



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)*:

AUTUMN 2023 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.

LIVE ONLINE CLASSES

- ☐ **Conflict Resolution Skills for Healthcare Professionals**, Q0300, Weds/Nov 1, REGISTRATION CUTOFF: Oct 29
- ☐ **Good Internal Practices and Fraud Prevention Tips**, Q0390, Mon/Dec 4, REGISTRATION CUTOFF: Nov 30

SELF-PACED ONLINE CLASSES

- ☐ **Captivate Your Audience – Fundamentals of Content Writing**, QA000, Ongoing starting Mon/Oct 2
- ☐ **Goal Setting for Success**, QA001, Ongoing starting Mon/Oct 2

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

LIVE ONLINE CLASSES

- ☐ **Creating an Inclusive Workplace Through Emotional Intelligence**, Q1620, Tues & Thurs/Oct 24 & 26, REGISTRATION CUTOFF: Oct 19
- ☐ **Managing Stress**, Q0430, Tues/Nov 7, REGISTRATION CUTOFF: Nov 2
- ☐ **Negotiating Skills and Strategies**, Q1820, Weds/Dec 13, REGISTRATION CUTOFF: Dec 10

SELF-PACED ONLINE CLASSES

- ☐ **Not-So-Simple Sentence--Revisiting Punctuation and Grammar, The**, QA004, Ongoing starting Mon/Oct 2
- ☐ **Conflict Management**, Q1221, Ongoing starting Mon/Oct 2
- ☐ **Spheres of Power and Influence**, Q1241, Ongoing starting Mon/Oct 2



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:
pod@uw.edu – 206-543-1957

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 email pod@uw.edu.