

WELCOME TO THE MAY EDITION OF THE AACD ADVISING NEWSLETTER

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IMPORTANT DATES AND INFORMATION

May 4 - 7	Finals Week
May 8	Commencement
May 12	Final Grades Due by 3 pm
May 27	NSE Begins
June 25	Enrollment Day
September 3	Education Opportunities Fair
October 8	Career and Internship Fair

STUDENTS MAY CONTINUE TO UPDATE THEIR FALL SCHEDULES THRU AUGUST 28TH, WHICH IS THE FIRST FRIDAY OF CLASSES OF THE FALL SEMESTER (CLASSES THAT MEET LESS THAN 16 WEEKS WILL DIFFER).

ACADEMIC SUSPENSION AND PROBATION

PROBATION

If a student earned below a 2.0 cumulative GPA this spring, they need to earn above 2.0 in the fall to avoid academic suspension.

SUSPENSION

Suspension lasts for one academic year; however, students are still eligible to enroll in summer term classes. Appeals can be submitted through a Qualtrics form and are reviewed by a committee, which meets twice over the summer. Additional details can be found in the UNK course catalog.

*Advisors can see if a student is on probation/suspension in their myBlue listing, as well as in Stellar notes.

RETENTION CAMPAIGN PROCESS

UNK has sent consistent messaging to students throughout the early registration period to inform students to meet with their advisor and enroll in classes. Students received a text message and an email to remind them of their registration window. Starting on April 10th, the students who have not yet enrolled were encouraged to complete a survey to declare their intent to enroll in classes for the Fall.

- Did you know you can create a [report in Stellic in 5 easy steps](#) that will tell you which students are eligible to enroll for the Fall but haven't yet? These are the students that you should reach back out to for advising. You can also view the attachment for additional instructions.

NEW STUDENT ENROLLMENT (NSE)

Dates: May 27 – June 25

New Student Enrollment (NSE) will be held Wednesday, May 27 thru Thursday, June 25th. Faculty and professional advisors will be working with incoming freshmen to get them registered for the fall. Angie Mercer has reached out to Department Chairs for any changes in program offerings. We are looking forward to bringing incoming freshmen to campus and getting them excited to become part of the Loper Herd!

ENROLLMENT DAY ADDED FOR JUNE

Thursday, June 25

Chairs – watch for emails from Leah Beckenhauer, our Transfer Academic Advisor for this newly added upcoming Enrollment Day!

STELIC ADVISING TIPS

Provided by Matt Jones, Systems Training Specialist in the Office of the Registrar

[Stellic For Advisors](#) has been updated and expanded to provide comprehensive UNK specific training information covering a wide array of topics for advisors to best leverage Stellic in their work with students. Please take a moment to check out the training documentation that is available. The broad training categories include, viewing student information, managing student progress and communication with students. Within each category, there is a host of content available to walk advisors through the many features and functions that Stellic offers. More content will continually be added as future Stellic features become available.

[Stellic for Students](#) is also available as a reference guide for students to learn and maximize the program planning features available.

Recent Stellic Updates:

Stellic uses a variety of icons and colors to indicate the status of courses and requirements throughout a student's audit. These icons have been recently updated to offer better context in a student's audit. Learn more about the [Progress Icons](#).

Student audit view was recently updated to default as Official audit view. Before, if you were viewing the Planned audit of a student, then the next student profile you would load would start with the Planned audit. Or if you switched to an Official audit, then the next student profile would

load with the Official audit. Now, every time you load a student's profile, it will automatically default to the Official audit view.

Helpful Stellic Tip:

When reviewing a student's profile and you would like to see the remaining courses and requirements, instead of scrolling through their full audit, try sorting their audit by Remaining. In this view, you can review their Official audit, and only courses and program requirements that need to be satisfied are displayed.

Steps: In the student profile, click on the drop-down box to the right of the Audit view type, and select Remaining.

The screenshot displays the Stellic audit interface. At the top, there are tabs for 'Progress', 'Plans', 'Courses', 'Notes', and 'Requests'. Below the tabs is a message box stating: "The audit is a tool to help students and advisors track degree progress. Students should consult with the advisors on degree progress." Below this message are two buttons: 'Official' and 'Planned'. To the right of these buttons is a dropdown menu labeled 'All Remaining' with a downward arrow. Below the dropdown menu is a timestamp: "Last computed 2 days ago".

Below the first screenshot, a second screenshot shows the same interface but with the dropdown menu open. The dropdown menu lists several options: 'Full Audit', 'Compact', 'Remaining', 'Expanded Audit', and 'All Remaining'. The 'Remaining' option is highlighted with a mouse cursor. Below the dropdown menu is a timestamp: "Last computed 2 days ago".

Below the second screenshot, a third screenshot shows the audit results. The results are organized into a list of requirements. The first requirement is "Undergraduate Graduation Requirements" with a dropdown arrow and "6 Constraints". Below it is "2.000 Minimum Overall GPA" with "1 Constraint". Below that is "120 Overall Hours Required" with "4 Constraints". Below that is "40 Hours of 300/400 Level Courses" with "3+ Constraints" and "6 credits".

Be sure to check out the [Coming Soon](#) section of Stellic for Advisors, to find out about upcoming features and information for they go live to Advisors and Students.

CAREER CONNECTION

During the summer, many students are engaged in internships, research, study abroad, part-time work, or other experiences that build career-ready skills. However, students often struggle to clearly communicate these experiences on resumes or in interviews. If you have a moment, consider sending a brief check-in email encouraging students to reflect on what they're learning and how they might describe those skills. Even a short prompt can help students make these connections. See the sample email below.

SAMPLE EMAIL TO SEND ADVISEES THIS MONTH

Student,

As the semester comes to a close, many students feel a mix of stress, relief, excitement, and exhaustion. Whatever this time feels like for you, know that support is available.

Please remember to take care of yourself and use the resources available at University of Nebraska at Kearney. Whether that means taking a break at the Wellness Center, studying in the Loper Success Hub, or connecting with others through Togetherall, support is here for you.

A few important reminders as the semester ends:

- Check your final exam schedule and course deadlines.
- Continue checking your UNK email for important updates.
- Be sure you are registered for next semester, if needed.
- Reach out if you have questions or need support before the semester ends.

You have worked hard to get to this point. Stay focused, do your best, and finish the semester strong.

Faculty have until May 12 to submit final grades. After that date, you can view your grades in MyBlue under the Academics tab.

If you are graduating this semester, congratulations on this incredible accomplishment. Best wishes in all that comes next.

Go Lopers!

Signature

SAMPLE EMAIL TO SEND ADVISEES THIS SUMMER

Hello Advisees,

I hope your summer is going well! I want to encourage you to take a few minutes to reflect on any work, internships, classes, or other experiences you are involved in this summer.

Think about the skills you are building (communication, teamwork, problem-solving, etc.) and jot down a few notes. This can be helpful when updating your resume or preparing for interviews. For resume and interview resources, please visit UNK's Career Development website.

I look forward to hearing about your experiences this fall.



Kind Regards,

Suzanne Exstrom

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Schedule an appointment with me [here](#)

Input | Individualization | Positivity | Harmony | Restorative

