

Marking a Major, Minor, or Certificate as Satisfied in Stellic

1

To mark a student's major, minor, or certificate as complete, go to the student's profile in Stellic and scroll to the major, minor, or certificate that you wish to certify.

The screenshot displays the Stellic interface for a student's profile. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, QUICK LINKS, Report a Problem, and Change Log. At the bottom of the sidebar, it shows 'Data refreshed: Mar 20th, 2:12 am' and 'Deployed: Mar 20th, 1:45 am' with a blue circular icon containing a white question mark. The main content area shows a list of requirements. The first two are 'General Education Stage II Compliance' and 'Major Completed - (This will be marked as satisfied by a department administrator, indicating the student has fulfilled all major requirements.)', both with green checkmarks and '1/1 ATTEMPTS'. Below these is the 'Chemistry Minor [CHEM-MN]' section, which has a red '1' icon next to its name, indicating it is the current selection. This section shows 'Applied Version: EY2020 • BA • Undergraduate', 'Catalog Term: Spring 2021', '6.5 credits', and 'PGPA 96.5231'. Under the minor, there are two requirement boxes: 'General Chemistry' (fulfill any | min grade: C) and 'CHEM141 & CHEM142' (1 constraint). The 'CHEM141 & CHEM142' box contains two entries: 'CHEM14 1Z General Chemistry I' and 'CHEM14 2Z General Chemistry II', both marked 'TAKEN IN SUMMER '22' with an 'A+' grade and '1 CREDITS'.

2

Scroll down until you find the milestone that says either "Major Complete," "Minor Complete," or "Certificate Complete." Click on the button on the right-hand side that says "Record Attempt."

The screenshot shows a sidebar on the left with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, QUICK LINKS, Report a Problem, and Change Log. The main content area displays a list of courses with checkboxes and status indicators. The courses listed are:

- CHEM257 Intermediate Chemistry Laboratory (0.5 CREDITS, TAKEN IN FALL '22, A)
- CHEM258 Organic Chemistry Laboratory (0.5 CREDITS, TAKEN IN SPRING '23, A)
- 300-Level Chemistry Elective - 1 course required (1 constraint)
- CHEM361 Advanced Inorganic Chemistry (TAKEN IN FALL '24, A-, 1 CREDITS)

Below the course list, there is a section for "Minor Completed" with a warning message: "You are overriding the decision for this user." A "Record Attempt" button is highlighted with an orange circle.

3

If the student has completed the major, minor, or certificate, you can type that into the required text field.

The screenshot shows a dialog box titled "Override CHEM Minor Completion Group's Decision". The text inside the dialog box reads: "You are completing this decision on behalf of the CHEM Minor Completion group". Below this, there is a section for "Minor Completion Status (required)" with a text input field. The text "je: Minor completed; Minor completed pending passing grades in the following course(s); Minor will not be completed." is entered into the field, and the entire input area is highlighted with an orange circle. To the right of the input field is a link that says "switch to rich text". Below the input field, there is a message: "This message will be visible to you and the student." At the bottom, there is a section for "Supporting docs (optional)" with a text input field and a link that says "add attachment (5 mb limit)".

4

If the student **will** complete the major, minor, or certificate once their final semester coursework is complete, or pending some other outstanding item (ie, a portfolio), you can write the specifics within that required text field. For example: "the minor will be complete pending passing grades in CHEMXXX and BIOLXXX."

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If the student will not complete the major, minor, or certificate, you can indicate that in the required text field.

Wesleyan University

Students
Programs
Courses
Pathways
Requests
Staff
Analytics

QUICK LINKS
Report a Problem
Change Log

×

Override CHEM Minor Completion Group's Decision

You are completing this decision on behalf of the CHEM Minor Completion group

Minor Completion Status (required)

minor cannot be completed.

[switch to rich text](#)

This message will be visible to you and the student.

Supporting docs (optional)

Insert text here

[add attachment](#) (5 mb limit)

This file will be visible to you and the student.

TAKEN IN SUMMER '22 A
TAKEN IN FALL '22 A
TAKEN IN SPRING '23 A
TAKEN IN FALL '24 A-
1 CREDITS
Department
Requirements.) >
0/1 ATTEMPTS

6

Once you've entered the required text, scroll to the "Mark As Not Satisfied" and "Mark As Satisfied" buttons. Choose the appropriate action for this audit. If the major, minor, or certificate **is** satisfied or **will** be satisfied, click the "Mark as Satisfied" button.

If the major, minor, or certificate will **not** be completed by the end of the student's last term at Wesleyan, type that into the required text field and click the "Mark As Not Satisfied" button.

Edit CHEM Minor Completion's Decision

You are responsible for making a decision

Minor Completion Status (required)

minor complete

[switch to rich text](#)

This message will be visible to you and the student.

Supporting docs (optional)

Insert text here

[add attachment](#) (5 mb limit)

This file will be visible to you and the student.

[Mark As Not Satisfied](#)

[Mark As Satisfied](#)

7

The page will refresh. In the instance where the "Mark As Satisfied" button was clicked, you will see a green checkbox next to the milestone.

A milestone that was marked as "Not Satisfied" will remain empty and outlined in red, but the decision and your notes will be recorded.

Please note that your decision can be edited.

The screenshot displays a user interface for tracking student progress. On the left is a dark sidebar with navigation links: Students, Programs, Courses, Pathways, Requests, Staff, Analytics, QUICK LINKS, Report a Problem, and Change Log. At the bottom of the sidebar, it shows 'Data refreshed: Mar 20th, 2:12 am' and 'Deployed: Mar 20th, 1:45 am' with a blue circular icon containing a white speech bubble.

The main content area shows a list of milestones and courses, each with a green checkmark icon indicating completion:

- CHEM15 2Z** Introductory Chemistry Laboratory (0.5 CREDITS, TAKEN IN SUMMER '22, A)
- CHEM257** Intermediate Chemistry Laboratory (0.5 CREDITS, TAKEN IN FALL '22, A)
- CHEM258** Organic Chemistry Laboratory (0.5 CREDITS, TAKEN IN SPRING '23, A)
- 300-Level Chemistry Elective - 1 course required** (1 constraint)
- CHEM361** Advanced Inorganic Chemistry (TAKEN IN FALL '24, A-, 1 CREDITS)
- Minor Completed** - (This will be marked as satisfied by a department administrator, indicating the student has fulfilled all minor requirements.) > ... (1/1 ATTEMPTS)
- General Education Expectations** (3 constraints, PGPA 95.4714)

The 'Minor Completed' milestone is highlighted with an orange circle. Below the 'General Education Expectations' milestone, it says 'Applied Version: Published • Undergraduate'.