

ACADEMIC ADVISING AND CAREER DEVELOPMENT NEWSLETTER

AUGUST 2026

Welcome to the August edition of the AACD Newsletter. This month's issue includes important registration reminders, upcoming advisor training opportunities, ideas for incorporating career development, a helpful Stellar tip and a sample email for reaching out to advisees at the beginning of the semester.

IMPORTANT DATES AND INFORMATION

AUGUST 27	Loper Success Hub Open House from 2:00 – 4:00 PM
AUGUST 28	Last day for open full-semester registration and adds. Students adjust their schedules via MyBlue. Last day to withdraw from full-semester course and receive a 100% refund.
SEPTEMBER 3	Education Opportunities Fair
SEPTEMBER 7	Labor Day (Student and Staff Holiday – UNK Offices Closed)
OCTOBER 8	Career and Internship Fair

ACADEMIC ADVISING

REMINDER: Students may drop and add **full-semester** courses on myBlue through the first Friday of classes (August 28). This date is also the last day students may withdraw from a full-semester course and receive a 100% refund. For classes less than a full semester, the timeframe is condensed. For more information about the drop/add policy please visit the [Academic Policies Handbook](#). For more information about the refund schedule click [here](#).

COULD DROPPING A CLASS PUT YOUR ADVISEE BELOW 12 CREDITS (FULL-TIME)?

There are several reasons why a student may not be able to drop below 12 credit hours, or they may need to take additional steps:

- Living on campus (contact Residence Life)
- Athletic Eligibility (athletes must be full-time in order to remain eligible)
- Financial Aid
- International Visa Status

RESPONSE TIME TO ADVISEES

The first few weeks of the semester are especially busy, yet timely responses are crucial. Classes fill quickly, and students often rely on their advisor's guidance to adjust their schedules. Over the next few weeks, please respond as promptly as possible to help students make informed registration decisions.

ADVISING PROFESSIONAL DEVELOPMENT (CTL, AACD AND OFFICE OF THE REGISTRAR)

UNK Holistic Advising Definition

Holistic Advising is a frequent, ongoing, interactive discussion that is a collaborative partnership between advisors and advisees to support the educational and career goals of UNK students with ongoing assessment of these impacts.

Fall 2026 Holistic and Stellic Trainings for Experienced Advisors

These hands-on training sessions will each last approximately one hour and we ask that you bring your computer so you can log into Stellic. We will be there to assist you in creating 4-year plans for your students. Trainings will be provided in-person and via Zoom. We want to make sure we have enough space for everyone, so please register. Registering will ensure that this professional development is automatically entered into your Digital Measures.

Date	Time	Location
Tuesday, 9/1/26	3:00 – 4:00	College of Education, C112
Wednesday, 9/9/26	3:30 – 4:30	LIBR 001 Pod Classroom
Thursday, 9/17/26	12:00 – 1:00	College of Education, B154
Friday, 10/2/26	2:00 – 3:00	LIBR 001 Pod Classroom



CAREER CONNECTION

The beginning of the academic year is a good time to think about how you can incorporate career development into your conversations with students, both in and out of the classroom. This might look like encouraging students to attend a career fair, sharing career paths within your discipline, or encouraging students to schedule an appointment with [Academic Advising and Career Development](#) for a Practice Interview or Resume Review. It can also happen in those individual conversations with students, asking questions like “What’s one new thing you want to try this year?” Outside of the classroom, students can build valuable skills and gain experience by joining a student or professional organization, obtaining a part-time job, conducting research, volunteering, job shadowing, or exploring internship opportunities. Often, students need that little nudge from a trusted faculty or staff member to try something new.

FALL EDUCATION OPPORTUNITIES FAIR



The [Fall Education Opportunities Fair](#) will take place on Thursday, September 3, 2026, from 12:30 – 3:00pm in the Ponderosa Room. More than 60 school districts, ESUs, and other education-related organizations will be in attendance. This fair is designed for students interested in careers in PK-12 education. Students who plan to student teach in Spring 2027 or Fall 2027 are strongly encouraged to attend and wear business casual attire. Faculty members are welcome and encouraged to attend earlier in the day to connect with school administrators from 11:00 am-12:30 pm.

LOOKING AHEAD: FALL CAREER AND INTERNSHIP FAIR

The [Fall Career and Internship Fair](#) will take place on Thursday, October 8, 2026, from 12:30 – 3:00 pm in the Health and Sports Center. Employers from a wide range of industries will be in attendance, recruiting students for internships and full-time positions. Faculty are encouraged to promote career fairs in their classes to emphasize the importance of career preparation and professional networking as part of students' college experience.

HELPFUL STELLIC INFORMATION AND LINKS

The following Stellic information was provided by Matt Jones, Systems Training Specialist. For questions or assistance with Stellic, please contact Matt Jones at jonesm29@unk.edu or 308-865-8444.

Check out [Stellic for Advisors](#) training: guidance and all things Stellic are available here. Additional how-to video content is being developed.

Stellic Advising Tip of the Month:

Advising Roster: Need an up-to-date advisor roster? Create a tracked report and be notified when a student is added or dropped from your advisee list.

- From the Students tab and student search, select the Advisors filter, enter the advisor name or NUID in the text field.
- To save this search click “Save as Report” button. Save as new report or update existing report.

- Select Automated as the report type and select the track and notify option, Save report. By doing this you will have an up-to-date report of students that you advise. When a student is added or dropped as an advisee, the report will automatically reflect those changes and send a notification in Stellic.
- Saved reports are found in [Home](#) and on the [Student](#) tabs.

Learn more about creating [Reports](#) in Stellic

SAMPLE EMAIL TO SEND ADVISEES NEXT WEEK

Subject: Welcome to the Fall 2026 Semester!

Welcome to the Fall 2026 semester! As your academic advisor, I am here to answer your questions, help you understand your degree requirements, connect you with campus resources, and support you as you make decisions about your education and future. I look forward to working with you and helping you succeed during your time at UNK.

My office hours are **(fill in the blank)**. Please stop by to introduce yourself, ask questions, or just say hello. I am here to help!

Important Reminder: Friday, **August 28**, is the last day to drop a full-semester course and receive a **100% refund**. Courses that meet for less than the full semester have earlier deadlines.

You can find more information about:

- UNK's drop/add policy: https://www.unk.edu/offices/registrar/academic_policies_handbook/Change_of_Schedule_Drop_Add.php
- The refund schedule: https://www.unk.edu/offices/student_accounts/refunds.php

If you're thinking about adding or dropping a class, please contact me as soon as possible. You can also meet with an academic advisor in Academic Advising and Career Development in the Loper Success Hub.

I hope you have a great semester. I look forward to working with you!

Go Lopers!

ACADEMIC ADVISING & CAREER DEVELOPMENT

Loper Success Hub, Calvin T. Ryan Library — Second Floor

308-865-8501 | careerserv@unk.edu

SCHEDULE AN APPOINTMENT