

AVAILABILITY OF EMPLOYEES FOR INFORMATION DISSEMINATION PURPOSES

Mildred Elley, Pittsfield, MA 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:

Requested Information	Office	Contact Information
Admissions	Admissions Office	(413) 442-0333 x 2223
Financial Aid	Financial Aid Office	(413) 442-0333 x 2231
Academic Advisement	Office of Academic Advisement	(413) 442-0333 x 2242
Academic Policies	Dean of Academic Affairs	(413) 442-0333 x 2221
Employee Information	Human Resources Office	(518) 786-0855 x 1425
Students with Disabilities	Office of Academic Advisement	(413) 442-0333 x 2242
Campus Safety and Security	Office of the Campus President	(413) 442-0333 x 2224
Student Records	Registrar's Office	(413) 442-0333 x 2228
Student Disclosures	Office of the Campus President	(413) 442-0333 x 2224
Accreditation and Licensure	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
(413) 442-0333 x 2224