

# Registration Form

We are not able to receive registrations by fax or over the phone at this time. Register via our [online catalog](#) if possible; otherwise, email this form or questions to [pod@uw.edu](mailto:pod@uw.edu). **Class space is limited; please register early.**

Check box if this is new information.

**Name:** \_\_\_\_\_ **Box Number/Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Department / Org:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Your UW Net ID:** \_\_\_\_\_

**Employee Identification Number (EID)\*:** \_\_\_\_\_

\* 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 (MUST ACCOMPANY REGISTRATION FORM)

Letter of authorization or purchase order attached.

Please charge our UW departmental budget:

**Budget name:** \_\_\_\_\_

**Budget number:** \_\_\_\_\_

**Budget name contact:** \_\_\_\_\_

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

To request disability accommodations, contact the Disability Services Office as soon as possible: 206-543-6450 (voice), 206-543-6452 (TTY), or [dso@uw.edu](mailto:dso@uw.edu).