

Get

Ready!

Welcome to the Portland Bible College Family

Welcome to the Portland Bible College family! We know that your time as a PBC student will be full of growth in many areas, and our Faculty and Staff are praying for you as you prepare to begin that journey. As an online student you will be joining a thriving community from all over the globe that is dedicated to understanding God's Word and growing in deeper relationship with Him. We are so excited to have you join us this upcoming semester!

Contact Us

| | |
|-------------------------------------|---------------------------------------|
| FINANCE AND REGISTRATION | (503) 255-3540 |
| PRACTICUM & MINISTRY APPRENTICESHIP | (503) 255-1923 |
| ONLINE HELP DESK | PBCHELPDESK@PORTLANDBIBLECOLLEGE.ORG |
| FAX | (503) 889-5708 |
| ADDRESS | 9150 NE FREMONT PORTLAND, OR 97220 |
| WEBSITE | WWW.PORTLANDBIBLECOLLEGE.ORG |
| POPULI | WWW.PBC.POPULIWEB.COM |



welcome to

PORTLAND BIBLE COLLEGE



Enrolling for Classes

Course Registration

Once you are accepted, registration is the first step you take in order to become a student at Portland Bible College.

Registration will open approximately seven weeks before the start of the semester. We send out an email once registration is open with instructions and video tutorials on how to choose your courses and register.

Enrollment Agreement

Once you have registered for your courses, your next step is to digitally sign your enrollment agreement that is automatically populated in Populi, our student information system, after you register. You will review your registration and sign your Academic and Financial contracts.


Finances

| APPROXIMATE COST PER SEMESTER* | |
|---------------------------------------------------------------------------------|-------------------------|
| PER CREDIT HOUR (1-11 CREDITS) | \$195.00 |
| FLAT RATE (12-16 CREDITS) | \$2400.00 |
| TECHNOLOGY FEE (ALL STUDENTS) | \$20.00 |
| REGISTRATION FEE (ALL STUDENTS) | \$35.00 |
| SUMMER PER CREDIT HOUR (MAX 4 CREDITS) | \$150.00 |
| DOWN PAYMENT: FINAL STEP IN BECOMING AN OFFICIAL PORTLAND BIBLE COLLEGE STUDENT | |
| ONLINE STUDENT | 25% OF SEMESTER TUITION |


*costs are approximate and subject to change

HOW DO I PAY MY STUDENT BILL?


PAYMENTS CAN BE MADE IN POPULI OR IN PERSON



CASH



E-CHECK/CHECK



CREDIT/DEBIT

MAIL CHECKS TO: PORTLAND BIBLE COLLEGE, ATTN: FINANCE OFFICE, 9150 NE FREMONT ST PORTLAND, OR 97220

*CREDIT/DEBIT PAYMENTS ARE SUBJECT TO A CONVENIENCE FEE

Refund Policy

Students with accounts paid-in-full at the time of enrollment, are eligible for refunds as outlined by the schedule below.

Students with a balance on their account, will receive a credit against any balance owing first. If there is a credit balance after the credits are posted on the student’s account, the student will receive a check in the mail to the address listed in Populi. If the credits are less than the balance owing, the student is still obligated to pay off the remaining balance by the end of the semester. After that, collection efforts will be made. Fees are not refundable (including registration & technology fees).

These are approximate costs. Please refer to the website for the most recent updates.

| TIME OF WITHDRAWAL | REFUND/CREDIT AMOUNT |
|----------------------------------------------------|----------------------|
| 1 ST & 2 ND WEEKS OF CLASSES | 100% OF TUITION |
| 3 RD & 4 TH WEEKS OF CLASSES | 80% OF TUITION |
| 5 TH & 6 TH WEEKS OF CLASSES | 60% OF TUITION |
| 7 TH & 8 TH WEEKS OF CLASSES | 40% OF TUITION |
| AFTER THE 8 TH WEEK OF CLASSES | 0% OF TUITION |

Purchasing Your Books

Students are responsible to have their course books in hand by the start of courses. The required books for each course can be seen on the Populi course page or in the syllabus. You can purchase your books from the PBC Online Bookstore or feel free to purchase the books from any other website (ie. Amazon). Many of the books are offered in online editions through Amazon, which allow you immediate access to books. If hard copy is the only option, please order as soon as possible in order to guarantee that your book arrives before classes begin.

Populi

What is it?

Populi is our student information system. Populi is the platform that will facilitate all you need to do as an online student.

Within Populi you can do the following things:

- Watch lectures
- Register for classes
- Turn in assignments
- View and pay your student invoice
- Participate in class discussions
- Order your required books
- View your degree audit (required courses for your degree)
- Contact your teachers

Technical Requirements

The following programs are very important to have lectures display correctly and lesson items function correctly on your computer:

1. Use either a PC or desktop Mac (We are unable to guarantee that our curriculum will function correctly on an iPad or tablet. DO NOT use mobile devices for course work.)
2. Use either Chrome or Firefox internet browsers and enable JavaScript (Safari’s latest update has proven to be problematic with video files, and Internet Explorer may work, but can be inconsistent in function and quality; therefore we do not guarantee support on these browsers.)
3. Submit assignments in Microsoft Word or PDF. (Student using iPages or Open Office must convert documents to .docx or .pdf)

Lecture Watching Policy

Lectures are integral to learning at PBC and form the basis of all course curriculum. Students are required to watch ALL lectures in a course. The system tracks students lecture watching - including the time spent on the lecture. For each lecture not watched in its entirety, the student will receive a 1% reduction on their final course grade. We ask that students take personal notes on all lectures even if not required, as teachers reserve the right to request a copy of your notes for verification of watching lectures.

Frequently Asked Questions

When Are Courses Offered?

Online courses are offered in a Semester system. The Fall Semester begins after Labor Day in September and the Spring Semester begins the first week of February. Currently, courses are only offered once a year, either in the Fall or Spring Semesters. A limited number of courses from Fall and Spring terms are offered during the Summer term.

How Much Time Each Week Does An Online Course Take?

This will depend on the course. Lectures typically range between 30-40 minutes in length. With reading, lectures, and discussion participation, two credit courses will require between 3-5 hours of work each week and three credit courses require approximately, 4-6 hours of per week. Often students think taking courses online, means less work and less time. This is simply not the case. Online classes require the same amount of work as a typical college class on a campus, the benefit of taking courses online is the flexibility it offers.

How Many Credits Can I Take?

A first time student can only take up to 8 credits online through Portland Bible College. This is so students are able to familiarize themselves with what it is like to take a course online. After the first semester, a student can take as many courses as they wish. If you would like an exception made, feel free to contact the Director of Online Education directly.