

## **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:

- Institutional and federal financial aid information – (215) 955-2867 [Student Financial Services](#)
- Employee Information – [Human Resources](#)
- Accreditation, Approval and Licensure of Institution and Programs – (215) 955-2867 [Student Financial Services](#)
- Students with Disability – (215) 503-6335 - [Office of Student Affairs](#)
- Gainful Employment Information – (215) 955-2867 [Student Financial Services](#)
- Campus Crime and Safety – (215) 955-8888 [Campus Security](#)
- Campus Safety and Security Information – (215) 955-8888 [Campus Security](#)
- Admissions/Readmissions – 215-503-8890 [Admissions](#)
- Graduation/Retention Rates – (215) 503-8734 [University Office of the Registrar](#)
- Health Record Requirements - [University Health Services](#) – 215-955-6835
- International Students – (215) 503-4335 [International Office](#)

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:

Susan McFadden  
Executive Director of Financial Aid  
[Susan.mcfadden@jefferson.edu](mailto:Susan.mcfadden@jefferson.edu)  
(215) 955-2867