

Registration Form

Class space is limited; please register early.

Please register via our [online catalog](#) if paying with a UW budget (worktag). Online registration is also encouraged for those paying by credit card.

If paying via cash or check, email this completed form to pod@uw.edu. We are not able to receive registrations by fax or over the phone at this time.

PARTICIPANT INFORMATION

Name: _____ **Job Title:** _____
Department / Org: _____ **Your UW Net ID:** _____
Employee Identification Number (EID)*: _____ **Box Number/Address:** _____
Contact Phone: _____ **Email Address:** _____

* UW employees can access their EIDs via [Workday](#) or their UW unit's payroll coordinator.

REGISTRATION FOR COURSES

List by priority the courses in which you would like to participate.

Course Code	Class Title	Dates/Times	Fee (see Payment below)

SUPERVISOR'S SIGNATURE

This class will be taken during my working hours. Arrangements for release time have been made as indicated by my supervisor's signature below (not necessary for administrators or faculty). Signature also means approval of additional class hours not covered by UW Release Time Policy, if hours above total more than 24.

Supervisor's name: _____

Signature: _____

Date: _____

This class will not be taken during my working hours (supervisor's signature not required).

PAYMENT

Attached is my personal check made payable to the University of Washington. (Please staple check to this form.) PAYMENT BY CASH OR CHECK INCURS 15.6% UW INSTITUTIONAL OVERHEAD FEE. (Published course fees reflect UW budget # pricing; e.g., \$100 course fee = \$115.60 if paid by cash or check.)

I am paying with cash at the POD office.

For POD use only: Ck Rec'd by _____ Ck Amt \$ _____ Date _____ Ck# _____

DISABILITY INFORMATION

POD's programs and services are intended to be inclusive and accessible. 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.