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## Alumni Appointment Policy

Effective September 1, 2024

Career planning and development is a lifelong process. In recognition of this, the Academic Advising and Career Development Center (AACD) staff are committed to the service of St. Norbert College Alumni. The following policy is intended to guide the ways in which the AACD staff is available to help alumni in the process of professional transitions.

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**New Graduates** have access to an unlimited number of appointments for first year post-graduation.

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### Alumni 1 – 10 years post-graduation from St. Norbert College

Up to three appointments per calendar year with a career counselor. These appointments may take place over the phone, virtually on Handshake, or in-person. Topics may include:

- Career Change Discussions
- Job Search Discussions
- Graduate School Search Discussion
- Resume, CV, Cover Letter, or Graduate School Application Review
- Mock Interview
- LinkedIn Review

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### Alumni 11 years or more post-graduation from St. Norbert College

Up to three appointments per calendar year. The following services are available:

- Resume, CV, Cover Letter, or Graduate School Application Review
- Mock Interview
- LinkedIn Review

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### Online Resources for all Alumni

Access to the [Career Development Website Resources](#)

Access to [Handshake](#) for job postings and profile

### Alumni Expectations

**Alumni Definition:** For the purpose of utilizing our services, we define “Alumni” as individuals who have graduated from St. Norbert College.

**Information Disclosure:** Alumni are responsible for providing accurate and honest information about their professional journey to ensure quality of services provided by the AACD staff.

**Cancellations:** AACD staff’s obligation is to current SNC students. Holding appointment times for alumni is important when requested, but it does prevent a student from booking that time. Out of respect for SNC students and the AACD staff, alumni are required to cancel or reschedule any appointment by notifying the AACD staff at least 24 hours before the scheduled appointment time.

**Disclaimer:** We try our best to accommodate alumni appointments throughout the year, however there may be certain times of the year that we do not schedule alumni appointments due to academic year priorities or high demand from current SNC students.

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### Contact Information

- Phone: 920-403-3040
- [Handshake](#)
- Email: [careers@snc.edu](mailto:careers@snc.edu)
- Scheduling Request