

ACADEMIC ADVISING AND CAREER DEVELOPMENT NEWSLETTER

SEPTEMBER 2026

Welcome to the September edition of the AACD Newsletter. This month's issue contains many important dates for advisor training, career opportunities for students, a helpful Stellic tip and a sample email for reaching out to advisees at the beginning of the semester.

IMPORTANT DATES AND INFORMATION

SEPTEMBER 1	Fall 2026 Holistic and Stellic Trainings for Advisors - See below for time and registration.
SEPTEMBER 3	Education Opportunities Fair, 12:30 – 3:00 pm, Ponderosa Room
SEPTEMBER 7	Labor Day (Student and Staff Holiday – UNK Offices Closed)
SEPTEMBER 9	Fall 2026 Holistic and Stellic Trainings for Advisors - See below for time and registration.
SEPTEMBER 15	Last day to apply for Winter Graduation. \$ 25 fee due with application
SEPTEMBER 17	Fall 2026 Holistic and Stellic Trainings for Advisors - See below for time and registration.
SEPTEMBER 22	JC Penney Suit-Up Event (4-6 pm at the Hilltop Mall, discounted professional attire)
SEPTEMBER 28	Spring 2027 Class Schedules available
SEPTEMBER 30	Fall 2026 Early-Term Grading for full-semester courses opens
OCTOBER 6	Student Drop-In Resume Reviews and Printing 9:00am – 4:00pm, Loper Success Hub
OCTOBER 8	Career and Internship Fair, 12:30 – 3:00, Health and Sports Center

ACADEMIC ADVISING

ACADEMIC ALERTS ARE LIVE IN STELLIC!

[How to Submit an Academic Alert in Stellic](#)

YOUR ADVISEE HAS RECEIVED AN ACADEMIC ALERT – NOW WHAT?

By creating the [Identifying Academic Alerts for Your Advisees](#) report in Stellic, you will receive an email notification whenever one of your advisees receives an academic alert. You can view the alert by logging into Stellic and clicking the bell icon in the top right corner. Stellic will display a list of students who have received alerts. Select a student and then click on **"Notes"** to review the details. This is a great opportunity to reach out and support your advisee.

If you feel the situation warrants further intervention, please complete the [Care Team Referral Form](#).

A simple email letting them know that you are there to help them get connected to the proper resources is extremely helpful to the student. We have provided a few ideas of sample emails you can send your student, but feel free to personalize it and make it your own.

Examples of emails you could send when your advisee receives an academic alert:

- I just wanted to be in contact with you about your recent academic alert. Have you been able to submit your assignments?
- I saw that an academic alert came through for you. Let's discuss this soon to stay ahead of any challenges! Are you available Monday?
- I just wanted to reach out and let you know that I am here to help you. Please feel free to respond to this email and let me know if you would like to meet or if there is something else you need!

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.

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 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 or 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

Did you know? Academic Advising and Career Development offers one-on-one career development appointments. Students can schedule appointments for:

- Resume and cover letter reviews
- Practice interviews
- Job and internship search strategies
- Career fair preparation
- Career assessment interpretation
- Career exploration and more

Students can schedule an appointment using [this link](#).

Please note: We are unable to provide these services for entire classes; however, we offer classroom presentations on a variety of career topics. We also have sample assignments and activities that faculty can incorporate into their courses. Reach out to Emily Beaman beamanem@unk.edu to request more information.

UPCOMING CAREER EVENTS

Education Opportunities Fair: Thursday, September 3, 12:30 – 3:00 pm, Ponderosa Room

Students interested in education careers can connect with school districts and explore employment opportunities. We expect over 60 schools. Positions include teachers, paraprofessionals, school psychologists, school counselors, and speech language pathologists.

JCPenney Suit-Up Event: Tuesday, September 22, 4:00 – 6:00 pm, Hilltop Mall

Get discounts on career-ready clothing for interviews, internships, career fairs, and work. To shop online, text GOLOPERS to 67292 to get your 30% off coupon. (Staff and Faculty also welcome)

Drop-In Resume Review and Printing: Tuesday, October 6, 9:00 am – 4:00 pm, Loper Success Hub

Students may stop by Academic Advising & Career Development for resume feedback and free printing.

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

Open to students in all majors and at all class levels. We also encourage faculty to network with employers between 11:00 am – 12:30 pm.

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: Course Substitutions

Course substitutions are the most common type of exception made in Stellic and are commonly used to resolve [course duplication](#) issues. Academic advisors can now submit course substitution requests directly through Stellic without first coordinating with the Registrar's Office. The exception workflow consists of the following steps:

- Advisor submits the substitution request
- Department Chair approve/deny the request
- Registrar's Office approve/deny the request
- Course substitution is made if all steps are approved

Students, advisors, and department chairs can view the status of exception requests in the "Requests" tab on a student's Stellic profile.

Keep in mind: Course waivers will not be approved if there are courses that could be used as a substitute.

- If you are a department chair and advisor submitting a substitution request, you will also need to approve your own initial request.

For full, step-by-step directions on submitting course substitution requests, visit [Stellic for Advisors](#).

SAMPLE EMAIL TO SEND ADVISEES THIS MONTH

Hello (advisees),

I hope your semester is off to a great start!

Now that we are a few weeks into the semester, I want to remind you that I'm here to help if you have questions, concerns, or just want to talk through how things are going. There are also some great resources on campus that can help:

- **[Loper Success Hub](#)** – Need help with a class, want to meet with a tutor or success coach, have questions about your major, or want help planning your next career steps? The Loper Success Hub on the second floor of the library is a great place to start.
- **[Student Health & Counseling](#)** – The first few weeks of the semester can be an adjustment. Student Health & Counseling offers resources to support both your physical and mental health.

Thinking about dropping a class? Please talk with me first. Dropping a course can affect financial aid, housing, athletics, scholarships, or visa status, so it's important to check in before making a decision.

(Advisors: [add calendar link or office hours here.](#))

A few September dates to know:

- **September 7:** Labor Day – no classes and UNK offices are closed.
- **September 15:** Deadline to apply for December graduation through MyBLUE.
- **September 24:** Fall student account balance is due without penalty.
- **September 28:** Spring 2027 Class Schedule available in myBlue. Academic advising for spring begins in October, so watch for information from me about scheduling your advising appointment.

Upcoming Career Events:

- **[Education Opportunities Fair](#):** Thursday, September 3, 12:30 – 3:00 pm, Ponderosa Room
Students interested in education careers can connect with school districts and explore employment opportunities.

JCPenney Suit-Up Event: Tuesday, September 22, 4:00 – 6:00 pm, Hilltop Mall

Get discounts on career-ready clothing for interviews, internships, career fairs, and work.

Drop-In Resume Review and Printing: Tuesday, October 6, 9:00 am – 4:00 pm, Loper Success Hub

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

[Career & Internship Fair](#): Thursday, October 8, 12:30 – 3:00 pm, 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.

Have a great September, and please reach out if there is anything I can help with! Go Lopers!

ACADEMIC ADVISING & CAREER DEVELOPMENT

Loper Success Hub, Calvin T. Ryan Library — Second Floor
308-865-8501 | careerserv@unk.edu

SCHEDULE AN APPOINTMENT