



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)*:

SUMMER 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.

CLASSROOM CLASSES

Presentation Excellence, Q0620, Tues & Thu/Sep 17 & 19, REGISTRATION CUTOFF: Sep 12

HYBRID CLASSES

Conflict Management, Q1220, Wed /Jul 17, REGISTRATION CUTOFF: Jul 11

SELF-PACED ONLINE CLASSES

Captivate Your Audience – Fundamentals of Content Writing, QA000, Ongoing starting Mon/June 24

Goal Setting for Success, QA001, Ongoing starting Mon/June 24

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

LIVE ONLINE CLASSES

Difficult People and Difficult Behavior, Q0050, Thu/Jun 27 1, REGISTRATION CUTOFF: Jun 24

Strategic Planning Tools, Q1290, Tue/Aug 27, REGISTRATION CUTOFF: Aug 22

HYBRID CLASSES

Increasing Your Influence, Q1240, Wed/Sept 18, REGISTRATION CUTOFF: Sept 11

SELF-PACED ONLINE CLASSES

Not-So-Simple Sentence--Revisiting Punctuation and Grammar, The, QA004, Ongoing starting Mon/June 24

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 Accommodation 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. Accommodations falling outside the scope of POD's capabilities will be escalated to the [Disability Services Office](#).

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.