



## 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: \_\_\_\_\_

Date: \_\_\_\_\_ Semester: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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
SUMMER SEMESTER		Opens for Registration: March 3, 2016      Fall Early Bird Deadline: May 11, 2016		
	CED 7532	16	Sexual Dysfunctions: Addictive, Paraphilic, Sexuality (June 24, 25, 26, 2016)	2
FALL SEMESTER		Opens for Registration: May 12, 2016      Spring Early Bird Deadline: August 10, 2016		
	CED 6512	16	Human Sexuality: A Therapeutic Integration (October 14, 15, 16, 2016)	2
	CED 7582	16	Advanced Sex Addictions (September 9, 10, 11, 2016)	2
	CED 7592	16	Sexual Orientation and Identity (November 4, 5, 6, 2016)	2
SPRING SEMESTER		Opens for Registration: October 20, 2016      Fall Early Bird Deadline: January 4, 2017		
	CED 6512	16	Human Sexuality: A Therapeutic Integration	2
	CED 6522	16	Sexuality: Medical Issues, Trauma, and Abuse	2

Email this form to Amy Coxwell [acoxwell@richmont.edu](mailto:acoxwell@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 Tim McPherson (423-648-2421) 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: \$1,490

Regular Price Registration for one course: \$1,540

Early Bird Registration\* for two courses: \$2,780

Regular Price Registration for two courses: \$2,930

\*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.