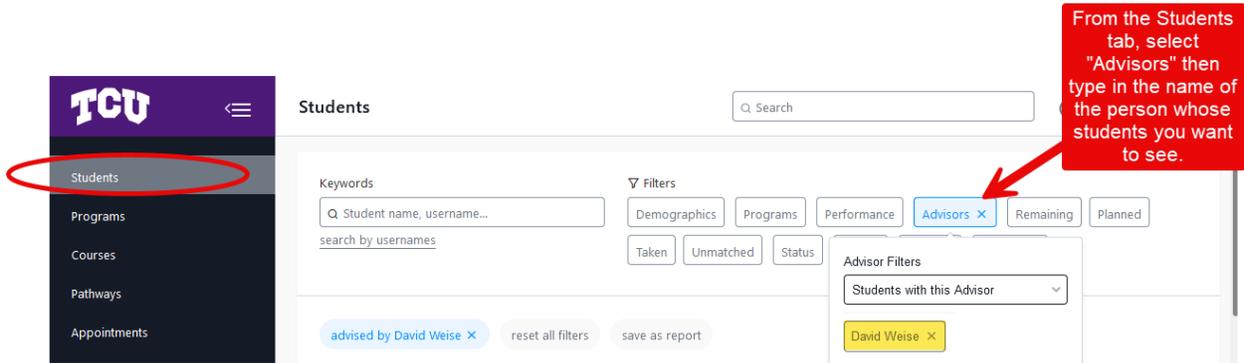


**To see the students advised by a specific person:**

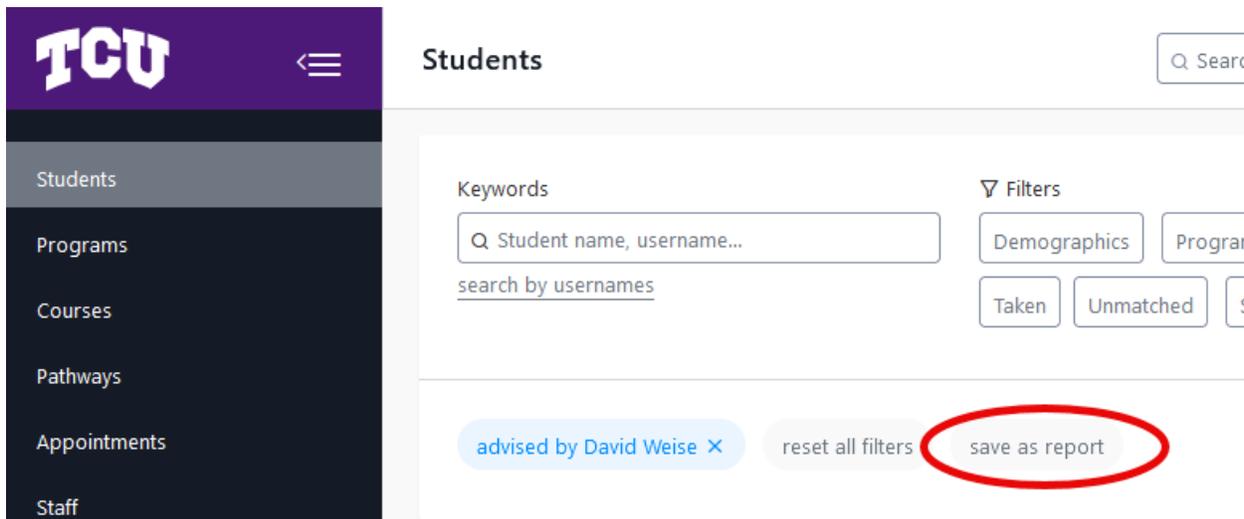
1. <https://tcu.stellic.com> generally opens to the Students tab. If you're not already there, you can select Students from the left sidebar.
2. From the list of filters, select Advisors. You can type the person's name and it should auto-populate.

Note: You can only see the students for one person at a time.



**If you want to save this list:**

1. Select "Save as Report"



2. Type in a name for the report.
3. It will ask if you want this report to be automated or manual. If you want it to update with new advisees or remove ones no longer relevant, select **Automated**. If you want the list to stay as it is, select **Manual**.
4. If you want to receive notifications about changes, check the box under **Track Changes**.
5. Select **Save Report**.

×

## New Report

Save your filter settings to complete a one-click search.

### Report Title

Advisees for David Weise

### Report Type

Automated

Students will be automatically added or removed to the list based on the filter criteria

Manual

Students on the list won't change unless you change them

### Track Changes ⓘ

Receive notifications when the list of students changes for this report. You can receive alerts on up to 30 reports.

### Notify Students ⓘ

Automatically send the following message to student(s) when they match the criteria of this saved report.

Save Report

## To See a list of all Psychology students

1. From the students tab, use the Programs filter to select the appropriate programs. For programs that have separate academic plans for the BA/BS programs, you will need to select both plans unless you only want to see students within the individual plan.
2. You can save this list the same as you would any other report.

**TCU** Students

Keywords: Student name, username... search by usernames

Filters: Demographics, **Programs**, Performance, Advisors, Remaining, Planned

Programs: Psychology BS, Psychology-2nd major-BS req, Psychology BA, Psychology-2nd major-BA req

0 / 560 students

**You can see students by major by looking at Programs**

**Type in the name of the major and it should auto-populate from a dropdown list. If your major is separated into multiple programs like BA/BS, you need to select all of them.**

### To refine the list by year of the student:

1. Select the Demographics filter.
2. Select the Class Level dropdown menu to view options for Senior/Junior/Sophomore/Freshman, etc.

**TCU** Students

Keywords: Student name, username... search by usernames

Filters: **Demographics**, Programs, Performance, Advisors, Remaining, Planned

Class Level: Senior, Junior

Entry Year: [dropdown]

**Demographics filters can show students by class level**