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:
 - o XX-0000 to XX-0099
- . Up to 2 courses may double count with other programs unless specified otherwise

- Fulfill any of the following requirements edit delete
- · add constraint

ME-0140 Inventive Design remove

ENP-0193 Designing Physical Solutions for People in Need vertical remove edit

* Count ENP-0193 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.

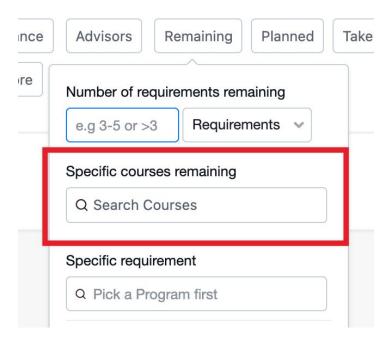
Hierarchy of an Audit

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
Тор	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)



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

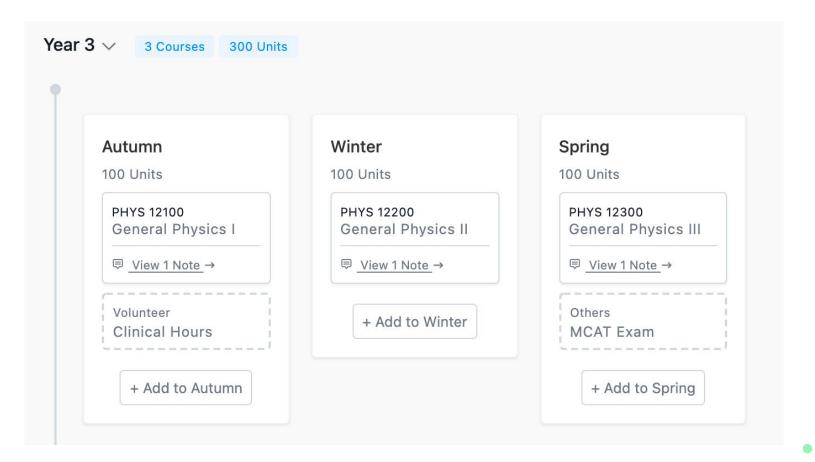
Receive Peer Critique for Proposal V edit

May only be satisfied manually by an institution

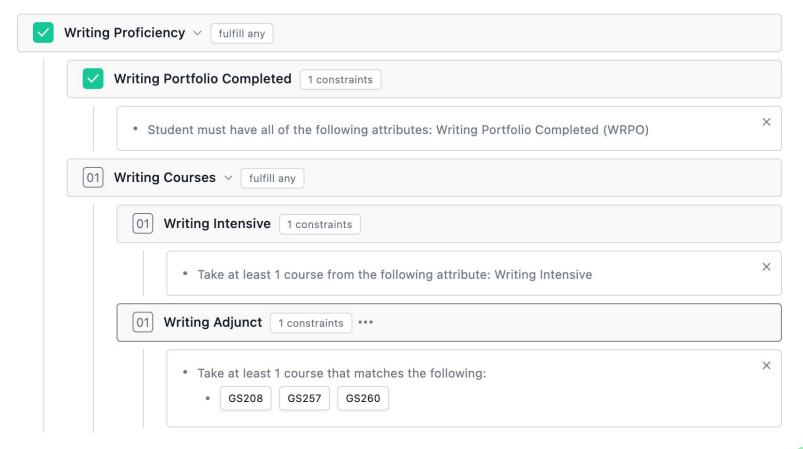
Manually satisfy (with course set) ∨ edit

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

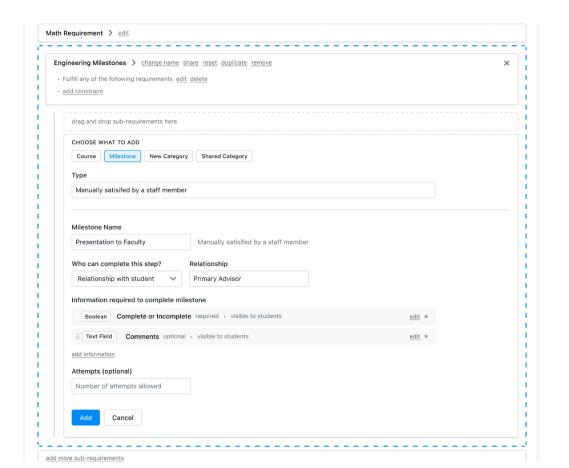
Using Non-course Requirements - Pathway Activities



