

## 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.

Please type or print clearly. Questions? Call 206-543-1957 or email [pod@uw.edu](mailto:pod@uw.edu).

Name: Last		First	Prior name, if applicable		Employee Identification Number*
Address		City	State	Zip Code	*For UW EID, see Employee Self Service on MyUW or your payroll coordinator.
Work Phone	Home Phone		Fax		UW Net ID
Email Address					Layoff Date

### AUTUMN 2016 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/>.

<b>FEE-EXEMPT</b> courses are FREE for UW employees in layoff status. Check box/es to select course/s.
<input type="checkbox"/> <b>Communications</b> , Q0040, Mon/Oct 24 <input type="checkbox"/> <b>Managing Stress</b> , Q0430, Tues/Nov 8
<b>FEE-REDUCED</b> courses cost \$25 each. Check box/es to select course/s, and staple your check to this form.
<input type="checkbox"/> <b>The Likeability Factor</b> , Q1420, Fri/Dec 2 <input type="checkbox"/> <b>Turning Negative Emotions Into Positive Outcomes</b> , Q0060, Mon/Dec 12

**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](mailto:dso@uw.edu) (email).

**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.