

WELCOME TO THE APRIL EDITION OF THE AACD ADVISING NEWSLETTER

IMPORTANT DATES AND INFORMATION

April 10	Last Day to Withdraw from Full Semester Classes
April 10	Enrollment Day for newly admitted transfer, adult freshmen, readmit and readmit transfer students
April 13	General Registration Begins (newly admitted or returning students)
April 28	Advising Panel: Beyond the Appointment: Building Meaningful Student Relationships

REMINDER - PLEASE DO NOT LIFT ADVISING FLAGS WITHOUT MEETING WITH YOUR ADVISEE FIRST.

ADVISING PROFESSIONAL DEVELOPMENT (CTL & AACD)

Advising Panel: *Beyond the Appointment: Building Meaningful Student Relationships*

Although advisors frequently face time constraints, research consistently shows that student persistence and success are driven largely by meaningful human connections rather than by systems or technology. This panel will explore practical, time-efficient strategies for fostering advising relationships that strengthen student engagement, trust, and follow-through.

Panelists will share approaches for quickly establishing rapport, balancing guidance with student autonomy, and maintaining connections beyond course registration. The goal is for attendees to leave with actionable strategies they can implement immediately without significantly increasing their workload. Advising that moves beyond transactional interactions remains one of the most effective retention tools in higher education. The format will be a moderated discussion with a few guiding questions rather than formal presentations.

PANELISTS



Dr. Kate Heelan

Assistant Department Chair,
Professor, Exercise Science



**Dr. Jody
Herchenbach**

Assistant Professor,
Department of Marketing,
Agribusiness, and Supply
Chain Management



Brian Peterson

Coordinator: Biology Masters
Program Online



Dr. Chuck Rowling

Professor and Chair, UNK Pre-
Law Advisor, and Director,
Kearney Law Opportunities
Program (KLOP), Department
of Political Science

Date: Tuesday, April 28, 2026

Time: 2:00–3:00 p.m.

Location: Library, Room 001

Format: In-person with a Zoom option

Registration

Required: <https://nebraska.bridgeapp.com/learner/training/79e1b828/enroll>

HELPFUL STELLIC INFORMATION AND LINKS

- **Adding classes to student's plan:** <https://knowledge.stellic.com/en/articles/9048070-adding-courses-to-your-plan>
- **Advisor Stellic Resource:** <https://www.unk.edu/offices/registrar/stellic/stellic-for-advisors.php>

THE IMPORTANCE OF NOTES IN STELLIC

- Recording notes in Stellic is important for a few key reasons. Many students have different advisors between New Student Enrollment (NSE) and graduation, so notes help ensure important information is passed along between advisors. Notes also serve as a helpful reference, allowing advisors to remember details about a student's academic path, such as their interests within their major, possible elective choices, and internship or field placement opportunities.
- Notes are also critical **when all transfer credits, test scores, or other external credits have not yet been officially recorded in the system.** Often, students notify someone at UNK about pending documents, but the official records have not yet been received. Documenting this information in Stellic helps ensure continuity and accuracy in advising.
- **Examples of a student note:**
"Met student at NSE as a Deciding Student, Honors, Football player. Indicated transfer work for PSCI 110 and Eng 254. Taken and passed AP credit for English 101, Econ 271, Physics 205 (no lab), PSCI 110, HIST 212, PSYCH 203 and MATH 115. AP credit not loaded at time of NSE. Wants to work around sports, most likely PT, perhaps Athletic Training. Pre-Med is not completely out of the question but leaning towards PT. Advised enrollment in: Chem 160/160L, Stat 241, SPCH 100H, KSS 150, KSS 107 for 14 credits."
- **How to make notes in Stellic:** <https://knowledge.stellic.com/en/articles/9048011-notes-on-students>

RESPONSE TIME TO ADVISEES

Advising can be especially busy this time of year, but responding to students in a timely manner is crucial. Classes fill up quickly, and students often rely on their advisor's guidance to adjust their schedules accordingly. Please keep this in mind over the next few weeks to help support our students as they navigate their registration decisions.

CONNECTING ADVISING TO CAREERS

Students build career-ready skills across a variety of experiences, both in the classroom and through opportunities like undergraduate research, internships, and other experiential opportunities. Many students also hold part-time jobs, but when those roles are not directly related to their major, they may not recognize the connection to their future careers. Part-time jobs still offer valuable opportunities to develop transferable skills such as communication, problem-solving, and critical thinking.

Faculty advisors can support this development by incorporating simple, career-focused questions into regular conversations. For example:

- “Are you currently working or hoping to find a part-time job?”
- “What skills are you gaining, or what skills would you like to build through a part-time job?”

These brief questions help students make meaningful connections between their experiences and long-term career goals. When students can see these connections, they are better prepared to talk about their experiences on a resume and in interviews.

ENROLLMENT DAY AND THE TRANSFER TRANSPARENCY TEAM (TTT)

Friday, April 10, 2026
Calvin T. Ryan Library
9:30 AM

The Transfer Transparency Team (TTT) continues to enhance and strengthen the student transition process through cross-campus collaboration. Representing key areas across the university, including Admissions, Academic Advising and Career Development, the Registrar’s Office, Financial Aid, Student and Family Transitions, CRM, UNK Online and Graduate Studies and Academic Outreach.

TTT works collectively to improve the experience for transfer, adult freshman, readmit, and readmit transfer students.

Enrollment Day is scheduled for **Friday, April 10th**. Presentations will begin at 8:45 a.m., followed by advising sessions at 9:30 a.m. This event is designed specifically for these student populations as an additional support option alongside the traditional advising process.

RETENTION CAMPAIGN PROCESS

UNK sends consistent messaging to students from the early registration period through the beginning of the Fall term. The communication is designed to nudge students to meet with their advisor and enroll in classes. Students receive a text message and an email to

remind them of their registration window. Students who have not yet enrolled are encouraged to complete a survey to declare their intent to enroll in classes for the Fall. Assistance is then provided to help the student overcome any obstacles they may be facing. Advisors can create a report to help them identify which students are eligible to enroll for the Fall but haven't. These are the students advisors should connect with for advising.

See the attachment included to access the instructions to set up your report: *Identifying Advisees Not Enrolled for Next Term*.

