

# SPRINGFIELD COLLEGE



## AVAILABILITY OF EMPLOYEES FOR INFORMATION DISSEMINATION

Springfield College 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 University 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.

### EMPLOYEES AVAILABLE FOR INFORMATION DISSEMINATION PURPOSES:

Financial Assistance Information: Office of Financial Aid - 413-748-3108

Institutional Information: Office Institutional Research - 413-748-3244

Campus Security Policies and Crime Statistics: Public Safety – 413-748-3555

Completion or Graduation Rates –Institutional Research – 413-748-3244

Admissions/Readmissions (Undergrad): Office of Admissions – 413-748-3136

Accreditation, Approval and Licensure of Institution and Programs: Office of Academic Affairs – 413-748-3959

Employee Information - Office of Human Resources – 413-748-3964

Health Record Requirements: Health Center – 413-748-3175

International Students: International Center- 413-748-3215

Entire offices, 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:

Troy A. W. Davis  
Director of Financial Aid  
413-748-3108