

How To Complete a Program of Study in Stellic

This document aims to help advisors complete a Program of Study plan for a student applying to the Degree in Three program.

Note that only plans made in **Stellic** following the guidelines in this document will be accepted. Any submitted plans made with a different degree planning template, even if that format was previously accepted, will be returned.

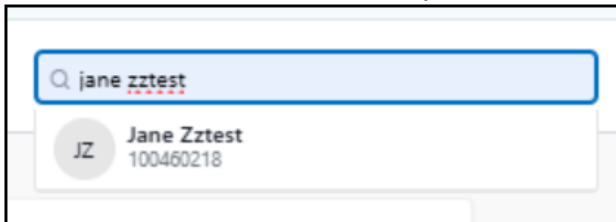
New Application Process:

1. Student starts new Din3 application
2. Student makes an appointment to meet with their advisor
3. Advisor meets with student and creates Program of Study in Stellic
4. Advisor leaves any notes in plan, including the required note that the plan is approved for Din3
5. Advisor downloads plan as a PDF and uploads it to the Campus Connect appointment summary
6. Student downloads plan from appointment summary and uploads it to Din3 application
7. Student submits Din3 application

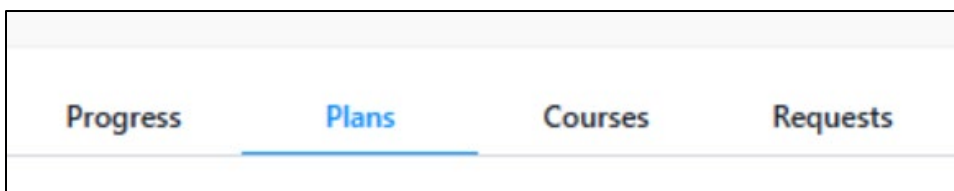
Stellic Instructions for Advisors:

How to access “Edit in Planner”

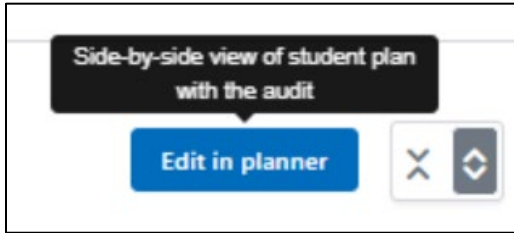
1. Find and access the student’s profile in Stellic.



2. Select the “Plans” tab in the center of the screen.

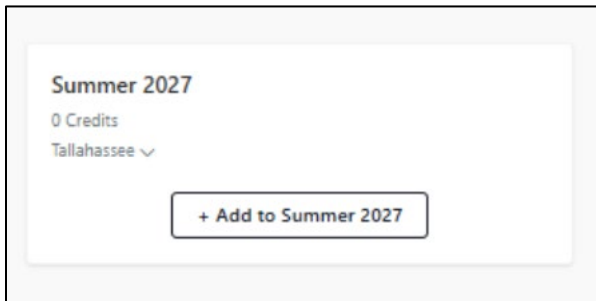


3. Select the “Edit in planner” button.



How to add a specific course to a student’s plan

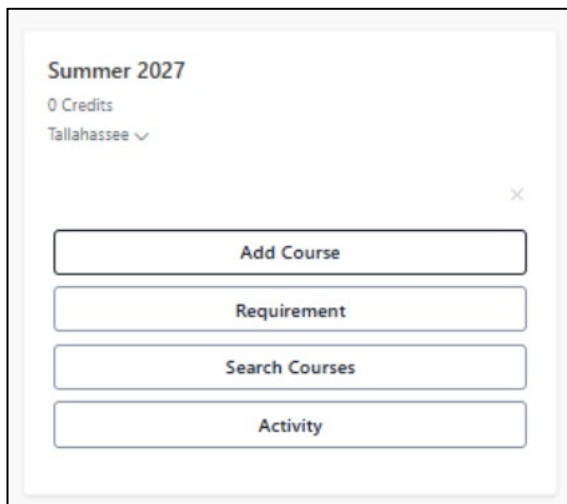
1. Find the semester you want to plan, then select “Add to...” button for that semester.



2. To plan for a future semester, select the semester box first to reveal the “Add to...” button for that semester.



3. Select the “Add Course” button to enter the course number.



4. Type in the course number you want to add, then select the course once it appears to add it to the plan.

Summer 2027
0 Credits
Tallahassee ▾

Q GEB

Results [active filters](#)

- GEB 1030
Professional Development for Business Careers
- GEB 4455
Perspectives on Free Enterprise
- GEB 4941
Business Internship**
- GEB 3213
Business Communications

Can't find what you're looking for? [Try resetting filters!](#)

How to add a requirement placeholder

1. Select the “Add to” button for the semester you want to plan.
2. Select the “Requirement” button to begin searching for the requirement.

