



PFI

P.O. Box 18147 ° Portland OR 97218 ° (503) 927-5457

Founded in 2010 Portland, Ore.

We are apparel people teaching apparel people

info@pfi.edu ° www.pfi.edu



COURSE CATALOG

September 2022-August 2023

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Innovative Design by PFI grad Erin Clutinger, now working at Duchess Clothier. Model: Divinity. Photographer: Tom Boehme

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Education Coordinating Commission



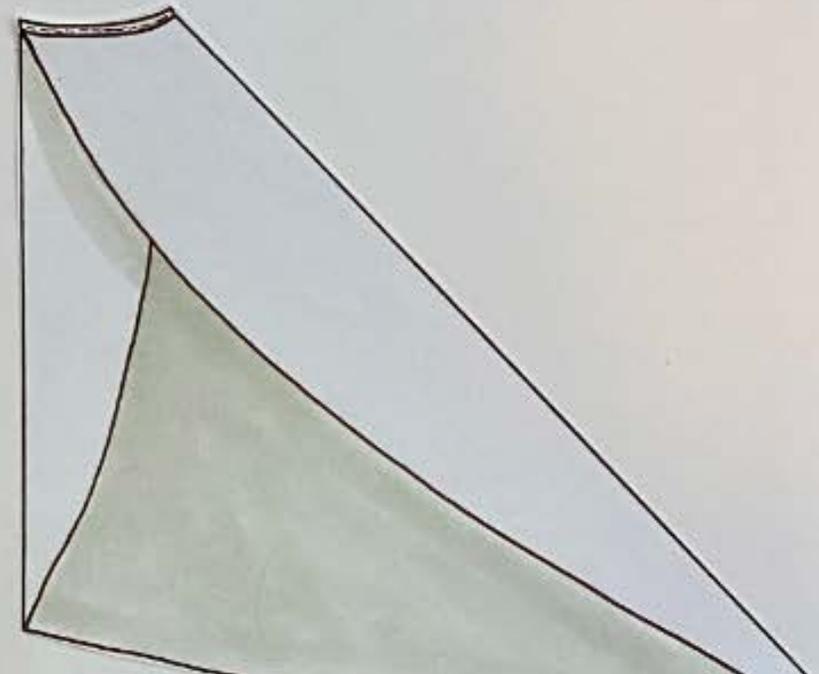
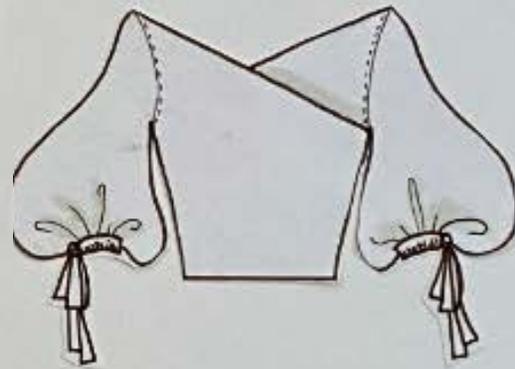
Accredited by Accrediting Council for
Continuing Education & Training





ARTIST: KYLE WOODS

STYLE: GARDEN PARTY
WARRIOR



Thank you for considering Portland Fashion Institute to launch and enhance your career. You'll be placed in a professional atmosphere from day one. An education here offers you a chance to develop your talent and acquire skills sought by the apparel marketplace.

As Oregon's only fashion design school, PFI is licensed by Oregon's Higher Education Coordinating Commission and accredited by the Accrediting Council for Continuing Education and Training (ACCET).

PFI has been in business for more than a decade – first as Portland Sewing then licensed as PFI. The ACCET accreditation validates that PFI operates at a level of excellence and that the school's teaching and programs meet rigorous educational standards.

More than 7,000 persons have studied at the school since it opened its doors in 2010. Most students come for a single class, from beginning sewing to patternmaking to apparel business. Others come to enroll for a career.

No matter the class, PFI's job is to make sure students gain skills, create a project they like, build confidence – and have a good time doing it.

