

ACADEMIC ADVISING AND CAREER DEVELOPMENT NEWSLETTER

OCTOBER 2026

Welcome to the October edition of the AACD Newsletter. This month's issue contains a comprehensive and student-centered academic advising process, career opportunities for students, a helpful Stellic tip and a sample email for reaching out to advisees to set up an advising appointment.

IMPORTANT DATES AND INFORMATION

OCTOBER 2	Fall 2026 Holistic and Stellic Trainings for Advisors 2:00 – 3:00 pm in the Calvin T. Ryan Library, Room 011
OCTOBER 6	Free Resume Reviews and Printing
OCTOBER 6	Fall 2026 Early-Term Grading for full-semester courses closes
OCTOBER 8	Career and Internship Fair
OCTOBER 19-20	Fall Semester Break
OCTOBER 21	Spring 2027 Academic Advising Begins
OCTOBER 26	Spring 2027 Early Registration Begins

ACADEMIC ADVISING

ACADEMIC ADVISING BEGINS OCTOBER 21

Please do not lift advising flags without meeting with your advisee first.

The Spring 2027 schedule is live.

Please remember to reach out to your students so they know how to make an appointment with you!

COMPREHENSIVE ACADEMIC ADVISING PROCESS: STEPS BEFORE, DURING, AND AFTER THE ADVISING SESSION

Before Advising:

1. Email Advisees
 - Inform students how to book an appointment with you (bookings link, etc.).
 - Advise the student to review their [early-term grades](#) and academic performance before the meeting.
 - Encourage students to review their [academic information and plan in Stellic](#).
 - Advise the student to review the [four-year Career Development Plan](#).
 - Review the student in Stellic – plan progression, notes – does the student have a complete program?

During Advising:

1. Listening to the Student:
 - Discuss how the student is managing their current courses. (Tip: [Early-Term grades](#) can be found in Stellic or MyBlue)
 - Explore any academic or personal challenges the student is facing.
2. Discussing Classes for Future Terms:
 - Review and discuss the student's course options for the upcoming summer and fall terms.
 - Help the student make informed decisions about which courses to take.
 - Allow the student to make final decisions on their course schedule where possible, respecting their autonomy.
3. Career Goals & Internships:
 - Inquire about the student's career goals and whether they are pursuing internships or relevant experiences.
 - Offer resources for career or internship opportunities, if applicable.
4. Key Dates:
 - Communicate the registration date/time for upcoming terms.
 - If needed, inform the student of the last day to drop classes for the current term and any other important deadlines.
5. Resume Review (Referral):
 - If the student expresses interest, refer them for resume reviews or offer advice on how to strengthen their resume.
6. Resources:

Connect the student with any appropriate resources (Tutoring and Academic Support, Success Coaching, Student Counseling, Academic Advising and Career Development.)
7. If you are the primary advisor, lift the student's advising flag.

Post Advising:

1. Stellic Notes:
 - Record any important details from the advising session in Stellic.
2. Follow-Up:

- Ensure any follow-up actions (e.g., registration permits, referrals) are completed.
- Reach out to the student if there are any updates or additional information needed.

This structure ensures that the advising process is thorough, student-centered, and helps guide students through their academic journey.

DO YOU HAVE A STUDENT CONSIDERING AN ACADEMIC CHANGE?

During advising time, students are often contemplating making changes to their academics, such as changing their major, adding a minor, etc. Please send these students to AACD (located in the Loper Success Hub, Library – 2nd floor) so we can discuss their options. [Students can make an appointment with us to discuss an academic change here.](#)

NEW DEADLINE FOR IDENTIFYING NEW FACULTY ADVISORS

Chairs must notify Suzanne Exstrom in Academic Advising and Career Development by Friday, October 2, 2026, of any faculty members who will serve as new advisors during the Fall 2026 semester.

- All new advisors will receive a scheduling request to identify a time that works for the required 2-hour advisor training.
- The training includes Holistic Advising best practices and Stellic to ensure new advisors are prepared before they begin meeting with students.

ENROLLMENT DAY

Spring 2027 - Friday, November 13th

Ponderosa Room - Nebraska Student Union (New location!)

8:30 am to noon

Newly admitted students (transfers, re-admits, and adult freshman) are invited to attend our semi-annual Enrollment Day to meet with an advisor, register for classes, get their student ID, take a campus tour, and get ready to be a Loper! All newly admitted students have been part of a communication campaign inviting and encouraging them to attend. Our office has reached out to Department Chairs to share which students from their areas are planning to participate. If you have questions about Enrollment Day, please reach out to the Academic Transfer Advisor, Leah Beckenhauer. Thank you for your support on this day!

Mark your calendars!

Summer/Fall 2027 Enrollment Day - Friday, April 9, 2027

CAREER CONNECTION

Career development is an important part of academic advising, helping students connect their education and experiences to future goals. This supports UNK's mission to prepare students for "careers and lives of contribution." Each month, this section will highlight career resources, upcoming events, and practical ways to incorporate career development into conversations with students.

