



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)*:

Spring 2024 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

- Respectful Partnerships**, Q1690, Tues/Jun 18, REGISTRATION CUTOFF: Jun 13
- Training, Coaching, and Mentoring for Success**, Q0331, Wed/Apr 17, REGISTRATION CUTOFF: Apr 11

SELF-PACED ONLINE CLASSES

- Captivate Your Audience – Fundamentals of Content Writing**, QA000, Ongoing starting Mon/Apr 1
- Goal Setting for Success**, QA001, Ongoing starting Mon/Apr 1

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

LIVE ONLINE CLASSES

- Process Improvement Tools**, Q1170, Mon & Wed/Jun 10 & 12, REGISTRATION CUTOFF: Jun 6
- Creating an Inclusive Workplace Through Emotional Intelligence**, Q1620, Mon & Wed/Apr 22 & 24, REGISTRATION CUTOFF: Apr 18
- Leadership for Leads**, Q0420, Wed & Thu/May 29 & 30, REGISTRATION CUTOFF: May 23

SELF-PACED CLASSES

- Not-So-Simple Sentence--Revisiting Punctuation and Grammar**, QA004, Ongoing starting Mon/Apr 1

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 POD's programs and services are intended to be inclusive and accessible. If at any time you have a need or concern, please contact us. For accommodation requests connected to a disability or health condition contact us at least two weeks in advance or as soon as possible.

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.