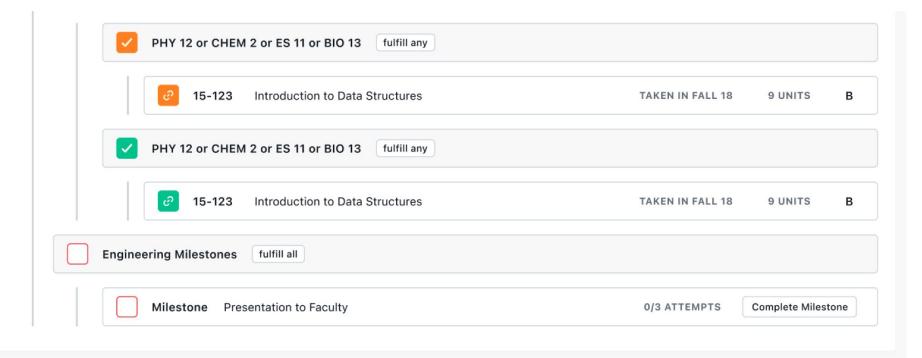
Using Non-course Requirements - Tags/Attributes



Sneak Preview: Milestones



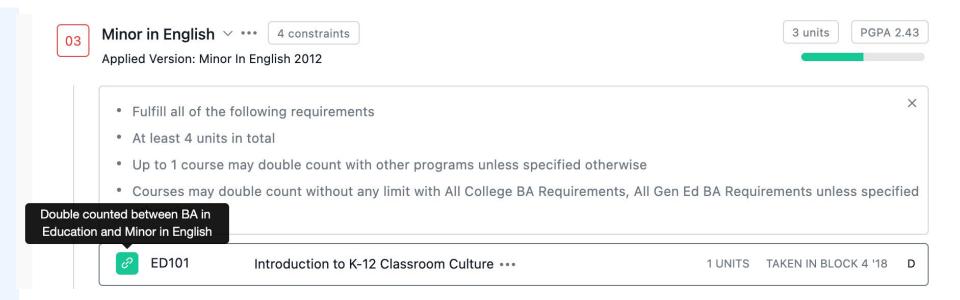
Sneak Preview: Milestones



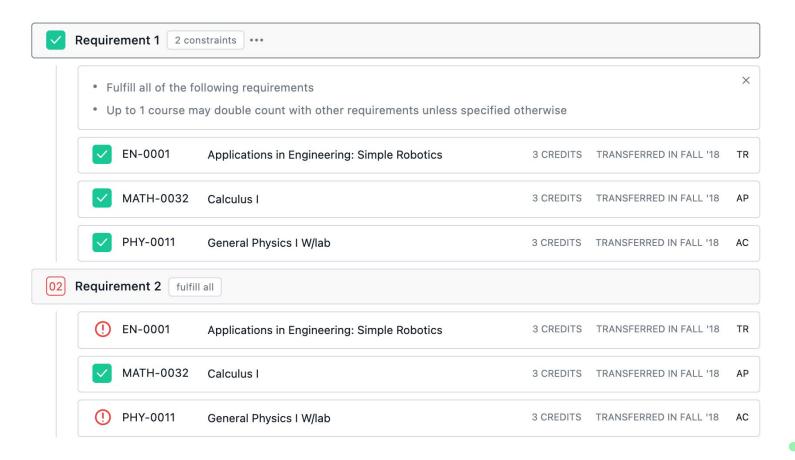
Double Counting in Stellic

- 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

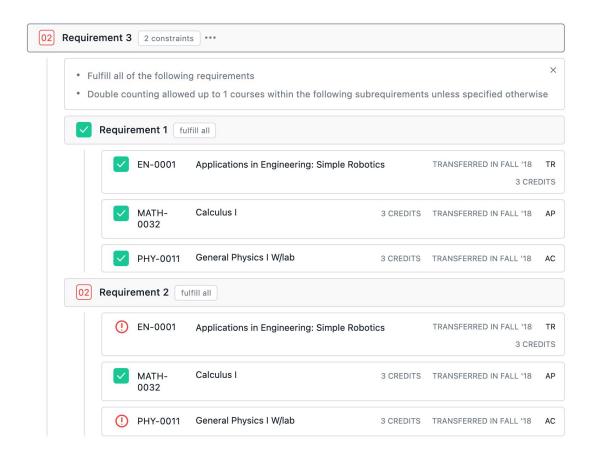
Double Counting Between Programs



Double Counting Within One Program, but Different Requirements



Double Counting Within One Program, Same Requirement



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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