Stellic: Explore and Add Programs

Introduction

Students and Advisors (through the Test Student View) can utilize Stellic functionality to "try on" programs to see how existing coursework and degree requirements are impacted. Users can "Explore" programs or "Add Program" to a planned audit, and each option will have different use cases and benefits for how information is displayed and can be interacted with.

Explore Programs	*Description:* "Try On" a major, minor, or secondary major by adding it to the student's existing audit in the Explore area of Stellic. *Limitation(s):* This will not impact the general education requirements elsewhere on the audit. *Best used for:* To see what requirements are for specific programs and how current coursework will be applied.
"Add Program" to Student Profile	*Description:* "Add Program" to the Planned Audit view on the student's profile. *Limitation(s):* This will impact the planned audit, the planner tool, and the general education requirements generated on the planned audit. *Best used for:* To see what declaring that major would do for full requirements (UGER, Total Units for Degree, etc).
Change the Requirement Term of a Program	*Description:* "Try On" a new set of requirements for your existing major, minor, or secondary major. *Limitation(s):* This will not impact the general education requirements elsewhere on the audit. *Best used for:* To see how current coursework will be applied to new program requirements for the major, minor, or secondary major.

Student View (students) or Test Student View (advisors)

Students who would like to explore programs can do so directly within their Stellic profile.

Advisors who would like to explore programs as their students will need to create a **Test Student View** in order to make these updates without impacting the student's actual Stellic profile.

1. Click on the icon with your initials in the upper left corner of the screen.

2. Select **Switch to Test Student View**

3. Click **Create a New Test View**

4. Enter the student's network ID, student number, or name in the search box and click their name in the popup box that appears below the text field as you are typing

5. Click **Create**

6. A pop-up message should appear prompting you to switch over to the test student profile once it has been created, click **OK**

7. To exit the Test Student View, click on the icon with your initials again and select **Switch to Admin Account**

Explore Programs

Explore is an area only in the student view. For advisors to try this with a student, create a Test Student View.

This option is best used for a quick "try-on" of a program, to view the major/minor program requirements and how current courses would count toward them.

1. Click **Programs** on the left hand menu under "Explore"

2. You will be brought to a page with tiles for every program available to undergraduates at CWRU, including:
    a. Majors
    b. 2nd Majors
    c. Secondary Majors
    d. Minors

   Tip: Users can type in the **Keyword** field to narrow down their search. Users can also use the filters of **Offered By, Type,** or **Category** to filter results even further.

3. Click on the **tile** of any program to see the program audit applied to the student's official audit

4. From this screen users have the option to **Change the Requirement Term of a Program** (more instructions below)

5. Click **Programs** on the left hand menu to be returned to your search to see the requirements of another program

Note: If a student is seriously considering declaring the major, clicking **Add Program** will add the chosen major/minor/etc to the student's planned audit and planner tool.

Important: Explore will not impact other sections of the audit (e.g. UGER Breadth requirements). Adding a program to the student's profile (so it is on their planned audit), will impact the other requirements and show UGER Breadth impacts.

Add Program to Student Profile

"Add Program" is an option available in both student and admin view. For advisors to try this with a student, it is recommended to create a Test Student View to not impact their actual Stellic profile.

This option is best used for more than one program to be added to an audit at the same time, and provides an in depth look into how those programs will impact general degree requirements.

Added programs can be easily removed and only impact student's planned audit and planner view. Programs added this way will be shown with a **Not Declared** tag. Any programs officially declared, but removed from their profile will show as **Not in Plan.**

Student View

Programs can be added from the **Planner** or **Explore** [programs] areas.

Instructions for Plan

1. Navigate to **Plan your Path**

2. Click **Add program to plan**

3. Type in the major, minor, etc to bring up the program in the lookup field

4. Click the **+** button to add the program to the planned audit and planner

5. Click **OK**

6. To remove a program from the student's profile, click the **-** button

7. To review how adding/removing a program impacts the student's requirements, click on **Track Progress**

and select the **Planned Audit**

Note: If a student is seriously considering declaring the major, clicking **Add Program** will add the chosen major/minor/etc to the student's planned audit and planner. This will impact other sections of the audit (e.g. UGER Breadth requirements, Total Units for Degree, etc).

Change the Requirement Term of a Program

Explore is an area only in the student view. For advisors to try this with a student, create a Test Student View.

This option is best used for a quick "try-on" of a program, to see how current coursework will be applied to new program requirements for the major, minor, or secondary major selected.

1. Follow steps 1 - 3 from **Explore Programs** (above)

2. Click on the dropdown for **Audit Version**

3. Select the new audit version you want to apply

4. An updated audit version will be applied to the student's audit

Important: Explore will not impact other sections of the audit (e.g. UGER Breadth requirements). Adding a program to the student's profile (so it is on their planned audit), will impact the other requirements and show UGER Breadth impacts.