

**Public Records Request**

Public access to public record information is handled by the Public Records Officer, Office of Procedures and Forms, Information Technology Building 3089, PO Box 641225, Pullman, WA 99164-1225; 509-335-3928.

**Career and Personal Development****Career Advancement**

Administrative Professional employees are eligible to apply for open positions with the University through the normal application and hiring procedures. Administrative Professional employees may be eligible for a title/title code change when there has been a substantial change in duties that results in the addition of significant responsibility. For information and assistance, please call Human Resource Services at 509-335-4521 or refer to the web site [hrs.wsu.edu/](http://hrs.wsu.edu/)

**Pursuit of Undergraduate Degrees at Washington State University**

Administrative Professional employees may pursue programs of study leading to undergraduate degrees at WSU Pullman, WSU Spokane, WSU Tri-Cities, and WSU Vancouver.

Applicants for degrees must be admitted by the Office of Admissions and are subject to all appropriate academic policies. For information contact the Office of Admissions, Lighty 370, 509-335-5586, or refer to the web site [admission.wsu.edu](http://admission.wsu.edu)

**Pursuit of Advanced Degrees at Washington State University**

Administrative Professional employees may pursue programs of study leading to advanced degrees at WSU Pullman, WSU Spokane, WSU Tri-Cities, and WSU Vancouver.

Applications are processed by the Graduate School but can be initiated at any Urban Campus. The Dean of the Graduate School reviews all applications. Approval is subject to all rules and regulations of the Graduate School and requires the concurrence of the Graduate Studies Committee. For information contact the Graduate School, French Administration 324, 509-335-6424, refer to the Graduate School Policies and Procedures Manual, or a link to the manual can be found at [gradschool.wsu.edu/159-2/](http://gradschool.wsu.edu/159-2/)

For summer session information regarding undergraduate and graduate degrees, contact the Registrar's Summer Session Office, French Administration 346, 509-335-2238, or refer to the web site [summer.wsu.edu/](http://summer.wsu.edu/)

**Tuition Fee Waiver Benefits**

WSU employees are offered a tuition fee waiver for up to six (6) credit hours or less for undergraduate and/or graduate courses each semester and four (4) credit hours during summer session. For information, contact the Registrar's Office, French Administration 346; 509-335-5346

***Employee Development and Training Courses***

All Administrative Professional employees are entitled to 96 hours release time per fiscal year to take specialized non-credit courses, which are offered by Human Resource Services at little or no cost. For additional information, contact the Human Resource Services, French Administration 139, 509-335-4521, or refer to the web site

[hrs.wsu.edu/HRS%20Training%20Home%20Page](http://hrs.wsu.edu/HRS%20Training%20Home%20Page)

***Personnel Resources***

***Human Resource Services, Pullman***

139 French Administration Building  
PO Box 641014  
Pullman, WA 99164-1014  
Phone: 509-335-4521  
Fax: 509-335-1259  
Web site: [hrs.wsu.edu](http://hrs.wsu.edu)

***HRS - Benefits***

139 French Administration Building  
PO Box 641014  
Pullman, WA 99164-1014  
Phone: 509-335-4521  
Fax: 509-335-1259  
Web site: [hrs.wsu.edu/Benefits](http://hrs.wsu.edu/Benefits)

***Human Resource Services, Spokane***

PO Box 1495  
Spokane, WA 99210-1495  
Phone: 509-358-7740  
Fax: 509-358-7555  
Web site: [spokane.wsu.edu/hr/](http://spokane.wsu.edu/hr/)

***Human Resource Services, Tri Cities***

2710 Crimson Way  
Richland, WA 99354-1671  
Phone: 509-372-7302  
Fax: 509-372-7469  
Web site: [tricity.wsu.edu/humanresources/index.html](http://tricity.wsu.edu/humanresources/index.html)

***Human Resource Services, Vancouver***

14204 NE Salmon Creek Avenue  
Vancouver, WA 98686-9600  
Phone: 360-546-9094  
Fax: 360-546-9029  
Web site: [admin.vancouver.wsu.edu/human-resources](http://admin.vancouver.wsu.edu/human-resources)

***Office of the Ombudsman***

Wilson Hall 2  
PO Box 644002  
Pullman, WA 99164-4002