

# Introducing Stellic for Easier Advising

**Stellic**...

# Why Stellic?

## Stellic as an Adviser

**Understand a student's profile, degree progress, and planner**

**Requesting exceptions**

**Help a student build their plan**

**Try on “what-if” programs**

**Search, filter, save and track reports**



# First, some basics

The screenshot displays the 'Students' dashboard of Stellic University. The interface includes a blue header with the logo and a hamburger menu, a dark sidebar with navigation options, a top search bar, and a main content area with search and filter controls. Red boxes and arrows highlight key features: the sidebar, the search and filter section, the saved reports section, and the top utility icons.

**Activity Sidebar**

- Students
- Programs
- Courses
- Pathways
- Requests
- Staff
- Analytics

**QUICK LINKS**

- Report a Problem
- Admin Panel
- Data Feed

**Students**

Q Search

**Keywords**

Q Student name, username...  
[search by usernames](#)

**Filters**

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

No Selected Filter, Sorted By Last Name

**Keyword Search & Search filters**

**Saved student reports**

Saved Reports ▾

**All students**  
1803 students

+ Add New Manual Report

☐ 0 / 1803 students

Actions | Progress Snapshot ▾

**Help Guides**

**Notifications**

**User Settings**



# Student Progress and “Unofficial Transcript”



## Terms to Know

An **audit** is a set of requirements that a student must fulfill in order to complete a degree or program.

A **constraint** is a rule that determines which courses can fulfill a requirement.

# Symbols to Know



Requirement/Sub-requirement is completely satisfied



The student has planned for it



There are [x] more courses needed to satisfy this requirement



Double counting



Course in the current semester



Repeated course



Not counted for this requirement. There is a course in the plan that could count for the requirement, but will not due to other factors (review the Unmatched section)

## What questions can Stellic's degree audit help answer?

- What degree requirements apply to my student?
- How can I tell which courses will fulfill a degree requirement?
- What courses/requirements are already completed?
- What still needs to be completed?
- Are there any courses not counting toward any requirement?



## Check it out!

View the **audit** for a student. View a requirement's **constraints**.

1. Click on the **Students** tab in the left navigation bar and select a student, or search for a specific student in the search bar
2. Scroll down to view the student's **audit** on the **Progress** tab
3. Click on **Official** to view completed courses and courses in progress in the current term
4. Click on **Planned** to include courses not yet completed, but planned/registered for future terms
5. Click the constraint button next to a requirement to expand and view the **constraints**. For example: “fulfill all” or “5 constraints”
6. Scroll all the way to the bottom to view the **Unmatched** section





## Check it out!

View the “**unofficial transcript**” for a student.

1. Click on the **Students** tab in the left navigation bar and select a student, or search for a specific student in the search bar
2. Scroll down and click on the **Courses** tab
3. Notice all the student's courses **grouped by term** along with details about credits attempted, credits earned and term GPA..



# Requesting Exceptions



# Requesting Exceptions Overview

- Access by hovering over any course or requirement in the student's audit and click on the three dots that appear.
- Click on **Request an Exception** and select an exception type from the dropdown. The available exception types Stellic supports are:
  - a. ~~Waive this Requirement~~ (not used at Trinity)
  - b. Substitution (most common)
  - c. Waive or Modify Requirement Constraint (uncommon)
  - d. Exclude Courses (uncommon)
  - e. Move Excess Credits (usually for bulk transfer credit)
- Fill out the required information and click “Submit”. A **justification** is required for every exception request.
- The request will be routed to the appropriate approver and the status can be monitored on the student’s audit and in the **Changes History**.



# **Student Planning and Schedule View**



## Terms to Know

A **placeholder** is a requirement for which students can choose among multiple courses. Placeholders are surrounded by a dotted line in the **Planner** while courses are surrounded by a solid line. Clicking on a placeholder allows you to discover courses to fulfill that requirement.