I hope the passionate faculty, friendly facilities and focused curriculum detailed in this catalog convince you that PFI should be your first choice for formal training in fashion design and business.

Sincerely,

Sharon Blair
BA, MA, PAA
Director

How to Apply:

Go to the "Admissions" section on page 41 of this book for basic admissions requirements, instructions and applications. You may also call us at 503-927-5457, or apply online at www.pfi.edu/certificate-programs

PFI maintains an inclusive* admissions policy for its certificate programs. Previous experience with sewing and design are not required for admission. It is our belief that all students who follow the application steps plus have passion, persistence and aptitude can succeed and learn professional-level skills to enter the world of fashion and apparel.

Home Schooled Students

PFI welcomes and encourages home schooled students to enroll in our certificate programs. The admissions policy equally applies to home school students who participate in a program officially recognized by the state in which they live.

Transfer Students

If you have completed previous college-level coursework, we welcome you to submit your official transcripts to PFI's Admissions Office for review for possible credit. See page 45 for details.

PFI Policies and Academic Information

This catalog is for your information only; information found in this catalog is subject to change at any time. Detailed policies and academic information are available on our website at www.pfi.edu and from our registrar.

*Please note that PFI may reject any applicant who does not meet minimum requirements for entry. See page 41.

Philosophy

Trying to break into the apparel business but don't know where to start? Then you've come to the right place.

Portland Fashion Institute offers training and continuing education for apparel designers, companies and aspirants. Our goal is to enable students to become industry-proficient in clothing design, patternmaking, construction, manufacturing and product development.

The skills and principles necessary to get a job and have a career are taught by top-notch professionals who earn a living doing what they teach.

We are apparel people teaching apparel people

WHAT WE VALUE

- Supporting a debt free education.
- Promoting a progressive, sustainable & ethical industry.
- Changing people's lives. Making fashion dreams come true.
- Passing along a professional fashion tradition.
- Creating a sewing community. Supporting diversity, inclusion & accessibility.
- Being innovative, nimble & dynamic.
- Having fun.
- Real skills, real jobs, real world knowledge

– PFI is a private, non-profit career school operated by Portland Fashion Institute.

– It is licensed by the Oregon Higher Education Coordinating Commission, 3255 25th Street SE, Salem, OR 97302

– It is accredited by the Accrediting Council for Continuing Education & Training, 1722 N St NW, Washington DC, 20036.

Portland Fashion Institute aims to offer the best fashion education in the nation. Our goal is to exceed expectations while giving students a fun and rewarding experience and careers that help grow the apparel industry.

To achieve its mission PFI:

- Prepares aspiring professionals in the fields of apparel design, technical development and apparel business by delivering excellent certificate programs.
- Maintains an inclusive admissions policy for all persons who meet basic requirements for admission and instruction and who want apparel business, technical and design skills;
- Teaches a disciplined approach to the study of design that encourages students to develop their own styles that blend their talents, technical skills and creative aspirations with professional knowledge;
- Enlists a dedicated and very capable faculty of career designers, business leaders and entrepreneurs whose success as educators comes from their ability to teach students through the wisdom and skill they have amassed through years of experience and study;
- Provides a creative environment that is at once supportive and challenging and underpinned by excellent personalized teaching and support services that address the needs of students of diverse ages and backgrounds;
- Promotes new business and job creation and the profitable retention of workers, which in turn strengthens the local economy and the overall health of the domestic apparel industry.

WHAT WE OFFER

Three certificate programs: Apparel Designer, Apparel Technical Developer and Apparel Entrepreneur. All three are designed by an advisory board from four major apparel companies.

Annual Events: Seniors show graduation projects to buyers, press and managers from area apparel companies in person and digitally. Participants walk through all steps of developing a portfolio from design briefs, illustrations, technicals and patterns to apparel production and marketing through presentations and senior videos. They take part in photo shoots, career days and portfolio shows.