CAREER CONVERSATIONS

Advising meetings are a great opportunity to check in with students about more than their courses for next semester. A few simple questions can help students connect their academics, experiences, and interests to what they might want to do after college. You don't need to have all the career answers. The goal is to get students thinking and connect them with resources.

Try asking:

- What are you thinking about doing after graduation?
- What classes or experiences have you enjoyed the most?
- What skills or experiences would you like to gain before you graduate?
- Have you thought about an internship, job shadow, research, or other way to explore your interests?
- What is one career-related step you could take this semester?

If students need help exploring options or taking that next step, encourage them to make an appointment with [Academic Advising and Career Development](#).

UPCOMING EVENTS: CAREER AND INTERNSHIP FAIR AND RESUME REVIEWS

Career and Internship Fair

Thursday, October 8, 12:30 – 3:00pm

Health and Sports Center

The [Career & Internship Fair](#) is a great opportunity for students to explore potential careers. More than 130 employers and organizations will be attending, with opportunities ranging from internships and full-time jobs to professional schools and networking.

Faculty encouragement has the biggest impact on student attendance. Please consider encouraging students to attend the fair on October 8 by offering extra credit, attending as a class, or allowing class time to attend. Even students who are required to attend tell us they see the value in the experience, and year-over-year more than 90% of student attendees surveyed say they would recommend the fair to a friend. Even a quick reminder in class can help!

Free Resume Reviews & Printing

Tuesday, October 6, 9:00am – 4:00pm

Loper Success Hub (2nd Floor of the Library)

Help students get ready for the Career & Internship Fair! Students can drop in anytime to have their resume reviewed by a career advisor and print free copies of their fair-ready resume. No appointment needed.

Please note: Resume reviews are available on an individual, drop-in basis. While we encourage faculty to share this opportunity with students, we are not able to accommodate entire classes for resume reviews.

RESOURCE SPOTLIGHT

Help students feel more prepared for the Career & Internship Fair by sharing our [Career Fair Prep](#) page. Students can find tips for updating their resume, introducing themselves to employers, researching organizations, deciding what to wear, and making the most of the fair.

You can also encourage students to review the [list of registered employers](#) in Handshake ahead of time. Consider pulling up the list in class and identifying organizations that could be a good fit for your students. This can be especially helpful for students who may not realize how many different types of employers could have opportunities related to their major.

We'll also share a Student Career Fair Guide in the next few days that includes an employer map to help students plan for the fair.

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 the [Stellic for Advisors](#) page for training and resources to help you use Stellic with your advisees. Find information on viewing degree progress and student plans, searching for courses and programs, messaging students, adding advising notes, and more. You can also find downloadable resources, FAQs, and links to additional Stellic training.

SAMPLE EMAIL TO SEND ADVISEES THIS MONTH

Hello (advisees),

I hope this message finds you well! As we approach the next phase of the semester, I want to make sure you're fully prepared for registration and your continued career development. Please read through the important details below regarding our upcoming advising meeting.

Please take the following steps to prepare:

1. Schedule Your Advising Appointment:
 - Use this [\[link to schedule an appointment\]](#) to pick a time that works best for you.
 - Appointments are available from [\[insert start date\]](#) to [\[insert end date\]](#), so please sign up as soon as possible.
2. Prepare for Our Advising Meeting:
 - Review your [early-term grades](#).
 - Review your academic progress in Stellic (location in MyBlue under the Academics tab) for prerequisites, degree requirements, and course options. Review [Stellic instructional guides](#) for more information.
 - Review the [four-year Career Development Plan](#). Think about your career goals, potential internships, job opportunities, and other relevant steps to discuss during our meeting.

Next Steps:

After our advising session, we will outline your course registration plan and next steps for your career development. Be ready to take notes and ask any questions you may have. If you have any questions or need assistance ahead of your appointment, feel free to reach out to me via email. I look forward to meeting with you and helping you prepare for a successful semester ahead!

A few October dates to know:

- **October 19-20:** Fall Break (no classes – UNK Offices are open)
- **October 30:** Last day to change a full-semester course to CR/NC

Upcoming Career Events:

- **Free Resume Review and Printing:** Tuesday, October 6, 9:00am – 4:00pm, Loper Success Hub (2nd Floor of the Library)

Stop by Academic Advising & Career Development for resume feedback and free printing.

- **Career & Internship Fair:** Thursday, October 8, 12:30 – 3:00pm, Health and Sports Center

Open to students in all majors and at all class levels. Whether you are looking for a job or internship or just want to explore career options and meet employers, you are encouraged to attend. Before the fair, check out the [Career Fair Prep](#) page for tips on resumes, introductions, what to wear, and more. You can also review the [list of registered employers](#) in Handshake and identify a few organizations you want to visit.

Have a great October, and I look forward to meeting with you for advising! Go Lopers!

ACADEMIC ADVISING & CAREER DEVELOPMENT

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

308-865-8501 | careerserv@unk.edu

SCHEDULE AN APPOINTMENT