

## AVAILABILITY OF EMPLOYEES FOR INFORMATION DISSEMINATION PURPOSES

Mildred Elley, Albany, NY Campus

Mildred Elley is required to designate an employee or group of employees to assist enrolled or prospective students in obtaining all of the information specified below. If the institution has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours listed. If more than one person, often an entire office, is designated, their combined work schedules have been arranged so that at least one of them is available, upon reasonable notice, throughout the normal administrative working hours listed.

Availability of Employees for Information Dissemination Purposes:

<b>Requested Information</b>	<b>Office</b>	<b>Contact Information</b>
<b>Admissions</b>	Admissions Office	(518) 786-0755 x 1434
<b>Financial Aid</b>	Financial Aid Office	(518) 786-0855 x 1134
<b>Academic Advisement</b>	Office of Academic Advisement	(518) 786-0855 x 1332
<b>Academic Policies</b>	Dean of Academic Affairs	(518) 786-0855 x 1230
<b>Employee Information</b>	Human Resources Office	(518) 786-0855 x 1425
<b>Students with Disabilities</b>	Office of Academic Advisement	(518) 786-0855 x 1332
<b>Campus Safety and Security</b>	Office of the Campus President	(518) 786-0855 x 1351
<b>Student Records</b>	Registrar's Office	(518) 786-0855 x 1351
<b>Student Disclosures</b>	Office of the Campus President	(518) 786-0855 x 1351
<b>Accreditation and Licensure</b>	Office of the Chief Academic Officer	(518) 786-0855 x 1441

Entire office's, as indicated above, are designated for each item listed. Combined Work schedules have been arranged so that at least one person is available, upon reasonable notice, throughout the normal administrative working hours listed.

Otherwise, inquiries should be directed to:

Office of the Campus President  
(518) 786-0855 x 1351