Real World Projects: PFI collaborates with industry, companies and community leaders on projects, competitions and exhibits.

Internships: PFI works with area apparel companies, designers and talent acquisition agencies to place seniors and graduates in paid internships and entry-level jobs.

Top Notch Facilities: PFI students use industry standard equipment for design, industrial sewing and computer patternmaking in both 2D and 3D.

Versatility: While lecture and computer classes are online, more than two-thirds of the classes are hands-on and in person.

Professional Faculty: All of PFI's instructors are professionals working in the industry.



Fade to Light/Portland Fashion Institute finale. Photo by Tom Boehme. MUAH by Beau Monde.

Fall 2022 Collection

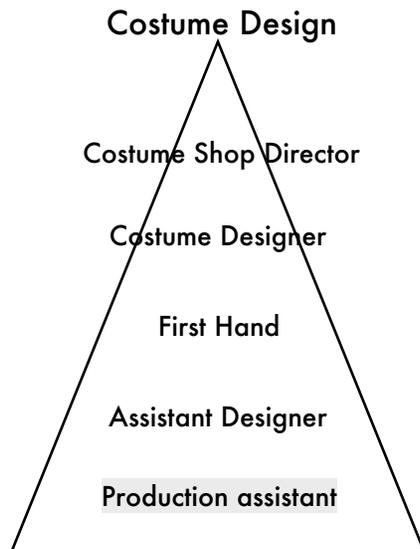
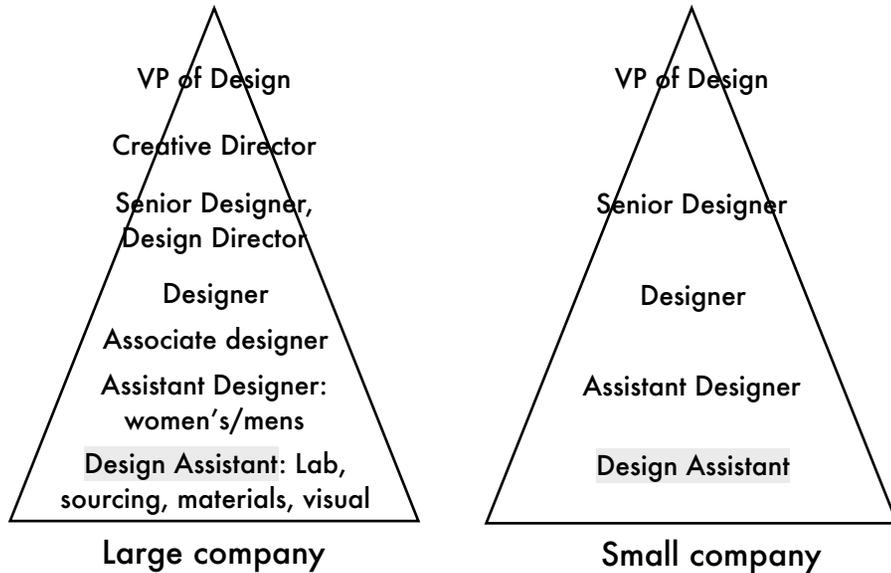
APPAREL DESIGNER



CAREER PATH

Apparel Designer

An apparel designer must have a visually arresting sketchbook and portfolio showing strength in trend research and ability to apply that inspiration into designs that reflect the company's brand and sell product.



Here are typical career ladders for Apparel Designers.

CERTIFICATE REQUIREMENTS

APPAREL DESIGNER

FIRST TERM	
AD101	Beginning Sewing
AD103	Apparel Construction
AD114*	Color Theory
AD117*	Fashion Illustration
AD128*	History of Fashion
AD129*	Inside the Fashion Industry
AD169	Textiles
AD221	Patternmaking 1

SECOND TERM	
AD118*	Digital Illustration (optional)
AD201	Industrial Machine Sewing
Intermediate Sewing (Choose 3):	
AD211	Casual Jackets
AD212	Womens Shirts
AD213	Womens Pants
AD214	Dresses
AD215	Menswear Shirts
AD216	Menswear Pants
AD217	Knits
AD313	Activewear
AD231	Pattern 2 (Manipulation)
AD321	Pattern 3 (Design)
AD261A*	Adobe Prep
AD261*	Adobe Illustrator
AD242	Draping

* = online class
Go to www.pfi.edu to read PFI & Coronavirus to see the COVID-19 rules for in-person classes.

