



Return this form to UW Professional & Organizational Development, Box 359487 | FAX 206-543-8700. For more information, call 206-543-1957. **Class space is limited; please register early.**

Check quarter for courses listed below: Winter Spring Summer Autumn Year _____

PLEASE PRINT OR TYPE CLEARLY. **Check box if this is new information.**

Name: (Last) _____ (First) _____

Employee Identification Number (EID)* _____ Your UW Net ID _____

Job Title _____ Department / Org _____

Box Number / Address _____ Work Phone (_____) _____

Fax (_____) _____ Email Address _____

* UW employees can access their EIDs via Employee Self Service at MyUW, their UW paycheck stubs, or their UW unit's payroll coordinator.

Registration for Courses

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

Table with 4 columns: Course Code, Class Title, Dates / Times, Fee (see Payment below). Contains 3 empty rows for registration.

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@u.washington.edu (e-mail).