## Planner Overview

- Shows planned, registered, and completed courses by term
- Access via the **Plans** tab on the student's record. **Edit in planner** view displays the audit alongside the planner (matches the student's view)
- Drag and drop courses and placeholders to build or adjust the plan
  - **Remaining tab:** Requirements not yet planned in a term
  - **Progress tab:** Full list of degree requirements
  - **Search Courses:** Find and add courses directly

**Note:** Changes are visible to the student and trigger a notification to them

## Schedule View Overview

- Shows planned and registered/enrolled courses for the current or upcoming term
- Access via the **Edit in planner** view by clicking on the **calendar icon** within an available term
- On the right-hand side, click on a course to view and select **sections**
- **Click and drag** within the calendar to discover courses offered at a specific time
- Click **back to “student's” plan** at the top to return to the student’s planner



# Student View





# First, some basics

Stellic...  
University

< ≡

Home

Ⓢ Home

✓ Track Progress

Ⓐ Plan your Path

Ⓢ Schedule Fall 2024

Explore ▾

Courses

Pathways

Programs

QUICK LINKS

Report a Problem

Home

Ⓢ Search

?

✉

ST

Quick Access

Track

Graduation Requirements

✓

Enrolled

BA in Computing and Applied Math (CAM)

Remaining

4 courses 12 credits

See Progress

Plan

Your Pathway

Ⓐ

Planned

6 Courses (Fall 2024)

4 more courses to plan

Expected Graduation

Fall 2024

Go to Planner

Schedule

Your Courses

Ⓢ

Scheduled for Fall 2024

6 courses - 6 sections

No activities

Go to Week View

Fall 2024

6 courses 15 credits 0 activities

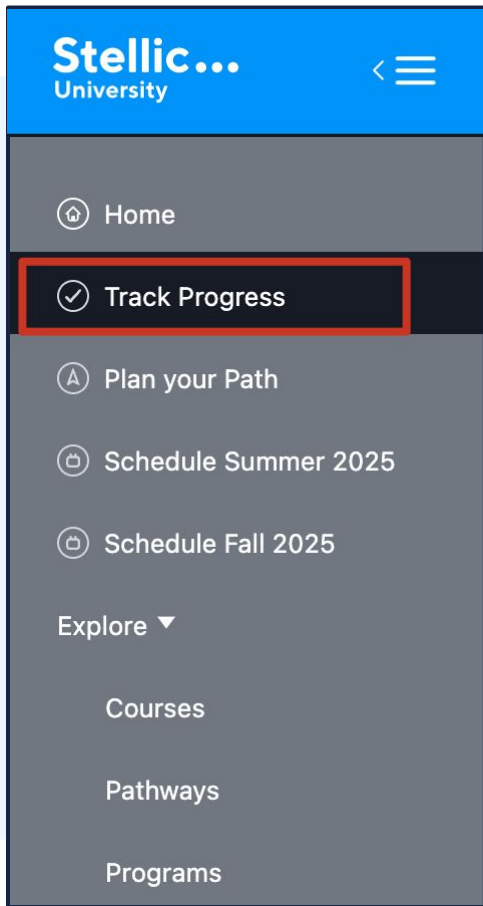
MUS 10249	Marching Band	0 credits	Registered
MATH 40520	Theory of Numbers	3 credits	Registered
PHIL 110	Introductory Philosophy	LO1: Knowledge Acquisition and Integration of Learning 3 credits	Registered

