

## Stellic Filters

\*Updated 6/8/26

Stellic offers many search filters that can be used in combination for advisors to identify student groups, create tracked reports and communicate with students. Updated features and functions are documented with screenshots and further explanations at [Stellic for Advisors](#) pages.

### Tips when using Filters:

- If a search field has a magnifying glass icon, clicking on it will display your available search terms.
- Keyword search can be any word or term within the final search result.

### Demographics Included Search Criteria:

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 of.

Department: Department.

- Click the + to add multiple departments to search

School: College

Tags: Terms used to identify student groups

- General: Displays on student's profile. Can be used in filters.
- 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.

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

Program: Majors, Minors

Catalog Year: Catalog year of the student.

Program Levels: Same as career of student (undergraduate, graduate)

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.

Audit Version: Catalog Version of the Program

Undeclared Students Checkbox: Undergraduate Nondegree and Graduate Nondegree

Missing Audit: Students who are missing an audit.

Example: Nondegree students will never have an audit.

Students on old catalogs who have completed their programs.

Certified Status:

All their declared programs

At least one of their declared programs

Selected Program (above) Must enter in specific program

Exclude: Selected program (above)

- Students who have completed their degree requirements and earned their degree. 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

**Performance** The Performance filter uses Grade Point Averages (GPA) data to identify student groups. Included Search Criteria:

Greater than (>)

Less than (<)

Greater than or equal to (>=)

Less than or equal to (<=)

Equal

Range (-) Example: (2.000-3.000)

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

**Advisors** identify 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 or NUID number.

Students with No Assigned Advisor

New Admit Undergraduate: Academic Advising has not assigned an advisor.

Other Levels: Usually non-degree students.

**Remaining** identifies students based on their remaining credits or requirements. Included Search Criteria:

Specific number or range of credit hours or requirements

Specific courses remaining, Search by course name & number

Specific requirement, could be program requirements or career requirements

Example:

- Specific Requirement: Undergraduate Graduation Requirements
  - Seniors, Enrolled, Remaining 32 Hours at UNK required, B&T
  - Seniors, Enrolled, Remaining 40 Hours of 300/400, B&T
- Specific Requirement: College of Business & Technology
  - Seniors, Enrolled, Remaining Experiential Learning, B&T
  - Shared Report Link:** <https://stellic.unk.edu/app/report/mLlknOMUnC>
  - Seniors, Enrolled, Remaining 30/36 Transfer Rule, B&T
  - Shared Report Link:** <https://stellic.unk.edu/app/report/q4onVOnfTk>

Audit Version

- Official
- Planned

Program level

- Undergraduate
- Graduate

**Tip:** For departments & advisors to get a quick view of students with remaining credits and or requirements, combine the remaining filter search criteria with the Programs filter.

**Planned** allows advisors to identify students based from 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: Both Reviewed and Unreviewed Plans \* Plan review is not on yet.

Expected Graduation: If the student has applied for graduation.

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

**Tip:** 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.

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

By courses, range or specific number

By credits, range or specific number

Specific Course

Specific Requirement

Pick a Program first

Semester:

Current Semester (mid-semester grades)

Current Semester

Past Semesters

Grading Options: Most common will be traditional grades. Some may be interested in Credit/No Credit.

Search for Specific Grade (optional)

Exceptions:

- Any Direct Exception(s) Made
- Pending Exception Requests
- Approved Exception Requests

Course Enrollment Levels (undergraduate/graduate).

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

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

Unmatched Reasons:

- No Unmatched Reason
- Audit Grade Option (Audited course not completed for credit)
- Plancourse Pass Fail Grade Option: Not used in Undergraduate programs
- Taken Without Grade (not used)
- Grade Does Not Apply (Course does not fulfill any degree requirements)
- Repeated Course (Course is unmatched as it has been repeated by the student)
- Course Is Withdrawn

Search course enrollment levels (Undergraduate, Graduate)

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

Archived Status

- Only Active Students
- Archived and Active Students
- Only Archived Students

Active Status

- All Students
- Current Active Students (No Code)

Student on Academic Suspension  
Student on Academic Probation  
Last Login

**Notes** Included Search Criteria:

Keyword

Type

General

Kudos

Referral

Meeting

Concern

Date Created

Note Created By

Specific User or Group

Notes Tag (select view all then select tag or search, currently 24 available)

Course (Course must be properly tagged in note)

Attachment

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

Any pathway applied

No pathway applied

Specific pathway

Search pathway name

**Requests** Identify students that may be included exception requests. Specific request types can be created by department.

Eligible for Workflow CBT 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

**Interests** Search criteria includes:

Students initiated.  
Start typing a value.  
Look for > 1

**Enrollment** Identify students that have enrolled in courses

Search criteria include:

Semester

Specific Course or Class number

**Tip:** Does not support course changes.

Example - BSAD 100 = BSAD 175 effective fall 2024

BSAD 100 offered in fall 2023 will not be displayed.