Registration Form for UW Employees Separated Through Layoff

Please complete this form to register for the POD courses below. **UW employees either in active LAYOFF STATUS or who have received their OFFICIAL LAYOFF NOTICE are eligible for fee-exempt and fee-reduced course registration,** on a space-available basis. Confirmation, including class location, will be sent prior to the class start date.

Questions? Call 206-543-1957 or email pod@uw.edu.

Name: **Box Number/Address:**

Job Title: **Work Phone:**

Department / Org: **Home Phone:**

UW Net ID: **Email Address:**

Employee Identification Number (EID)*:

WINTER 2019 REGISTRATION FOR FEE-EXEMPT & REDUCED-FEE COURSES

NOTE: THIS FORM IS REQUIRED FOR FEE EXEMPTION/REDUCTION; PLEASE ATTACH A COPY OF YOUR OFFICIAL LAYOFF NOTICE.

For course descriptions, see the POD online course catalog at https://ucs.admin.uw.edu/pod/.

FEE-EXEMPT courses are FREE for UW employees in layoff status. Check box/es to select course/s.

IN-PERSON CLASSES

☐ **Strategic Planning Tools**, Q1290, Wed/Jan 16

☐ **Increasing Your Influence**, Q1240, Wed/March 6

WEBINARS

☐ **Microsoft Excel Techniques**, QW004, Thurs/Jan 17, REGISTRATION CUTOFF: Jan 10

☐ **Managing and Organizing Your E-mail Inbox—Microsoft Outlook**, QW005, Thurs/Jan 17, REGISTRATION CUTOFF: Jan 10

☐ **Advanced Microsoft Excel Pivot Tables**, QW014, Thurs/Jan 24, REGISTRATION CUTOFF: Jan 17

☐ **Microsoft PowerPoint Techniques**, QW007, Tues/Jan 29, REGISTRATION CUTOFF: Jan 22

☐ **Microsoft Word Techniques**, QW008, Thurs/Jan 31, REGISTRATION CUTOFF: Jan 24

☐ **Mindfulness @ Work**, QW033, Tues/Feb 5, REGISTRATION CUTOFF: Jan 29

☐ **Google Docs & Drive—Beginner**, QW025, Wed/Feb 6, REGISTRATION CUTOFF: Jan 30

☐ **Microsoft Excel Techniques**, QW004, Wed/Feb 13, REGISTRATION CUTOFF: Feb 6

☐ **Managing and Organizing Your E-mail Inbox—Microsoft Outlook**, QW005, Tues/Feb 26, REGISTRATION CUTOFF: Feb 19

☐ **Advanced Microsoft Excel Pivot Tables**, QW014, Wed/Feb 27, REGISTRATION CUTOFF: Feb 20

☐ **Microsoft Excel Techniques**, QW004, Tues/March 19, REGISTRATION CUTOFF: March 12

FEE-REDUCED courses cost $25 each. Check box/es to select course/s, and staple your check to this form.

IN-PERSON CLASSES

☐ **Time Management**, Q0510, Wed/Jan 9

☐ **Acing the Marshmallow Test**, Q1480, Mon/March 11

WEBINARS

☐ **Accomplishing More With Less**, QW001, Tues/Jan 15, 22, & 29, REGISTRATION CUTOFF: Jan 8

☐ **Accomplishing More With Less for Managers**, QW030, Thurs/Feb 7, 14, 21, REGISTRATION CUTOFF: Jan 31

☐ **Accomplishing More With Less**, QW001, Tues/March 5, 12, & 19, REGISTRATION CUTOFF: Feb 26

☐ **Microsoft Access Techniques—Intermediate**, QW027, Tuesday/March 12, REGISTRATION CUTOFF: March 5

Eligibility Information All other POD courses are open to employees separated through layoff for up to six months after their layoff date; regular fees apply.

Disability Information The UW is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation, contact the Disability Services Office at least 10 days in advance at: 206-543-6450 (voice), 206-543-6452 (TTY), 206-685-7264 (fax), or dso@uw.edu.

PLEASE RETURN THIS FORM WITH A COPY OF YOUR OFFICIAL LAYOFF NOTICE (AND COURSE PAYMENT, IF APPLICABLE) TO:
Professional & Organizational Development, 4300 Roosevelt Way NE, Seattle WA 98105
Campus Mail: Box 354962 | Fax 206-543-8700

Upcoming Quarters Updates to this form are made quarterly. For updates, please visit our website at http://hr.uw.edu/pod/courses-and-workshops/layoff-training/ or call 206-543-1957.