Introducing Stellic for Easier Advising

Stellic

Why Stellic?

Stellic as an Adviser

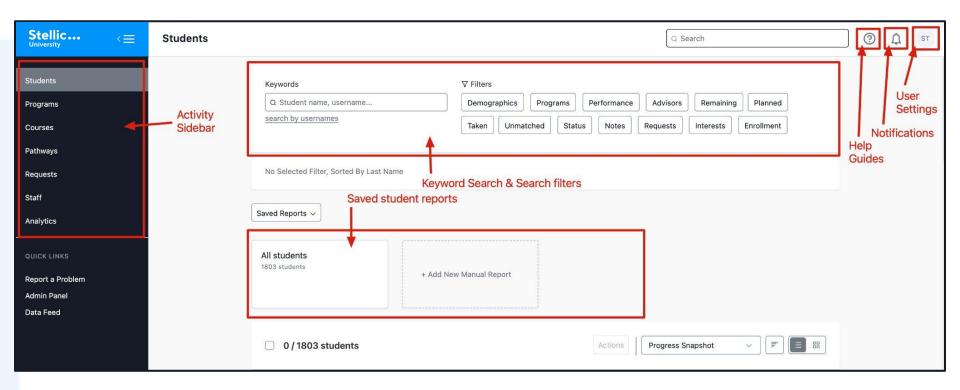Understand a student's profile, degree progress, and planner

Requesting exceptions

Help a student build their plan

Try on "what-if" programs

Search, filter, save and track reports

First, some basics

Stellic... University

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

QUICK LINKS

- Report a Problem
- Admin Panel
- Data Feed

Students

Search

Activity Sidebar

Keywords

Student name, username...

search by usernames

▽ Filters

Demographics | Programs | Performance | Advisors | Remaining | Planned

Taken | Unmatched | Status | Notes | Requests | Interests | Enrollment

Help Guides

Notifications

User Settings

Keyword Search & Search filters

No Selected Filter, Sorted By Last Name

Saved student reports

Saved Reports ⌄

All students
1803 students

+ Add New Manual Report

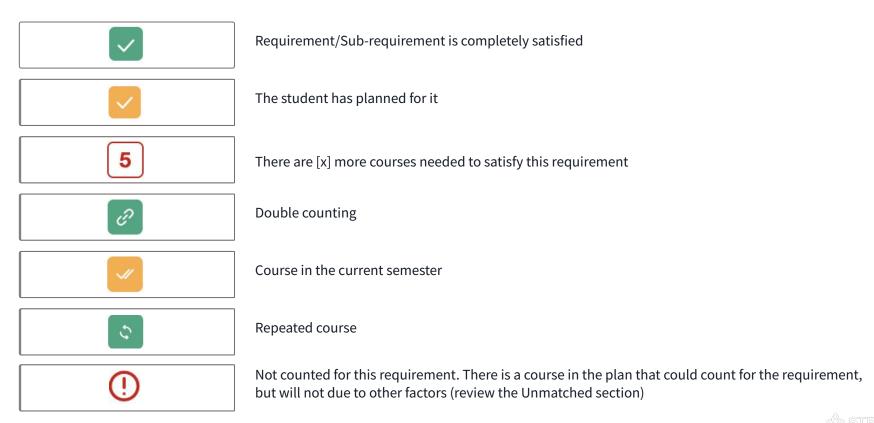☐ 0 / 1803 students

Actions | Progress Snapshot ⌄

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

✓ (green)	Requirement/Sub-requirement is completely satisfied
✓ (orange)	The student has planned for it
5 (red)	There are [x] more courses needed to satisfy this requirement
🔗 (green)	Double counting
✓✓ (orange)	Course in the current semester
🔁 (green)	Repeated course
⊘ (red)	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)

