Stellic (duke.stellic.com/app)

Stellic is a degree and certificate tracking and audit program.

Students and advisors can see academic progress at any time and use this to plan registrations and pathway AND use as graduation review.
Stellic

• Increases **student access** to their own degree progress so they are **empowered** to make better decisions within their paradigms and programs

• Sources academic advisors for **meaningful conversations** with students on pathways

• **Captures particularities** of programs and certificates that extends capacities of systems and structures built for uniformity, including exceptions

• **Streamlines** graduation procedures
And

• Moves beyond highly manual, paper-based/spreadsheet tracking and systems that don’t “talk” to each other (no more certificate tracking sheets)

• Leverages current-era technology and address the expectations of today’s students

• Continues to illuminate requirements from opaque to transparent

• Advances structures that support hybrid and residential students
Students can:

Access Stellic: https://duke.stellic.com/app/
1. Review your degree audit
2. Complete any needed processes, request any needed exceptions
3. Use the Planner to set course path for future terms and academic advising conversations

Help Guide:
https://stellickb.helpscoutdocs.com/collection/1-student-guide
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.
Review Degree

a) Check your progress to see what you have left to complete your degree

b) Make sure your degree and/or certificates are correct
   a) They must be declared using the form on the forms and paradigms link
   b) If you submitted paper forms prior to AY 2021, you may need to resubmit via the electronic form if they do not appear in Stellic

c) Click on Track Progress – scroll to the bottom to see if any courses are unmatched
   a) if they are and you believe they should be used in your degree program, submit a request for them to be used correctly in the area you feel they should appear
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 (three dots).
  • The requests will come to Academics and we will review with degree program and certificate directors.
Use the Planner

Plan your courses in Stellic

• Review your paradigm
  • Compare your paradigm to the list of courses being offered
  • It’s important to STAY on paradigm
  • Plan your courses in Stellic using your paradigm
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.
Other 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.
Go Be Great!

Questions: Visit our FAQ site or contact us at academics@div.duke.edu