Ensure you are on track to graduate!

Degree program and certificate requirement check for students anticipating to graduate
How do I know my graduation date?

How do I request a change of graduation term? Email academics@div.duke.edu
To review your degree:

2. Review your degree audit
3. Complete any needed processes, request any needed exceptions
4. Log back into Stellic to review updates and changes

Help Guide:
https://stellickb.helpscoutdocs.com/collection/1-student-guide
What to look for in Stellic:

- Your degree name is correct, including any tracks (e.g. MTS Core/Focus, specific Focus)
  - MTS students seeking to change tracks should complete this approval form
  - Approvals go to academic advisor and MTS director for review; Stellic updates after Duke Hub is updated.
- Certificates are visible
  - All students who are registered for a certificate will see it in Stellic.
  - If you are seeking a certificate and it is not in Stellic, access Forms and Paradigms and complete this form
- All completed courses that count toward your degree are “matched” – no unmatched courses that count towards degree/certificate
- Completed portfolios are shown
- Other degree requirements visible, such as thesis, dissertation, certificate events are visible
- MDV and MTS audits show required courses and then progress towards total units needed to graduate (e.g. MDV 24, MTS 16)
What to look for in Stellic:

MDV and MTS audits show required courses at the top and then progress towards total units needed to graduate (e.g. MDV 24, MTS 16) in total unit requirements.
Something not in the right place?

• You may need to request an exception. If so, follow the directions in Stellic to do so.
  • The requests will come to Academics and we will review with degree program directors, certificate directors, and Field Education.
Your degree audit in Stellic

All plans, including certificates, must be declared.

- This student is not declared for the Christian Education certificate.
- If you have a certificate **Not Declared** on Stellic and you want it to be, declare on the **Forms and Paradigms** page.
- This link replaces pre-COVID paper tracking forms. No pre-COVID paper tracking forms accepted.
Use Three Dots to request exception or a requirement satisfied:

**Your degree audit in Stellic**

Exclusions cannot be approved until the requirement is completed. If it is a course, a grade must be in.

Typical requests you may make:
- Accept a Topics course (Request substitution)
- Advanced placement course to replace a core course (Request substitution)
- Inform certificate director that a project is completed (Request to satisfy)
- Request an unmatched course that counts towards your degree into your audit

Notes on these:
- FE is approving FE's – still can request an exception
- Certificate directors approve certificates
What about ordination or other requirements?

- As ordination requirements are not always degree requirements, you should confer with your ordination bodies regarding specific requirements such as polity courses, exegesis, topics, etc.
Notes for Stellic

When accessing Stellic and reviewing degree progress, keep the following tips in mind:

• Students cannot register/enroll in classes in Stellic. Registration is only available in DukeHub.
  • Advisors can only release the registration hold in DukeHub, not Stellic.

• Stellic updates every 12 hours. So, if you make a change to your course schedule in the DukeHub, the change may not be reflected in Stellic until the next day.

• Paradigms still exist, but certificate tracking sheets and graduation checklists have been discontinued. Students will use Stellic to track their degree and certificate progress and plan for future terms.
Notes for Stellic

• **Symbols/Track Progress section:**
  - Courses taken and counting towards degree - noted with **green** checkmarks
  - Courses currently enrolled – noted with **orange** checkmarks
  - Courses not counting towards a particular category within program requirements – noted with **red** or **gray** exclamation points.
    - These same courses are likely counting towards another category within the degree audit. In the sections where they are counting, they will be noted by a **green** checkmark.
    - Students with multiple DDS degrees may see their previous program’s courses as unmatched.
Notes for Stellic

• **Constraints**: The constraints are the rules guiding a particular academic category/requirement. To view the Constraint for a particular category, click on the 'Constraints' button to the right of the category heading.

• **Exceptions/Waivers**: If students have not successfully completed one of the categories within their program area, but seek for a pre-approved course to count on the audit such as advanced placement, students may submit a request through Stellic for an exception. This may often be Topics courses (790/890) that count for a limited elective or certificate. This can only be done after the new course has been taken and completed.

• **UnMatched Courses**: The unmatched courses section can be found at the bottom of the Track Progress section. Credits for these courses are not counting towards a student’s degree.
  • Students cannot earn degree credit for audited courses, and these courses will fall to the UnMatched Courses section.
  • Courses that count for undeclared certificates may fall there, but then be sorted correctly when the certificate is added to the student record.
Notes in Notes

• Use the Notes section to see comments from Academics or advisors
• The narrative for exceptions included here