

Creating a Manual Course List

1

Navigate to <https://wesleyan.stellic.com> and go to the student's profile. Scroll to the appropriate audit. In this example, we are using the FGSS major audit.

The screenshot displays the Wesleyan Stellic student profile page for a student in the BA in Feminist, Gender, & Sexuality [FGSS] program. The left sidebar contains navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, and QUICK LINKS (Report a Problem, Change Log). The main content area shows the student's profile with the following details:

- 05** **BA in Feminist, Gender, & Sexuality [FGSS]** (3 constraints)
- Applied Version: EY2021 • BA • Undergraduate
- Catalog Term: Fall 2021
- 5 credits
- PGPA 95.0000

The audit is broken down into several sections:

- Gateway Courses** (1 constraint):
 - FGSS228 Performing Identities (FGSS Gateway) 1 CREDITS TAKEN IN FALL '23 A
- Feminist Theories** (fulfill all):
 - FGSS209 Feminist Theories 1 CREDITS CURRENTLY TAKING IN SPRING '25
- 04 Electives with Concentration - 4 Courses Chosen with Advisor** (1 constraint)
- Distribution Outside Concentration** (1 constraint, 1 exception):
 - SPAN293 Writing Women's Bodies: Gender and Sexuality in Latin America 1 CREDITS TAKEN IN SPRING '22 A
 - SPAN294 Queering Latin America: Contemporary Gay, Lesbian, and Transgender Literature and Film 1 CREDITS TAKEN IN SPRING '23 A
- Senior Seminar** (fulfill all)

Data refreshed: Mar 20th, 2:12 am
Deployed: Mar 21st, 1:43 am

2

Some audits will have a requirement that can only be satisfied by a course list determined by the student/advisor. For example, the Electives with Concentration Requirement, which requires four courses.

Students

Programs

Courses

Pathways

Requests

Staff

Analytics

QUICK LINKS

Report a Problem

Change Log

Data refreshed: Mar 20th, 2:12 am

Deployed: Mar 21st, 1:43 am

05

1

BA in Feminist, Gender, & Sexuality [FGSS] ▾ ***

3 constraints

5 credits

PGPA 95.0000

Applied Version: EY2021 • BA • Undergraduate

Catalog Term: Fall 2021

✓ Gateway Courses 1 constraint

✓ FGSS228 Performing Identities (FGSS Gateway) 1 CREDITS TAKEN IN FALL '23 A

✓ Feminist Theories fulfill all

✓ FGSS209 Feminist Theories 1 CREDITS CURRENTLY TAKING IN SPRING '25

04 Electives with Concentration - 4 Courses Chosen with Advisor 1 constraint

✓ Distribution Outside Concentration 1 constraint 1 exception

SPAN293 Writing Women's Bodies: Gender and Sexuality in Latin America 1 CREDITS TAKEN IN SPRING '22 A

SPAN294 Queering Latin America: Contemporary Gay, Lesbian, and Transgender Literature and Film 1 CREDITS TAKEN IN SPRING '23 A

✓ Senior Seminar fulfill all

FGSS405 Senior Seminar 1 CREDITS TAKEN IN FALL '24 A

3

Click on the button that says "1 constraint." That will expand the requirement to further show how that requirement can be satisfied.

Students

Programs

Courses

Pathways

Requests

Staff

Analytics

QUICK LINKS

Report a Problem

Change Log

Data refreshed: Mar 20th, 2:12 am

Deployed: Mar 21st, 1:43 am

05

1

BA in Feminist, Gender, & Sexuality [FGSS] ▾ ***

3 constraints

5 credits

PGPA 95.0000

Applied Version: EY2021 • BA • Undergraduate

Catalog Term: Fall 2021

✓ Gateway Courses 1 constraint

✓ FGSS228 Performing Identities (FGSS Gateway) 1 CREDITS TAKEN IN FALL '23 A

✓ Feminist Theories fulfill all

✓ FGSS209 Feminist Theories 1 CREDITS CURRENTLY TAKING IN SPRING '25

04 Electives with Concentration - 4 Courses Chosen with Advisor 1 constraint

✓ Distribution Outside Concentration 1 constraint 1 exception

SPAN293 Writing Women's Bodies: Gender and Sexuality in Latin America 1 CREDITS TAKEN IN SPRING '22 A

SPAN294 Queering Latin America: Contemporary Gay, Lesbian, and Transgender Literature and Film 1 CREDITS TAKEN IN SPRING '23 A

✓ Senior Seminar fulfill all

FGSS405 Senior Seminar 1 CREDITS TAKEN IN FALL '24 A

Made with Scribe - <https://scribehow.com>

2

4

You will see that this one states : "Take at least 4 courses from a course set manually defined by the institution."