Summer 2027
0 Credits
Tallahassee ▾

GEB 4941
Business Internship
Credits Missing

×

Add Course

Requirement

Search Courses

Activity

3. Enter the Degree requirement you want to plan, then select it to add it to the plan.

Summer 2027
0 Credits
Tallahassee ▾

GEB 4941
Business Internship
Credits Missing

elective

Finance Major Electives

4. The student will select the placeholder to view courses that will count for that requirement in the Search Courses section on the right of the screen.

Keywords
Course code, title, keywords...

☐ Only with cleared prerequisites

Filters
Semesters X Counts for X Availability Instructor Department Attributes
Campus Delivery Mode More Filters

Likely To Be Offered in Year 3 Summer (2027) X counts for Finance Major Electives X
at Tallahassee Catalog Level: Undergraduate X reset all filters

6 courses in Year 3 Summer (2027)

FIN 4324 Commercial Bank Administration 03 credits	FIN 4433 VENTURE CAPITAL AND PRIVATE EQUITY 03 credits
FIN 4453 Financial Modeling and Forecasting 03 credits	FIN 4730 Strategic Consulting for Finance 03 credits
FIN 4934 Senior Seminar in Finance 03 credits	GEB 4455 Perspectives on Free Enterprise 03 credits

How to add a short note or comment to the student in the plan

1. Go to the term in which you want to leave a note
2. Select the “Add to” button



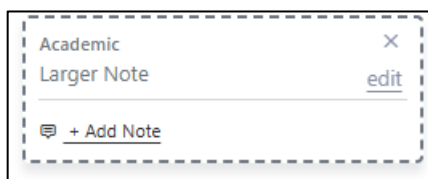
3. Select the “Activity” button
4. Name the activity with your brief note and click “save”

A form with a light gray background and a dashed border. At the top right is a close button (X). Below it is a text input field with the placeholder text "This title can only be 100 characters". Below the input field is a dropdown menu with the text "Academic" and a downward arrow. At the bottom is a "Save" button.

**Activity titles can only be up to 100 characters, including spaces.*

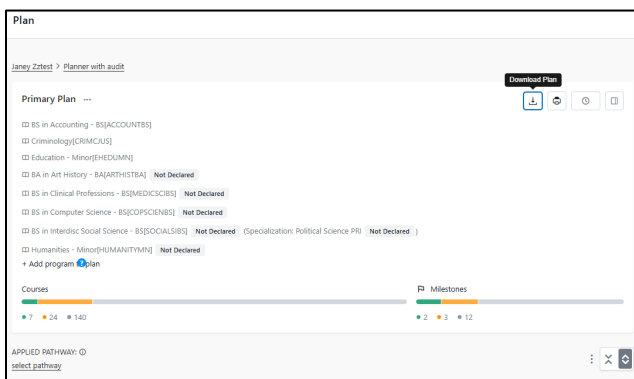
How to add a longer note or comment to the student

1. Go to the term in which you want to leave a note
2. Select the “Add to” button
3. Select the “Activity” button
4. Name the activity and click “save”
5. Hover over the activity and click “+ Add Note”



How to download a plan

1. Click on the “download plan” button at the top. No settings need to be changed.
2. Click on “Create plan report” and download it to your machine.
3. Upload this PDF to the Campus Connect appointment summary for the student to access later.



*Final Notes

1. Make sure the plan represents at least **120 credits overall** between “taken” and “planned.” *Degree in Three applications will not be accepted if the plan includes less than 120 hours.*

Name:	Janey Zttest	Emplid:	100460218
Level:	Freshman	Campus:	Tallahassee
Programs:	BS in Accounting - BS[ACCOUNTBS] Criminology[CRIMCIUS] Education - Minor[EHEDUMN] BA in Art History - BA[ARTHISTBA] BS in Clinical Professions - BS[MEDICSCIBS] BS in Computer Science - BS[COPSCIENBS] BS in Interdisc Social Science - BS[SOCIALSIBS] Humanities - Minor[HUMANITYMN]	Advisors:	Alysia Pringle Tess Mattison Giada Nnaji-Williams Business Advising Office
Concentrations	Political Science - PR		
Taken:	7 courses (16 credits)		
Planned:	25 courses (65 credits)		
Fall 2013 - 15 credits attempted, 6 credits earned			
Course or Activity	Credits	Grade	Status
CHM 1020 Chemistry for Liberal Studies	3	D	Taken
MAC 1105 College Algebra	3	D	Taken
ENGL 1101 Freshman Composition and Rhetoric	3	D	Taken

2. If a student is planning to pursue multiple majors, and advising for those majors occur in different offices, Program of Study review and approval is required from each office.
3. These plans serve as a “**proof of concept**” only. Students need not be formally admitted into their program before a Program of Study is created. This also applies to situations where a student cannot yet declare a second major.
4. Students in the University Honors Program must have their plan reviewed and approved by an Honors advisor.
5. Updated Din3 plans should only be created for *significant* changes to a student’s plan (e.g. changing major, adding a major or minor, shuffling more than a few classes around). We don’t need updated plans if a student is merely swapping a couple of classes between terms and it’s clear that everything else will stay on track.