

Best Practices in Using Stellic's Requirement Editor

Today's Agenda

- Stellic's requirement editor - a quick summary
- Recommendations for annual updates and maintenance
- Functional tips:
 - Adding non-course requirements to your program
 - How does double counting work?
 - Best practices for Shared and Universal Requirements
- Breakout rooms/Q&A

Stellic's Requirement Editor

PROGRAM REQUIREMENTS [edit](#)

- Fulfill all of the following requirements
- At least 30 shu in total
- Following courses may not count:
 - XX-0000 to XX-0099
- Up to 2 courses may double count with other programs unless specified otherwise

Design Core Courses [▼](#) [change name](#) [share](#) [reset](#) [duplicate](#) [remove](#)

- Fulfill any of the following requirements [edit](#) [delete](#)
- [add constraint](#)

ME-0140 Inventive Design [remove](#)

ENP-0193 Designing Physical Solutions for People in Need [▼](#) [remove](#) [edit](#)

- Count only with topic Dsgn Physical Soln Ppl in Need

[add more sub-requirements](#)

Terms to Know

Constraint

The rules that determine how a requirement is able to be fulfilled.

Example: Repeat ECE-101 at least two times.

Program

A stand-alone set of requirements that a student needs to complete, such as a **major, minor, or certificate**. With very few exceptions, programs come to Stellic through the data feed from SIS.

Program audit

The set of requirements that a student must fulfill in order to complete a degree. Requirements are structured in a top-to-bottom hierarchy. Audits are tied to a specific program.

Sub-requirements

The groupings of rules within the audit. A sub-requirement can be either a **category** or a **course**.

Category

A sub-requirement that can set rules specific to a group of courses, or a non-course requirement.



Hierarchy of an Audit

In general, the audit checks for requirements to be fulfilled in a top-to-bottom hierarchy. This means that when you design audits, the most specific requirements should be at the top and most broad requirements lower down. In general, you can think of it this way:

Location in the Audit

Types of Courses

Examples

Top

Specific required courses

Example: PHIL 380

Middle

Groups of courses to choose from

Example: Fulfill any 2 from the following list of specific Philosophy courses.

Bottom

Broad groups of courses to choose from, such as open electives

Example: Complete at least 10 credits from any courses in the PHIL 100-400 range.



Required vs optional courses

- **“Fulfill all”** - required coursework
- **“Fulfill any”** - optional coursework (electives)

The screenshot shows a web interface for course selection. At the top, there are five tabs: 'ince', 'Advisors', 'Remaining', 'Planned', and 'Take'. Below these, there is a section titled 'Number of requirements remaining' with a text input field containing 'e.g 3-5 or >3' and a dropdown menu labeled 'Requirements'. Below this, a red rectangular box highlights a section titled 'Specific courses remaining' which contains a search bar with the placeholder text 'Q Search Courses'. At the bottom, there is another section titled 'Specific requirement' with a search bar containing the placeholder text 'Q Pick a Program first'.

Tips for Audit Maintenance

- How often are program requirements being reviewed?
- Who is responsible for maintaining program requirements?
- What is the **minimum number** of programs that you can have while still maintaining data accuracy?
- Are you using **shared requirements** in places where requirements are the same in multiple years or programs?

Using Non-course Requirements

- Examples may include:
 - Thesis proposals, volunteer hours, exam/certification requirements, research milestones, etc.
- How to track non-course requirements:
 - “Manually satisfy” constraint(s)
 - Pathway activity
 - Workflow request

Using Non-course Requirements - Manually Satisfy

Submit Thesis Proposal to Advisor ▾ [edit](#)

- May only be satisfied manually by an institution

Receive Peer Critique for Proposal ▾ [edit](#)

- May only be satisfied manually by an institution

Manually satisfy (with course set) ▾ [edit](#)

- Take at least 1 course from a course set manually defined by the institution. By default, these courses may count:
 - RUS-0003

Using Non-course Requirements - Pathway Activities

Year 3 ▾ 3 Courses 300 Units

Autumn
100 Units

PHYS 12100
General Physics I

[View 1 Note →](#)

Volunteer
Clinical Hours

+ Add to Autumn

Winter
100 Units

PHYS 12200
General Physics II

[View 1 Note →](#)

+ Add to Winter

Spring
100 Units

PHYS 12300
General Physics III

[View 1 Note →](#)

