



## **AVAILABILITY OF EMPLOYEES FOR INFORMATION DISSEMINATION**

The 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 college 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 (8:30 am – 4:30 pm). 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 – (603)-456-4136

Institutional Information: Office of the President – (603) 456-2656

Campus Security Policies and Crime Statistics: Office of Student Life – (603) 456-4140

Completion or Graduation Rates: Office of the Registrar – (603) 456-4117

Admissions/Readmissions: Office of Admissions – (603) 456-4113

Accreditation, Approval and Licensure of Institution and Programs: Office of the President – (603) 465-2656

Employee Information: Office of Human Resources – (603) 456-4117

Health Record Requirements: Office of Student Life – (603) 456-4140

International Students: Office of Admissions – (603) 456-4113