**Standard for who can view applicant files**:

Admissions Office

Throughout application process, Admissions Office has access to applicant file

Each Graduate Program’s ADs and Ds have access to files

Admissions Committees

Each Graduate Program’s AD will give a list of their Admissions Committee members

GPAC will send an email to Police Services to give permission for after-hours access to Grad Admissions files for admissions committee review

GPA will also post a list of Admissions Committee members at Academic Deans area front desk. Deans area staff must first confirm the requester’s name is on the list prior to unlocking the Grad Admissions file room.

Financial Aid

Financial Aid officers on occasion must check applicant’s file to confirm enrollment. They need to review transcripts in the applicant’s file (usually after admittance). Sandi Mann in Financial Aid is a good point of contact.

Residency Officer

Applicants who are disputed or claim non-resident status on their application may later request residency. The Residency Officer (Randy Kelley – LIB 1003, ext. 6251) may need to review the applicant’s file to confirm with transcritps, resume, etc. the timeline of when the applicant was a resident in WA State or other states.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Kelley, Thomas (Randy), Dir Veterans Srvcs Office  | kelleyt  | Lib 1003  | LIB 1103  | * (360) 867-**6251**
 |

Registration?