Students
Programs
Courses
Pathways
Requests
Staff
Analytics

QUICK LINKS
Report a Problem
Change Log

Data refreshed: Mar 20th, 2:12 am
Deployed: Mar 21st, 1:43 am

05 1 BA in Feminist, Gender, & Sexuality [FGSS] 3 constraints 5 credits PGPA 95.0000
Applied Version: EY2021 • BA • Undergraduate
Catalog Term: Fall 2021

✓ Gateway Courses 1 constraint

✓ FGSS228 Performing Identities (FGSS Gateway) 1 CREDITS TAKEN IN FALL '23 A

✓ Feminist Theories fulfill all

✓ FGSS209 Feminist Theories 1 CREDITS CURRENTLY TAKING IN SPRING '25

04 Electives with Concentration - 4 Courses Chosen with Advisor 1 constraint

• Take at least 4 courses from a course set manually defined by the institution. X

✓ Distribution Outside Concentration 1 constraint 1 exception

SPAN293 Writing Women's Bodies: Gender and Sexuality in Latin America 1 CREDITS TAKEN IN SPRING '22 A

SPAN294 Queering Latin America: Contemporary Gay, Lesbian, and Transgender Literature and Film 1 CREDITS TAKEN IN SPRING '23 A

✓ Senior Seminar fulfill all

5

In order to select the courses, we will need to click on the three dots to the right of the requirement name.

Students
Programs
Courses
Pathways
Requests
Staff
Analytics

QUICK LINKS
Report a Problem
Change Log

Data refreshed: Mar 20th, 2:12 am
Deployed: Mar 21st, 1:43 am

05 1 BA in Feminist, Gender, & Sexuality [FGSS] 3 constraints 5 credits PGPA 95.0000
Applied Version: EY2021 • BA • Undergraduate
Catalog Term: Fall 2021

✓ Gateway Courses 1 constraint

✓ FGSS228 Performing Identities (FGSS Gateway) 1 CREDITS TAKEN IN FALL '23 A

✓ Feminist Theories fulfill all

✓ FGSS209 Feminist Theories 1 CREDITS CURRENTLY TAKING IN SPRING '25

04 Electives with Concentration - 4 Courses Chosen with Advisor 1 constraint More options

• Take at least 4 courses from a course set manually defined by the institution. X

✓ Distribution Outside Concentration 1 constraint 1 exception

SPAN293 Writing Women's Bodies: Gender and Sexuality in Latin America 1 CREDITS TAKEN IN SPRING '22 A

SPAN294 Queering Latin America: Contemporary Gay, Lesbian, and Transgender Literature and Film 1 CREDITS TAKEN IN SPRING '23 A

✓ Senior Seminar fulfill all

6 In the dropdown, select "Request Exception."

The screenshot shows the Wesleyan University Student Progress page. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, and QUICK LINKS (Wesleyan Stellic Info, Report a Problem, Change Log). The main content area shows a progress bar and a list of courses. A dropdown menu is open over the 'Distribution Outside Concentration' section, with 'Make Exception' highlighted. Other options in the dropdown are 'Manually Pick Courses' and 'Prioritize Eligible Courses'. The course list includes FGSS209 Feminist Theories (1 CREDITS, CURRENTLY TAKING IN SPRING '25), SPAN293 Writing Women's Bodies: Gender and Sexuality in Latin America (1 CREDITS, TAKEN IN SPRING '22), and SPAN294 Queering Latin America: Contemporary Gay, Lesbian, and Transgender Literature and Film (1 CREDITS, TAKEN IN SPRING '23). A 'Senior Seminar' section is also visible at the bottom.

7 Open the exception type dropdown.

The screenshot shows the Wesleyan University Student Progress page. The 'make an exception' section is highlighted, showing a dropdown menu for 'Select an exception type'. The dropdown is open, and the 'Make Exception' option is highlighted. Below the dropdown is a 'Submit' button. The course list includes FGSS220 Performing Identities (FGSS Gateway) (1 CREDITS, TAKEN IN SPRING '25), FGSS209 Feminist Theories (1 CREDITS, CURRENTLY TAKING IN SPRING '25), and SPAN293 Writing Women's Bodies: Gender and Sexuality in Latin America (1 CREDITS, TAKEN IN SPRING '22). A note below the dropdown states: 'Take at least 4 courses from a course set manually defined by the institution.'