THIRD TERM	
AD331	Pattern 4 (Knits & Stretch)
ATD361*	Flats & Technical Packages
AD315	Lingerie
AD317	Couture Techniques
AD333	Fit & Pattern Alteration
AD335*	Graphic Design
FOURTH TERM	
AD402*	Concept & Development
AD410	Tailoring
AD412	Advanced Pattern & Construction 1
AD413	Advanced Pattern & Construction 2
ATD421*	Computer Patternmaking
& ATD422	(Optitex & Browzwear)
AD461*	Portfolio

Apparel design electives (Choose 2):

- AD311 Machine Knitting
- AD318 Corset & Bustier
- AD319 Petticoats
- AD411 Textile Design
- AD414 Outerwear
- AD415 Leatherworking
- AD417 Couture Dress
- AD418 Costume Design & Construction
- AD419 Swimwear
- AD420 Innovative Design
- AD421 Underwear Pattern & Construction
- AD423* Sustainable Design

Apparel business classes (36 clock hrs)
(See Apparel Entrepreneur list, p31)

AD490 Internship

APPAREL DESIGNER CERTIFICATE REQUIREMENTS

ELEMENT	CLOCK HOURS
CORE CLASSES	834
AD ELECTIVES	72
BUSINESS ELECTIVES	36
TOTAL	942
LECTURE HRS	332
LAB HRS	520
CREDIT HR EQUIVALENT	62.2

Typical program length: 2 yrs
(Full time = ~5 classes/term)
Maximum program length: 3.5 yrs
(Part time = ~3 classes/term)

COURSE DESCRIPTIONS

CORE CLASSES

AD101 -- BEGINNING SEWING

Introduction to basic skills in sewing, use of a sewing machine and apparel tools as applied to basic garments.

AD103 -- APPAREL CONSTRUCTION

Introduction to apparel industry sewing principles and techniques. Fundamental skills as applied to the construction of a basic garment using standard sewing equipment.

AD128 -- HISTORY OF FASHION

Overview of the apparel industry, examining fashion's past, present and glimpse fashion's future. Students find where designers get ideas and how do they make these ideas a reality. Students research designers from each era, keep a journal and find new online and in print resources.

AD129 -- INSIDE FASHION INDUSTRY

Students get a complete overview of the apparel design and manufacturing industry as a whole. Learn the various aspects of apparel product development, from design inspiration to making the sale. Learn about price points and market sectors.

AD114 -- COLOR THEORY

Discover color and its implications for designers and artists. Study ideas of space and the use of color to solve spatial problems. Study color harmony and the way colors interact, as well as color qualities and combinations.

AD117 -- FASHION ILLUSTRATION

Students learn the proportions and techniques for sketching the nine-head figure.

Learn to use the latest tools of the fashion illustration trade. Use markers and pens. Add skin tones and shading giving the fashion figure definition and

light. Add fabric textures and learn direction and drape. Create designs on the figure and learn layout, background and composition. Create a display board.

Strengthen your creative vision and complete a portfolio-worthy sketchbook. Improve research skills. Display your inspiration properly. Show how you go through the creative process and design a story from your initial inspiration.

AD118 -- DIGITAL ILLUSTRATION

Learn to use the latest tools of the fashion illustration trade. Use a tablet and computer program to sketch digitally. Create a images suitable for projecting in a meeting, sharing online and creating an online portfolio.

AD169 -- TEXTILES

An introduction to textiles that provides a broad view of the types, development, production and use of fabrics and the impact they have on design and construction. The characteristics of different fibers, yarns, fabrics, and finishes are investigated.

