Notice Choose Tell - Guide for Advisors

What is Notice-Choose-Tell?
Notice-Choose-Tell is a web-based tool intended to enhance your advising sessions with students. Through purposeful self-reflection, students learn more about themselves and how to articulate their background and experiences, with the ultimate goal of helping them make more informed and meaningful choices about their education.

How does the Notice-Choose-Tell app work for students?
1. Students login to: http://nct.union.edu on their computer, tablet, or mobile device.
2. Students decide to answer Notice (questions about themselves, such as strengths, weaknesses, interests) or Choose prompts (questions that guide students towards making choices about academic opportunities at Union).

3. Students choose a prompt (or more than one) to respond to from a series of prompts and are provided a space to write.

This space is not observed by others unless they choose to share it with their academic advisor, another faculty member, or specific staff members who play an advisory role on campus. Prompts can be accessed at any time and shared with as many or as few people as students wish.

4. Students create a “Tell.” Ideally, students should create a “tell” once a term. This is where YOU, as advisors, come in. A “tell” allows students to summarize what they believe is significant about themselves and their experiences and share it with their advisor to help in the advising process. The opportunity to practice communicating this information to others will help them develop a crucial skill for what comes next after Union, whether job searching or applying to graduate/professional schools.
What is the role of faculty in this process?

● **Encourage students to use NCT** - The more students use it, the more they will gain from the experience and hopefully, the more productive your advising time will be! Ask students to write a Tell once a term around advising time. (It is not an advising requirement but encouragement from faculty to use the Notice-Choose-Tell app will go a long way towards getting students to try it.)

● **Read what they share with you** - When a student shares a Notice, Choose or Tell with you an email will be generated letting you know that there is something in your share queue to review. Login to [http://nct.union.edu](http://nct.union.edu) to see the responses they shared.

Reviewing student Tells prior to advising meetings will help you know what they are thinking and will serve as a good starting point for your advising conversations. Written responses are not expected from faculty but if you read something that you feel needs a follow-up response or a referral to another office you should do so.

The Notice-Choose-Tell app is not supposed to replace the advising process but it should make the advising process more productive.

**HELP!**
Help for Notice Choose Tell is available within the app: [http://nct.union.edu/contact](http://nct.union.edu/contact)