Others
MCAT Exam

+ Add to Spring

Using Non-course Requirements - Tags/Attributes



Writing Proficiency ▾

fulfill any



Writing Portfolio Completed

1 constraints

- Student must have all of the following attributes: Writing Portfolio Completed (WRPO)



01

Writing Courses ▾

fulfill any

01

Writing Intensive

1 constraints

- Take at least 1 course from the following attribute: Writing Intensive



01

Writing Adjunct

1 constraints



- Take at least 1 course that matches the following:



- GS208

- GS257

- GS260

Sneak Preview: Milestones

Math Requirement > [edit](#)

Engineering Milestones > [change name](#) [share](#) [reset](#) [duplicate](#) [remove](#) ×

- Fulfill any of the following requirements [edit](#) [delete](#)
- [add constraint](#)

drag and drop sub-requirements here

CHOOSE WHAT TO ADD

Course

Milestone

New Category

Shared Category

Type

Manually satisfied by a staff member

Milestone Name

Presentation to Faculty

Manually satisfied by a staff member

Who can complete this step?

Relationship

Relationship with student

Primary Advisor

Information required to complete milestone

Boolean

Complete or Incomplete

required

visible to students

[edit](#) ×

Text Field

Comments

optional

visible to students

[edit](#) ×

[add information](#)

Attempts (optional)

Number of attempts allowed

Add

Cancel

[add more sub-requirements](#)

Sneak Preview: Milestones



PHY 12 or CHEM 2 or ES 11 or BIO 13

fulfill any



15-123

Introduction to Data Structures

TAKEN IN FALL 18

9 UNITS

B



PHY 12 or CHEM 2 or ES 11 or BIO 13

fulfill any



15-123

Introduction to Data Structures

TAKEN IN FALL 18

9 UNITS

B



Engineering Milestones

fulfill all



Milestone Presentation to Faculty

0/3 ATTEMPTS

Complete Milestone

Double Counting in Stellic

- By default, courses are not permitted to count for more than one requirement in Stellic.
- Courses can double count:
 - Between programs
 - Between requirements within the same program
 - Within the same sub-requirement
- Reference articles:
 - <https://stellickb.helpscoutdocs.com/article/68-double-counting>
 - <https://stellickb.helpscoutdocs.com/article/131-double-counting-constraints>

Double Counting Between Programs

03

Minor in English ▾ ⋮

4 constraints

3 units

PGPA 2.43

Applied Version: Minor In English 2012

- Fulfill all of the following requirements
- At least 4 units in total
- Up to 1 course may double count with other programs unless specified otherwise
- Courses may double count without any limit with All College BA Requirements, All Gen Ed BA Requirements unless specified

Double counted between BA in
Education and Minor in English



ED101

Introduction to K-12 Classroom Culture ⋮

1 UNITS

TAKEN IN BLOCK 4 '18

D

Double Counting Within One Program, but Different Requirements

✓

Requirement 1

2 constraints

...

• Fulfill all of the following requirements

• Up to 1 course may double count with other requirements unless specified otherwise

✓	EN-0001	Applications in Engineering: Simple Robotics	3 CREDITS	TRANSFERRED IN FALL '18	TR
✓	MATH-0032	Calculus I	3 CREDITS	TRANSFERRED IN FALL '18	AP
✓	PHY-0011	General Physics I W/lab	3 CREDITS	TRANSFERRED IN FALL '18	AC

02

Requirement 2

fulfill all

!	EN-0001	Applications in Engineering: Simple Robotics	3 CREDITS	TRANSFERRED IN FALL '18	TR
✓	MATH-0032	Calculus I	3 CREDITS	TRANSFERRED IN FALL '18	AP
!	PHY-0011	General Physics I W/lab	3 CREDITS	TRANSFERRED IN FALL '18	AC

Shared Requirements

- Must be placed within another program to display to students
- Recommended for requirements that are shared between programs or for a segment of requirements that is updated more frequently than the rest of the program.
- Think about:
 - Scope
 - Connectedness to the audit
 - Ensuring that changes relevant to all audits it is attached to

Universal Requirements

- Will automatically attach to students and/or audits
- **Exists as its own program** but does not come from SIS
- Recommended for any segment of requirements that you want to easily be able to double count with other programs (general education requirements is a common example)
- Recommended for “degree checks”, such as total units, GPA, residency requirements, etc.

Breakout Rooms

- If you could only be here for 30 minutes today, thank you for attending!
- If you want to participate in breakout rooms, stick around!

<https://bit.ly/Stellic-Req-Editor>

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