

## **Availability of Employees for Information Dissemination Purposes**

The University 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.

Availability of Employees for Information Dissemination Purposes:

- Accreditation, Approval and Licensure of Institution and Programs – Office of the Provost (412) 397-4088
- Admissions/Readmissions – Admissions Office (412) 397-5200
- Campus Crime and Safety – RMU Police Department (412) 397-2424
- Campus Safety and Security Information – RMU Police Department (412) 397-2424
- Employee Information – Human Resources (412) 397-6270
- Gainful Employment Information – Financial Aid Office (412) 397-6250
- Graduation/Retention Rates – Institutional Research Office (412) 397-5443
- Health Record Requirements – UPMC MyHealth Center – (412) 397-6220
- Institutional and Federal Financial Aid Information – Financial Aid Office (412) 397-6250
- International Students – Center for Global Engagement (412) 397-4243
- Students with Disabilities – Center for Student Success (412) 397-6884

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:

Stephanie Hendershot  
Senior Director, Financial Aid  
hendershot@rmu.edu  
(412) 397-6250