AD201 -- INDUSTRIAL MACHINE SEWING

Overview of commercial sewing machines. Students learn to make apparel on the latest machines used by the industry. Students learn how to thread the machines, understand and use sewing terminology, troubleshoot problems and how to handle various types of fabric suited for each machine.

AD211 -- INTERMEDIATE SEWING: CASUAL JACKETS

Research and design considerations for an unlined jacket for womenswear. Develop a pattern for ready to wear jackets. Proper fit and construction techniques for unlined jackets.

AD212 -- INTERMEDIATE SEWING: WOMENSWEAR SHIRTS

Research and design considerations for a traditional shirt for womenswear.

Develop a pattern for ready to wear women's shirts. Proper fit and construction techniques for women's shirts.

AD213 -- INTERMEDIATE SEWING: WOMENSWEAR PANTS

Research and design considerations for a woman's pants/jeans. Develop a pattern for ready to wear women's pants/jeans. Proper fit and construction techniques for women's pants/jeans.

AD214 -- INTERMEDIATE SEWING: DRESSES

Research and design considerations for dresses. Develop a pattern for ready to wear women's dresses. Proper fit and construction techniques for women's dresses.

AD215 -- INTERMEDIATE SEWING: MENSWEAR SHIRTS

Research and design considerations for a traditional shirt for menswear. Develop a pattern for a tailored man's shirt. Proper fit and construction techniques for a tailored man's shirt.

AD216 -- INTERMEDIATE SEWING: MENSWEAR PANTS

Research and design considerations for a man's tailored pant/trousers. Develop a pattern for a man's tailored pant/trousers. Proper fit and construction techniques for a man's tailored pant/trousers.

AD217 -- INTERMEDIATE SEWING: KNITS

Research and design considerations for women's or men's knitwear. Develop a pattern for a 2-way stretch garments with various stretch ratios. Proper fit and construction techniques for knitwear.

AD221 -- PATTERNMAKING 1

Draft slopers made to measurements. Start with a torso sloper that usable for dresses, jackets and coats. Create a bodice sloper for blouses and shirts. Create a sleeve sloper. Create a skirt sloper. Finish with a pant sloper.

AD231 -- PATTERNMAKING 2

Flat pattern techniques in accordance with garment trade practices. Emphasis on the manipulation of slopers to create designs from bodice, sleeve, skirt and pant slopers.

AD242 -- DRAPING

Students drape fabric directly on a dress form as a three-dimensional means of pattern development for women's apparel. Students learn about preparation, blocking and grainline while creating skirts and dresses.

Then learn to drape asymmetrical designs, bias and cowl necklines and knit fabric. Students create their own designs.

AD261A - ADOBE PREP

Learn the tools, the workspace and how to use the mouse. Use practice files and templates. Get ready for Illustrator.

AD261 -- ADOBE ILLUSTRATOR

An overview of tools and techniques used by fashion designers in Adobe Illustrator.

AD313 -- ACTIVEWEAR

Students apply technical knowledge to the development of original activewear coordinate designs using knits and specialty fabrics. This course includes research, design, pattern and prototype development to achieve a perfected final sample. Garments include top (such as sports bra), bottoms (such as leggings), jacket.

AD315 -- LINGERIE

Students apply technical knowledge to create lingerie using stretch, lace, silk, bias and specialty materials. Perfect fit samples. Garments include camisole, tap pants, teddy, slip, panties, bras.

VIEW the schedule, prerequisites and course fees by contacting the registrar at info@pfi.edu

All classes open to continuing education and avocational registration.

AD317 -- COUTURE TECHNIQUES

This course introduces the basics of couture sewing techniques. Students will study cutting, marking, hand sewing, construction and finishing techniques. They will produce a simple garment project.

AD321 -- PATTERN 3 (DESIGN)

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final woven garment ready for production from bodice, sleeve, skirt and pant slopers.

AD331 -- PATTERN 4 (KNITS & STRETCH)

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final knit garment ready for production from torso sloper and from measurements and spec sheets.