Coming Up

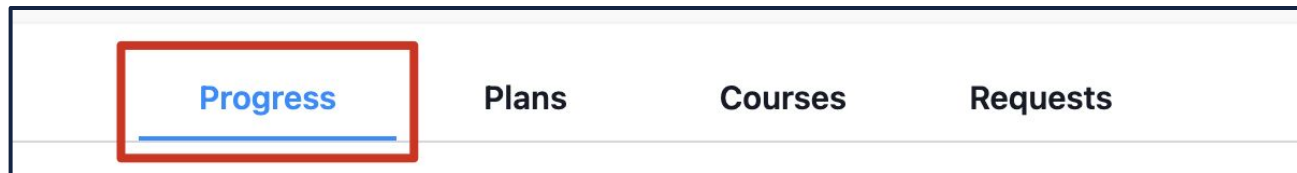
all dates →

No upcoming events

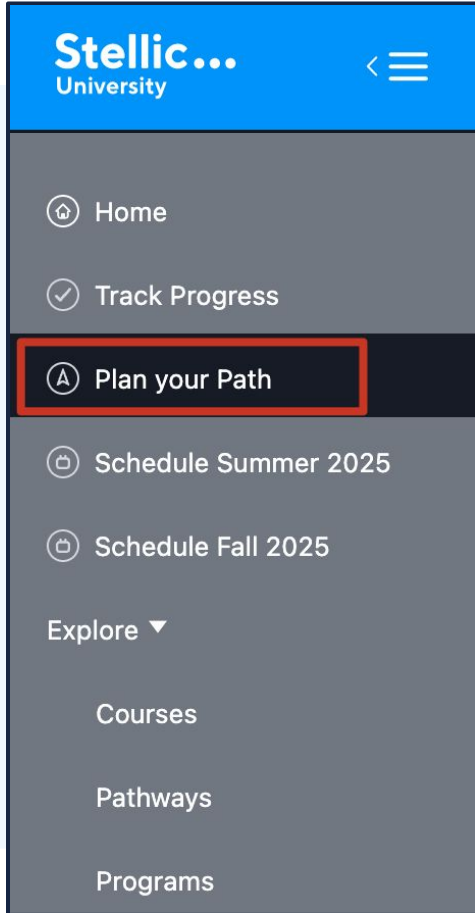
# Student navigation: Progress



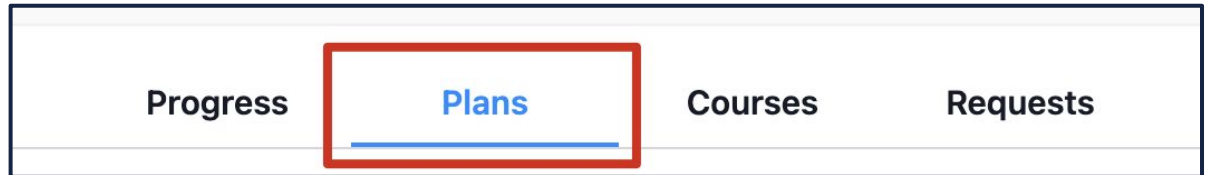
→ Identical to your **Progress** view



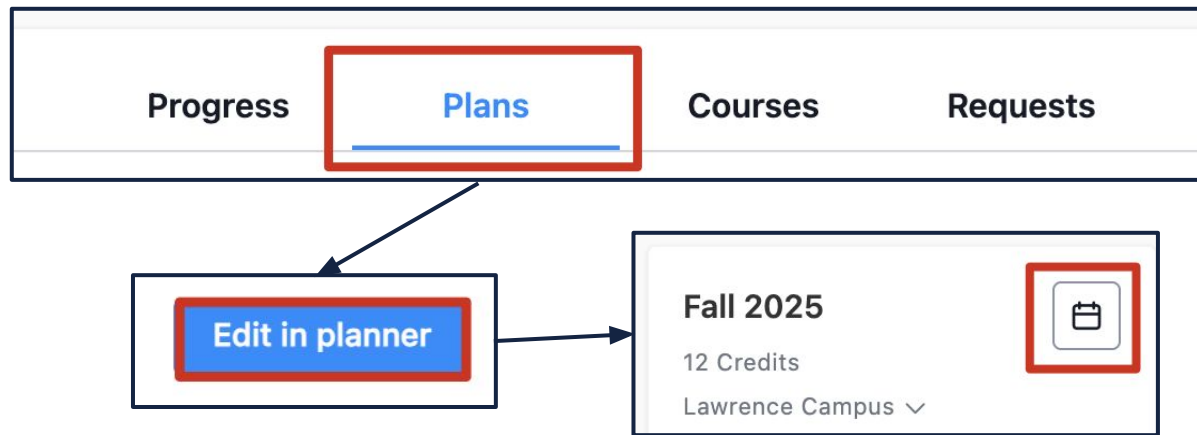
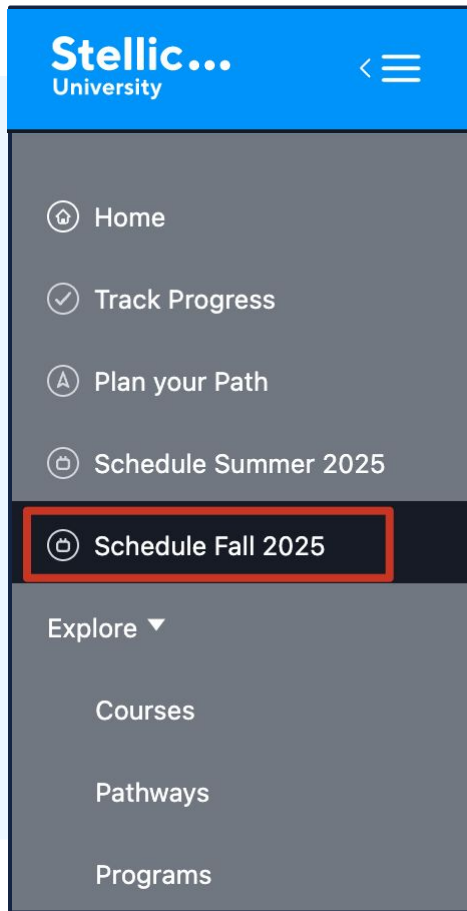
# Student navigation: Planner



