

University of Washington Professional & Organizational Development Registration Form for UW Employees Separated Through Layoff

Please complete this form to register for the POD courses below. **UW employees either on 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.

Please type or print clearly. Questions? Call 206-543-1957 or email pod@u.washington.edu.

Name: Last		First	Prior name, if applicable		Employee Identification Number*
Address		City	State	Zip Code	*For UW EID, see Employee Self Service on MyUW, or your payroll coordinator.
Work Phone	Home Phone		Fax		UW Net ID
Email Address					Layoff Date

AUTUMN 2009 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 *Professional Development Quarterly* or www.washington.edu/admin/hr/pod. To request *Professional Development Quarterly*, contact POD: pod@u.washington.edu or 206-543-1957.

FEE-EXEMPT courses are FREE for UW employees in layoff status. Check box/es to select course/s.
<input type="checkbox"/> Assessing Your Career Fit , Q1130, Wed/Nov 18 <input type="checkbox"/> How to Conduct an Effective Job Search in the Current Economy , Q1150, Wed/Dec 2 Course Cancelled
FEE-REDUCED courses cost \$25 each. Check box/es to select course/s, and staple your check to this form.
<input type="checkbox"/> Time Management , Q0510, Wed/Nov 4 <input type="checkbox"/> Managing Stress , Q0430, Fri/Nov 13

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 The UW is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation, contact the Disability Services Office at least 10 days in advance at: 206-543-6450 (voice), 206-543-6452 (TTY), 206-685-7264 (fax) or dso@u.washington.edu (email).

PLEASE RETURN THIS FORM WITH A COPY OF YOUR OFFICIAL LAYOFF NOTICE (AND COURSE PAYMENT, IF APPLICABLE) TO:
Professional & Organizational Development, 60 Bloedel Hall, Seattle WA 98195-4570
Campus Mail: Box 354570 | Fax 206-543-8700

Upcoming Quarters Updates to this form are made quarterly. Please call 206-543-1957 for updates.