

REGISTRATION FORM - one form *per class* please!
Email to HR.Training@wwu.edu, FAX to 650-2810 or return to MS 5221.

All registrations are on a first-come, first-served basis.

If there is a charge for the class, fill in budget code and obtain authorized signature **or** attach a personal check payable to WWU.

Class Title: _____	Class Date(s) and Time: _____		
Department Budget Code: _____	Authorized Signature: _____		
Name: _____	WWU ID #: <i>W</i> _____	Phone: _____	Mail Stop: _____
Department: _____	FAX Number: _____	Class Fee: \$ _____	
Email: _____			

Cancellations: If you are unable to attend, please call 650-4998 at least 2 workdays prior to class. We do maintain a waiting list. Registration fees will be charged for no-shows and same-day cancellations for reasons other than emergency.

To request assistance in the application/registration process or to request disability accommodations, please contact us at 650-4998. Advance notice of accommodation needs is appreciated.

You will receive an email confirmation message or a copy of this form marked "CONFIRMED" when registration is complete.

CONFIRMED _____	<i>OFFICE USE ONLY!!</i>	WAITING LIST ONLY _____
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