→ Identical to your **Edit in planner** View



# Student navigation: Schedule View



→ You can access the **Schedule view** by clicking on the calendar icon within a term in the **Planner**.

*Note: schedule views are only available for terms with released schedules*

# Questions along the way?

The screenshot shows the Stellic University dashboard. On the left is a dark sidebar with a blue header containing the logo and a menu icon. The sidebar lists navigation items: Students, Programs, Courses, Pathways, Requests, and a section for QUICK LINKS including Academic Calendar, Your Notifications, Manage Settings, and Report an issue. At the bottom of the sidebar, a blue circular icon with a white question mark and a speech bubble is highlighted with a red box. The main content area has a top navigation bar with tabs for Students, Programs, Courses, Pathways, Requests, and Staff. The 'Students' tab is active. Below the tabs is a search bar for 'Search advisees' and a 'Filters' section with buttons for Demographics, Programs, Performance, Advisors, Remaining, Planned, Taken, Unmatched, Status, Activity, and Requests. A 'No Selected Filter' message is displayed. Below this is a 'SAVED REPORTS' section showing a report for '476 students' with a 'Progress Snapshot' dropdown and a table of student progress data. In the top right corner of the main content area, a white square button with a grey question mark icon is highlighted with a red box. The top right of the dashboard also features a search bar and icons for a calendar and notifications.

Stellic... University

Students

Programs

Courses

Pathways

Requests

QUICK LINKS

Academic Calendar

Your Notifications

Manage Settings

Report an issue

Students

Programs

Courses

Pathways

Requests

Staff

Keywords

Q Search advisees

Filters

Demographics

Programs

Performance

Advisors

Remaining

Planned

Taken

Unmatched

Status

Activity

Requests

No Selected Filter

SAVED REPORTS >

476 students

Progress Snapshot

CGPA --

Taken: 24 Planned: 8 Unplanned: 11



**Search, filter, save and track  
reports**



## What questions can Stellic's filters and saved reports help answer?

- Which of my students have not yet registered for an upcoming term?
- Which of my students have not planned for a specific required course?
- Which of my students have received a non-passing grade in the last term?
- Which of my students have below a 2.0 GPA?
- Which of my students have declared or tentatively planned for a specific program?
- Which of my students are close to completing all of their requirements?



## Check it out!

Save a **tracked report** for students registered in 0 courses for [Term Year] - use from advanced registration through add/drop.

1. Log into [advising.trincoll.edu](https://advising.trincoll.edu)
2. From the Students tab, click on **Planned**
3. In **Number of courses in plan** type **0**
4. In **Registered Status** select **Only Registered**
5. In **Semester** select **[Term Year]**
6. In the results section select **save as report**
7. Enter a report title and check the box under **Track changes**
8. Click on the saved report to view newly added, recently removed, and current results





## Check it out!

Save a **tracked report** for students with less than 10 remaining requirements.

1. Log into [advising.trincoll.edu](https://advising.trincoll.edu)
2. From the Students tab, click on **Remaining**
3. In **Number of requirements remaining** type **<10**
4. In **Audit Version** select **Official**
5. In the results section select **save as report**
6. Enter a report title and check the box under **Track changes**
7. Click on the saved report to view newly added, recently removed, and current results.



## More ideas

You can **save** unlimited reports and **track** up to 30 reports

You can also create **manual** reports with a static list of students.

Combining filters

Track enrollment in a specific course by students in a particular program:

**Program** → Business + **Planned** → Only Registered + ACCT 101 + Spring 2026

Track students who have not yet graduated:

**Demographics** → Entry Year 2020

Can combine with **Program** and/or **Remaining** → Credits, >0

**Thank you!**

**Stellic**...