AD333 -- FIT & PATTERN ALTERATION

Students demonstrate deeper understanding of how fit relates to the customer and to patternmaking and pattern alteration for various categories of garments from wovens to knits and non-stretch.

AD335 -- GRAPHIC DESIGN

Introduction to graphic design with an emphasis on processes including principles of design, grid systems, typography, and hierarchy, as they apply to apparel design and the creation of a complete visual message.

AD402 -- CONCEPT & DEVELOPMENT

Create a fashion collection. Experience the process from beginning like a pro. Learn how to make mood boards, keep a sketchbook, and where to look for inspiration. Design for a specific customer. Choose fabrics, trims and colors. Critique work to define, edit and refine the collection.

AD410 -- TAILORING

Students will work with wool, fine fabrics and entoilage to create a tailored ensemble. Costing, customer relations, design, technical development and construction techniques are emphasized.

AD412 -- ADVANCED PATTERN & CONSTRUCTION 1

Create patterns from flats made in Concept & Development. Fit & alter them on dress forms or people. Finish with fit approved prototypes.

AD413 -- ADVANCED PATTERN & CONSTRUCTION 2

Source your fabrics. Cut and sew on PFI's industrial machines. Check the fit. Finish with garments ready for shows, portfolios and for sale.

ATD421 -- COMPUTER PATTERN

Learn CAD (computer-aided design) to create, manipulate and grade patterns. Use input (scan & digitize) and output (plotter & cutter) devices. Students digitize patterns, modify them, check and correct notches, armholes, necklines and seamlines, create variations and seam allowances. Students use Optitex 15 -- the same software used by Nike and many designers -- and an Algotex digitizer. Go on to learn 3D through **ATD 422** BrowZwear.

AD461 -- PORTFOLIO

Create a portfolio suitable for applying for an apparel industry job or a major fashion design school. Use it to enter competitions. Create a cohesive story around projects using a mood board, fashion illustrations and photographs of garments you've created. End class with a hard copy as well as digital version.

AD490 -- INTERNSHIP

Off-campus supervised internship at an established business related to field of study for a maximum of 90 hours.

AE -- 36 HOURS OF APPAREL BUSINESS CLASSES

ELECTIVES

AD311 -- MACHINE KNITTING

Students are introduced to the process of machine knitting, including cast-on and off, basic stitches, gauge, and tension. Students build a foundation of knit structure and design by creating a notebook of knit swatches and two garments.

AD318 -- CORSET & BUSTIER

Use couture and costume methods for creating a traditional fitted garment.

AD319 -- PETTICOATS

Use couture and costume methods for creating innumerable variations of a multilayered underskirt.

AD411 -- TEXTILE DESIGN

Students learn monoprinting, block printing and stamping, shibori fabric dyeing and batik painting as ways for designers to create printed fabric. Students explore technical aspects of design production. Course also includes an exploration of sustainable design, biomimicry, color theory and its practical application to surface design through studio practice, critiques and discussion.

AD414 -- OUTERWEAR

Research, design and apparel development of outerwear. Focus on technical fabrics and handling techniques.

AD415 -- LEATHERWORKING

Class covers all the basic information and materials students need to work with leather. Students learn the process of working with leather: pattern making, stamping, cutting, skiving, gluing, stitching, lacing and hardware installation.

AD417 -- COUTURE DRESS

Students will produce luxury wear from fine fabrics using couture techniques.

AD418 -- COSTUME DESIGN & CONSTRUCTION

Students work with theater experts to design and create a costume, adapt apparel construction skills to that of the theater, present costumes before a panel of theatrical professionals.

AD419 -- SWIMWEAR

Students will produce four swimsuits: one-piece, two-piece, maillot, competition.

AD420 - INNOVATIVE DESIGN

Students stretch the possibilities of patterning, draping, shaping, seaming, handling and manipulating fabrics to create innovative, wearable silhouettes and details.

