

# Availability of Employees for Information Dissemination

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. 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.

## Employees/Offices Available for Information Dissemination Purposes:

**Financial Assistance Information:** Financial Aid Office – (254) 295-4517

**Institutional Information:** Institutional Research – (254) 295-4167

**Campus Security Policies and Crime Statistics:** Campus Police – (254) 295-4587

**Completion or Graduation Rates:** Institutional Research – (254) 295-4167

**Admissions/Readmissions (Undergraduate):** Admissions and Recruiting – (254) 295-4520

**Accreditation, Approval, and Licensure of Institution and Programs:** Provost's Office – (254) 295-4505

**Employee Information:** Human Resources – (254) 295-4527

**Health Record Requirements:** Counseling, Testing, and Health Services – (254) 295-4623

**International Students:** International Student Services (254) 295-4632

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 normal administrative working hours. Otherwise, inquiries should be directed to:

Ron Brown  
Director of Financial Aid  
[rbrown@umhb.edu](mailto:rbrown@umhb.edu)  
(254) 295-4515

## Misrepresentation:

No employee of the University of Mary Hardin-Baylor will knowingly misrepresent or give a misleading statement about any educational program, costs to attend the University of Mary Hardin-Baylor, or employment of any graduate.

A misleading statement includes any statement that has the likelihood to deceive or confuse current and prospective students. A statement can be any communication made in writing, visually, orally, or through other means.