

Institute of Sexual Wholeness

REGISTRATION FORM

PLEASE NOTE: This form is only intended to be used by non-degree students registering for classes at Richmond Graduate University through the Institute for Sexual Wholeness.

Name: _____ ID # (NOT SSN) _____
 Date: _____ Semester: _____
 Address: _____
 Phone: _____ Email: _____

Although the form shows all terms, You are able to register and pay for one term at a time according to registration opening. A new form will need to be submitted in accordance with the deadlines for each term in which you enroll.

Check the box of the course you wish to take

✓	Course Number	Section	Course Title	Hours
FALL SEMESTER Opens for Registration: June 17, 2013 Fall Early Bird Deadline: August 12, 2013				
	CED 6512	16	Human Sexuality: A Therapeutic Integration	2
	CED 7552	16	Advanced Sex Therapy	2
	CED 7582	16	Advanced Sexual Addictions	2
SPRING SEMESTER Opens for Registration Mid-October 2013 Spring Early Bird Deadline: January 6, 2014				
	CED 6512	16	Human Sexuality: A Therapeutic Integration	2
	CED 6522	16	Basic Issues	2

email this form to Hannah Porcella hporcella@richmont.edu or *fax* at (423) 265-7375. You may also *mail* the form with an enclosed check to the Records Office at: 1815 McCallie Avenue; Chattanooga, TN 37404.

All application materials, registration, and payment in full must be received no later than one week prior to the start of the course. If all materials are not received by that time, **your participation in the course cannot be guaranteed.**

Payment Options:

You will need to make payment arrangements through Richmond before we can guarantee your spot in the course. You can either:

1. To pay online through our registration system called *Student Portal*,
 - Please **request** this option from the Records Office personnel who confirms your registration.
 - You will need to enter the username and password (which will be sent through a separate email).
 - select "Ledger" from the left hand column and follow the screens through the payment process.

2. OR Call Moose Lutes (404-835-6122) OR Larry Crow (423-648-2415) and give credit card information over the phone
Please note: Student Portal is a registration system used by Richmond and IS NOT the forum used through the Institute of Sexual Wholeness. You will need to contact ISW for any information regarding how to sign up for the ISW forum.

Fee Structure:

Application Fee: \$50 (one time only)
 Early Bird Registration* for one course: \$1,390 Regular Price Registration for one course: \$1,440
 Early Bird Registration* for two courses: \$2,580 Regular Price Registration for two courses: \$2,630

*To receive the Early Bird Registration rate, all application materials, and transcripts must have been received and you must register and pay in full for the course by the Early Bird Deadline listed above.