AD421 -- UNDERWEAR PATTERN & CONSTRUCTION

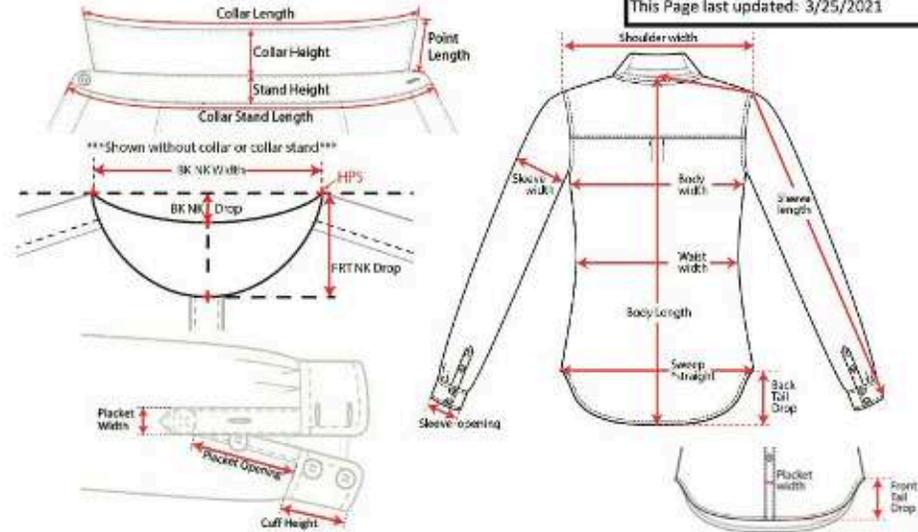
Students will produce 3 bras: underwire, wireless, shapewear.

AD423 -- SUSTAINABLE DESIGN

Analyze all aspects of environmental apparel design. See how companies incorporate sustainability in designs through zero waste and considered waste, cyclability, reduce consumption of energy, water and chemicals and overall consumer consumption.

Style Name: Jamilie - w86994	Season: Fa2022	Technical Designer:	Fit Reference: Fa2020 s/w63688
Category: Casuals	Base Size: M	Size Range: XS-XL	Spec Dated: 3/25/2021

