Alumni Appointment Policy

Effective January 2021

We recognize and understand that career planning and development is a lifelong process, so the Career and Professional Development staff continues to support graduates, even after graduation. The Career and Professional Development staff is available to help alumni continue to make informed decisions regarding occupational choices and life transitions.

Alumni Services

For the purpose of utilizing our services, we define "Alumni" as individuals who have graduated from St. Norbert College. St. Norbert College graduates will continue to have access to full services for 12 months post-graduation. Alumni who graduated more than 12 months ago will have access to the following services:

- An initial intake session conducted via the phone or in-person.
- Up to three – 50 minute appointments per calendar year, with a career counselor via the phone, e-mail or in-person. Appointment topics include: career assessments, career change, job search, resume and cover letter, networking, graduate school, and interviewing.
- Access to The Career & Professional Development Website and job postings via Handshake.
- For alumni who graduated prior to 2017, please email careers@snc.edu and provide current name and maiden name, year of graduation, major, and phone number. Before setting up an account in Handshake we will need to verify your status as an alumni before scheduling your appointment.

Expectations of Alumni:

Information disclosure. You are responsible for providing accurate and complete information about services desired, past history and other matters related to services.

Cancellations. If you need to cancel or reschedule your appointment, The Office of Career & Professional Development requests a 24 hour notice. Your options to cancel or reschedule:

- Call 920.403.3040
- E-mail careers@snc.edu
- E-mail the career counselor you were scheduled to meet with directly
- Or, cancel directly via your Handshake account under Career Center and appointments.