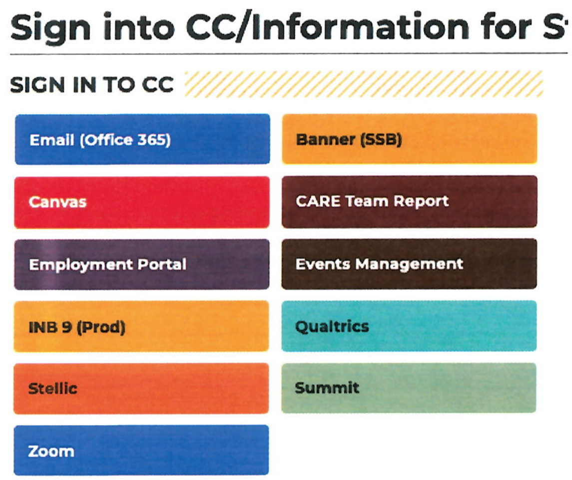
Advising Hub:
Stellic Overview for Faculty Advisors

Stellic is the software system Colorado College utilizes to assist with academic advising and degree progress tracking. Stellic provides a way to track degree requirements, plan future coursework, explore pathways, keep record of communication, and make referrals to advising partners and/or necessary campus resources.

Logging In

Stellic can be accessed by navigating to the SSO on CC's website.



Stellic Main page information

The main page of a student's record will include a variety of information; such as, ID#, year of entry, total unit breakdown, and major/minor of exploration and/or declaration. It will also include the advisors for the student. At CC, a student is assigned a staff advisor and a faculty advisor. A student may have more than one faculty advisor listed if double-majoring or major and minor declared.

On the main page, you will see five options/tabs in the center that will help you navigate a student's Stellic record: **Progress, Planner, Courses, Notes, and Requests.**

- The **Progress** page (which is the default starting page you will see upon logging in) is the student's degree audit. Students can add majors, minors, pathways they wish to explore or have declared. Additionally, the general education requirements will be listed for students and advisors to track and review.
- The **Planner** page is predominantly used by students to plan their future terms which can include courses and activities. This is a great way for students to be intentional with their academic planning as well as be better prepared for preregistration meetings with their advisors.
- The **Courses** page provides a way to look at completed and planned courses chronologically by term.
- The **Notes** page is a way for advisors and campus constituents to track communication and make referrals.
- The **Requests** page is not currently utilized but plans for exception requests are in development.

HOW TO UTILIZE NOTES

Progress | Planner | Courses | **Notes** | Requests

Make a Note

- Basic notes from emails or interactions with student
- Visibility default is all staff with access (all advisors and chairs/admins if declared)
- no notification generated (unless someone is tagged with an “@”)

Log a Meeting

- Input notes after meeting with student
- Visibility default is all staff with access (all advisors and chairs/admins if declared)
- no notification generated (unless someone is tagged with an “@”)

Give Kudos

Share a Concern

- Great way to share a concern with partner advisor or to request assistance with a concern.
- Visibility default is all staff with access (all advisors ...)
- Notifications generated by default to all advisors specifically (option to open up to all staff with access to include a chair for example)
- Added function of “marking resolved by user who created the note)

Add a Referral

- Visibility default is all staff with access (all advisors...)
- Notification generated to all users tagged (or user group as they are defined from the super admins aka Greg/Ashley such as Advising Hub, International Programs, Accessibility Resources as examples)

The Notes page provides a way to keep record of important information about a student's academic journey. Additionally, it's an efficient way for advising partners to communicate concerns or other important news with each other so that everyone is on the same page with information.