8 Select the "Substitution" option.

The screenshot shows the Wesleyan University Student Progress interface. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, and a section for QUICK LINKS including Wesleyan Stellar Info, Report a Problem, and Change Log. The main content area is titled 'Student Progress' and includes a search bar. Below this, there's a section for 'Feminist Theories' with a 'fulfill all' button. A course entry for 'FGSS209 Feminist Theories' (1 CREDITS, CURRENTLY TAKING IN SPRING '25) is shown. The main form is titled '04 Electives with Concentration - 4 Courses Chosen with Advisor' and has a '1 constraint' button. Under the heading 'make an exception', a dropdown menu is open, showing 'Substitution' as the selected option. Below the dropdown, there's a 'COURSE' search field with the placeholder 'Search courses in plan' and a 'JUSTIFICATION' text area. A blue 'Submit' button is at the bottom left of the form. A status bar at the bottom left indicates 'Data refreshed: Mar 26th, 2:11 am' and 'Version: Mar 26th, 12:57 am'.

9 In the Course search field, type in either the title or subject/catalog number (with no space) you would like to use for the substitution. Click on the correct course in the results.

Note: the search field will yield results from courses, transfer credit, study abroad credit, and exam credit that has been officially posted to the student's academic record.

This screenshot shows the same 'make an exception' form as in step 8. The 'COURSE' search field now contains the text 'col252'. A dropdown menu is open below the search field, displaying search results for 'COL252'. The first result is 'Writing Love: Articulations of Passion, Genres of Intimacy' for Spring '22 / 1 credits, with a grade of 'B+'. A blue 'Submit' button is visible at the bottom of the dropdown. The rest of the interface, including the sidebar and the 'Feminist Theories' section, remains the same as in the previous screenshot.

10 Continue adding courses until you are done.

11 Enter the justification for the substitution.

Students

Programs

Courses

Pathways

Requests

Staff

Analytics

QUICK LINKS

Wesleyan Stellic Info

Report a Problem

Change Log

Data refreshed: Mar 26th, 2:11 am
Version: Mar 26th, 12:57 am

04 Electives with Concentration - 4 Courses Chosen with Advisor 1 constraint

make an exception

Substitution

This exception adds a course that can satisfy the requirement. The substituted course will be prioritized, but others could still count.

COURSE

COL252 (Spring 2022, Grade: B+, 1 Credits) x

ENVS295 (Fall 2022, Grade: A, 1 Credits) x

SPAN292 (Fall 2022, Grade: A, 1 Credits) x

SPAN294 (Spring 2023, Grade: A, 1 Credits) x

JUSTIFICATION

Submit x

• Take at least 4 courses from a course set manually defined by the institution. x

12 Click "Submit" to complete and start the workflow approval process.

The screenshot shows a web interface for course selection. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, QUICK LINKS, Wesleyan Stellic Info, Report a Problem, Change Log, and a status bar with 'Data refreshed: Mar 26th, 2:11 am' and 'Version: Mar 26th, 12:57 am'. The main content area is titled '04 Electives with Concentration - 4 Courses Chosen with Advisor' with a '1 constraint' tag and a search icon. Below the title is a 'make an exception' section with a 'Substitution' dropdown menu. A text block explains: 'This exception adds a course that can satisfy the requirement. The substituted course will be prioritized, but others could still count.' The 'COURSE' section contains three course cards: 'COL252 (Spring 2022, Grade: B+, 1 Credits)', 'ENVS295 (Fall 2022, Grade: A, 1 Credits)', and 'SPAN292 (Fall 2022, Grade: A, 1 Credits)'. Below these is a 'JUSTIFICATION' text field containing 'approved course list'. The 'Submit' button is circled in orange. At the bottom, a note states: 'Take at least 4 courses from a course set manually defined by the institution.'

13 Once the exception is approved, you will see the approved substitutions on the audit.

The screenshot shows the 'Feminist Theories' audit page. The sidebar is identical to the previous screenshot. The main content area shows a list of courses. The 'Feminist Theories' requirement is marked with a checkmark and 'fulfill all'. Below it, 'FGSS209 Feminist Theories' is listed with '1 CREDITS' and 'CURRENTLY TAKING IN SPRING '25'. The 'Electives with Concentration - 4 Courses Chosen with Advisor' requirement is marked with a checkmark and '1 constraint', and has a '1 exception' tag. Below this, four courses are listed with green checkmarks: 'COL252 Writing Love: Articulations of Passion, Genres of Intimacy' (TAKEN IN SPRING '22, B+, 1 CREDITS), 'ENVS295 Saving Animals: The Politics of Rescue, Captivity, and Care' (1 CREDITS, TAKEN IN FALL '22, A), 'SPAN292 The Abya Yala Connection: Latin American Ecological Literature and Art' (1 CREDITS, TAKEN IN FALL '22, A), and 'SPAN294 Queering Latin America: Contemporary Gay, Lesbian, and Transgender Literature and Film' (TAKEN IN SPRING '23, A, 1 CREDITS). The 'Distribution Outside Concentration' requirement is marked with a checkmark and '1 constraint', and has a '1 exception' tag. An orange circle highlights the '1 exception' tag for the 'Electives with Concentration' requirement.