
WELCOME TO THE MARCH EDITION OF THE AACD ADVISING NEWSLETTER

IMPORTANT DATES AND INFORMATION

March 2	Academic Advising Begins
March 3	Free Resume Reviews and Printing at the Loper Success Hub from 8:30 – 4:30 (Career Fair Prep Event)
March 5	Career & Internship Fair (All Majors) 12:30 – 3:00 PM in the Health and Sports Center
March 16 – March 20	Spring Break
March 23	Early Registration for Summer and Fall Semester 2026

UPCOMING ACADEMIC ADVISING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Academic Advising and Career Development is partnering with the Center for Teaching and Learning to provide academic advising training opportunities throughout the year. These sessions are designed to support faculty and staff in strengthening their advising practice and enhancing student success.

Be on the lookout for a CTL podcast later this month focused on building meaningful relationships in advising. Featured speakers include Professor Christine Fisher, Megan Goeke, Sarah Bartling and myself.

EARLY-TERM GRADES

As a reminder, early-term grades were posted last week. Please [review](#) them prior to meeting with your student for advising.

ACADEMIC ADVISING

As we begin advising season, I want to take a moment to reinforce best practices to ensure our students receive the guidance they need to make informed academic decisions.

Please remember that the best approach to advising is meeting with your advisees and then

lifting their advising hold. These conversations are invaluable in helping students navigate their academic paths, explore options, and make thoughtful course selections.

If you have students who need extra support, please remember that Academic Advising & Career Development and The Loper Success Hub are great resources available to help! We can assist students with major exploration, academic planning, and even the actual course registration process if they need guidance navigating MyBlue.

Thank you for all the time and effort you put into advising—it truly makes a difference for our students! Your commitment to quality advising plays a crucial role in student success, and I truly appreciate your efforts. If you have any questions or need additional resources, please feel free to reach out.

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

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

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](#).
 - If desired, add advisor picks (instructions attached).

During Advising:

2. 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.
3. 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.
4. 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.
5. 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.
6. Resume Review (Referral):
- If the student expresses interest, refer them for resume reviews or offer advice on how to strengthen their resume.

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?

Students often consider making changes to their academic plan, 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.](#)

IS YOUR STUDENT THINKING OF DROPPING A CLASS, WHICH WOULD PUT THEM BELOW 12 CREDIT HOURS (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:

- Financial Impact/Aid (many scholarships, grants and loans require full-time status. Students should contact Financial Aid prior to dropping.)
- Living on campus (contact Residence Life)
- Athletic Eligibility (athletes must be full-time in order to remain eligible)
- International Visa Status

BACHELOR OF GENERAL STUDIES

Do you have an advisee who is unable to continue in their current program due to a low GPA

or because a major change would leave them with too many remaining credits? While students are typically best served by staying in their chosen program, there are times when that path is no longer realistic.

In those cases, the Bachelor of General Studies can serve as a final pathway to degree completion. It is not intended to replace other majors. Rather, it exists as an option for students whose current path is no longer possible and who might otherwise leave the university without a degree. When appropriate, the BGS provides a structured way to apply earned credits and move toward graduation instead of stopping out.

Students must have completed at least 75 credit hours and meet with an advisor in Academic Advising and Career Development before declaring the major to ensure it is an appropriate fit. Please reach out to our office if you would like to discuss whether this option may be suitable for a particular student.

POLICY REVIEW – ACADEMIC AMNESTY

UNK's **Academic Amnesty** policy lets students remove the GPA impact of past semesters. Advisors should know about this option for students who struggled early in their academic career. [More details in the catalog](#)

CONNECTING ADVISING TO CAREERS

A simple and practical way students can explore career possibilities is by attending the Career and Internship Fair this week. It gives them the opportunity to have direct conversations with employers and gain a clearer understanding of roles, expectations, and hiring needs.

While some employers are recruiting for specific majors, many are interested in students from a wide range of academic backgrounds. The fair can help students see how their major connects to different industries and career paths.

Encourage your students to review the student guide in advance and identify a few employers they would like to visit. Going in with a plan helps them make the most of the experience and approach conversations with confidence.

CAREER AND INTERNSHIP FAIR

THURSDAY, MARCH 5, 2026

HEALTH AND SPORTS CENTER

12:30 – 3:00 PM

Attending a career fair is one way students can explore career opportunities. With over 127 employers and organizations expected to attend, students can explore internships, full-time careers, professional school, and gain valuable networking opportunities. Faculty encouragement is continually the strongest driver of student attendance at the Career and Internship Fair. We invite you to support student participation by canceling class or allowing class time for students to attend the Career Fair on March 5th. Even a brief announcement from you can significantly increase student turnout and engagement.

Please consider encouraging attendance by:

- Extra credit for attendance
- Attending as a class
- Cancel Class

Student Career Fair Prep Webpage: <https://www.unk.edu/offices/acs/career-fair-prep.php>



DROP-IN RESUME REVIEWS AND PRINTING

In preparation for the Career and Internship fair, students may stop by the Loper Success Hub on Tuesday, March 3 from 8:30 - 4:00. **Instructors who want to require resume reviews should contact Emily Beaman beamanem@unk.edu to discuss appropriate alternatives.**

SAMPLE EMAIL TO SEND ADVISEES THIS MONTH

Dear **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 sessions:

Advising Sessions: We will be holding advising sessions to help you plan your courses for the upcoming semester and discuss your academic and career goals.

Please take the following steps to prepare:

1. Schedule Your Advising Appointment:
 0. Use this [\[link to schedule an appointment\]](#) to pick a time that works best for you.
 1. Appointments are available from [\[insert start date\]](#) to [\[insert end date\]](#), so please sign up as soon as possible.
2. Prepare Your Course List:
 0. Come to the meeting prepared with the classes you're interested in registering for. Check Stellic (found in MyBlue under the Academics tab) for any prerequisites, degree requirements, and personal academic goals.
3. Career Development Plan:
 0. As part of our session, we will also discuss your Career Development Plan. Please take a moment to review and update it. You can access the plan [here](#).
 1. 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!