option:** The course was audited and not completed for credit.
- **Plancourse Pass Fail:** Not used
- **Taken Without Grade:** Grade is not provided after a grading period. It is rare for any student to return with this search.
- **Grade Does Not Apply:** Course does not fulfill any degree 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.



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 shows a search interface with several filter tabs: Demographics, Programs, Performance, Advisors, Remaining, Planned, Taken, Unmatched, Status, Notes, Requests, and Interests. The 'Status' tab is highlighted with a yellow border. Below the 'Status' tab, there is a dropdown menu with the following options:

- 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

Unmatched Status Notes Req

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

1 | 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

👤 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



UNK[®]

POWER of the HERD

UNIVERSITY of NEBRASKA at KEARNEY

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

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

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 the 'Pathways' filter dropdown menu. The 'Pathways' button is highlighted with a yellow box. The dropdown contains three radio button options: 'Any pathway applied', 'No pathway applied', and 'Specific pathway', with the last one selected. Below the options is a search input field with the placeholder text 'Search pathway name'.

A screenshot of the 'Pathways' filter dropdown menu with search results. The 'Pathways' button is highlighted with a yellow box. The dropdown contains three radio button options: 'Any pathway applied', 'No pathway applied', and 'Specific pathway', with the last one selected and highlighted with a yellow box. Below the options is a search input field containing the text 'bs in bus'. A list of search results is displayed below the input field, including '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'. The 'quick filter' label is visible to the left of the results list. The 'Actions' label is visible at the bottom left of the dropdown menu.



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

Ma|

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

Enrollment

Semester

Spring 2026

Specific courses

Search by Courses

PSCI

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?

Training/General Inquires:

Matt Jones

jonesm29@unk.edu

308-865-8983

All Other Students:

Vickie Edwards

edwardsvs@unk.edu

308-865-8449

Graduating Students:

Sammie Vizcaino

vizcainos@unk.edu

308-865-8444