STELLIC

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
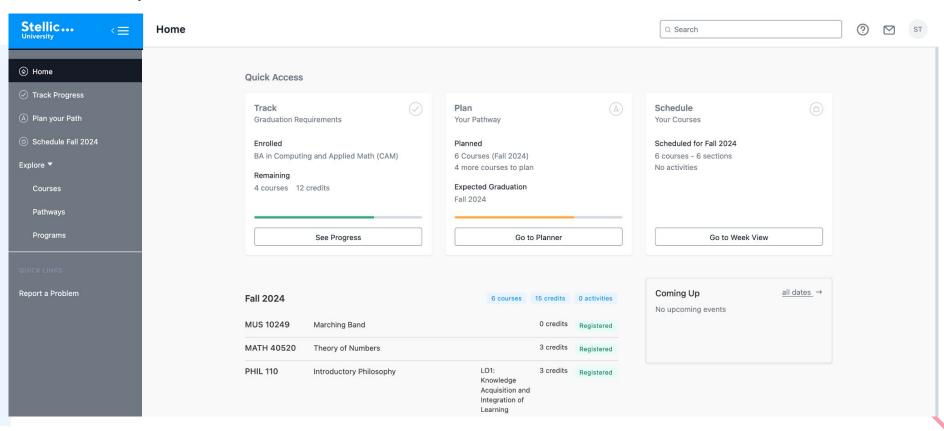
  - **Search Courses:** Find and add courses directly

Note: Changes are visible to the student and trigger a notification to them
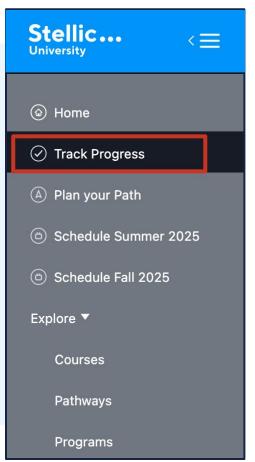
Schedule View Overview

- 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
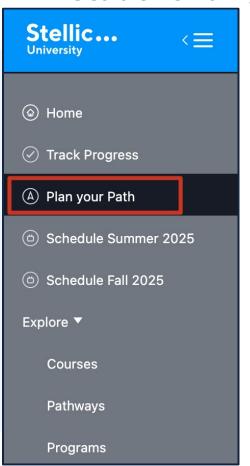
Student View

First, some basics

Student navigation: Progress

Stellic...
University

Home

Track Progress

Plan your Path

Schedule Summer 2025

Schedule Fall 2025

Explore ▾

Courses

Pathways

Programs

→ Identical to your **Progress** view

Progress | Plans | Courses | Requests

Student navigation: Planner

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

Progress	Plans	Courses	Requests

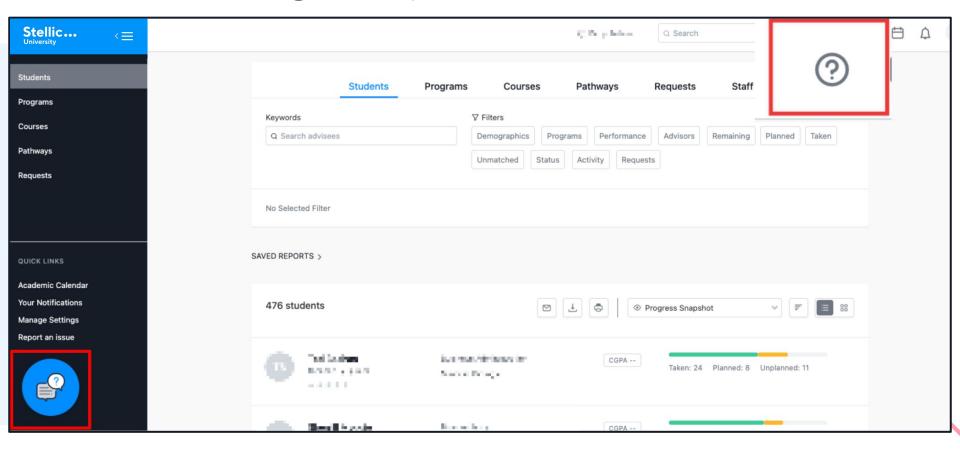# Student navigation: Schedule View

→ 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?

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
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
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