This Page last updated: 3/25/2021

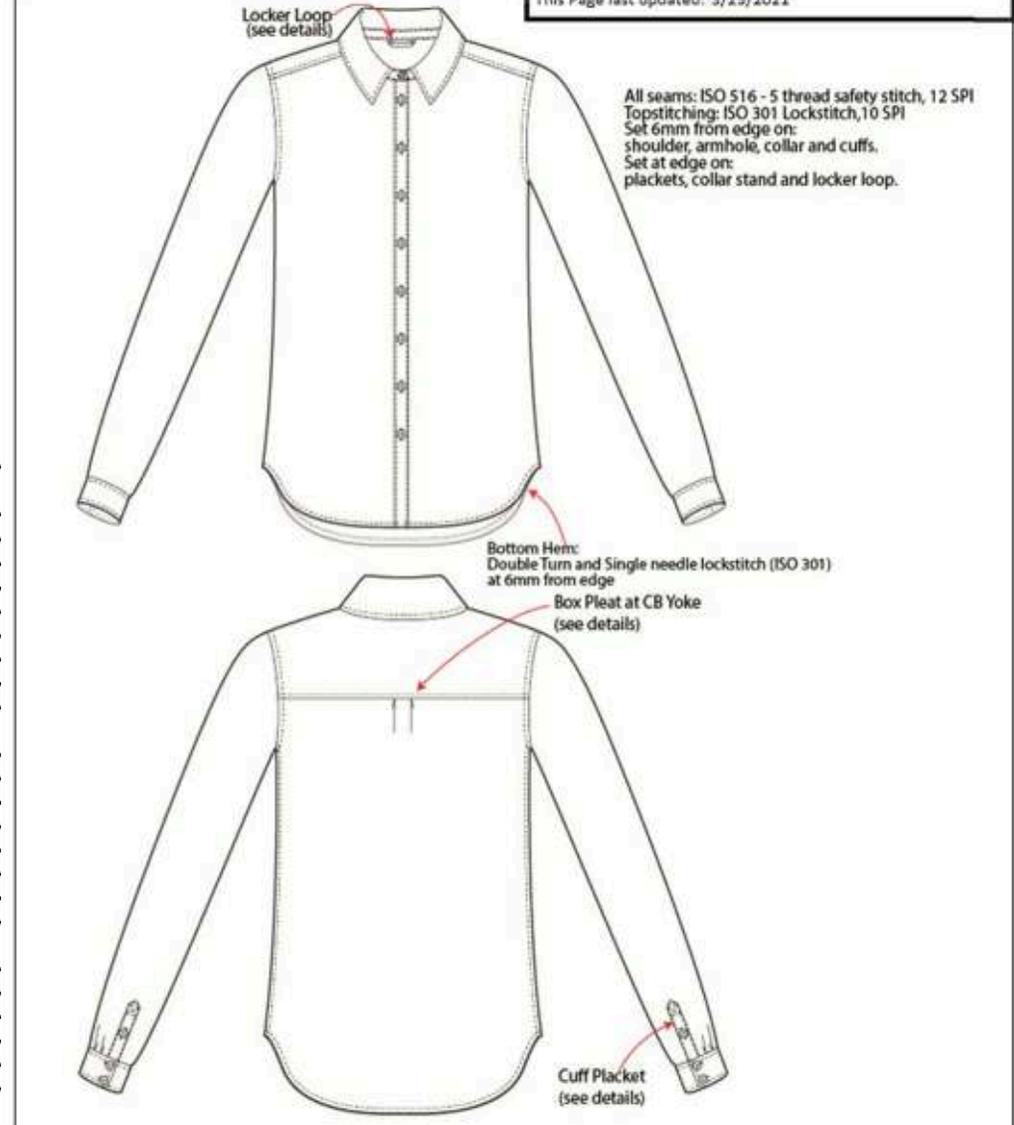


Meas Code	POM	POM Description	Tol +/-	Base Size: M (cm)
CSH1	Collar Stand Height	CB	0.3	3.5
CH1	Collar Height	Neck seam to collar seam at CB	0.3	5
CL1	Collar Length	Point to point at collar edge	0.5	40.5
CSL1	Collar Stand Length	placket opening edge to opening edge	0.5	43.5
CP1	Collar Point Length	Point to join	0.5	7.5
FNKD1	Front Neck Drop	Vertical from HPS to seam at CF	0.3	8
BNKD1	Back Neck Drop	Vertical from HPS to seam at CB	0.3	1
BNKW	Back Neck Width	Across back, seam to seam at HPS	0.5	15.5
SDRW	Shoulder Width	Across back, AH seam to AH seam at natural shoulder fold	1	46
BDW1	Body Width	1" (2.5cm) below armhole	1.2	56
WW1	Waist Width	At narrowest point	1.2	50
SWPF1	Body Sweep	Flat, meas. on the half, fold to fold straight	1.2	56
DTCFB	Drop Tail	CB to side seam, vertically	0.5	9
DTCFB	Drop Tail	CF to side seam, vertically	0.5	6
BDYL1	Body Length	CB neck seam to bottom hem	1.2	76
SLVLS	LS Sleeve Length	CB neck seam to slv join, pivot, to bottom hem	1.2	81.5
SLVW1	Sleeve Width	1" (2.5cm) below armhole, meas. across to 90° at folded edge	0.5	23
SLVLS	Sleeve Opening	Long Sleeve, Flat, meas. on the half, fold to fold straight	0.5	11
CUFH	Cuff Height	Seam to edge	0.3	6.5
PLTO	Placket Opening	(Cuff) Opening edge to end	0.3	12
PLTW	Placket Width	(Cuff) edge to edge across width	0.3	2.5
PLTW	Placket Width	(CF) edge to edge across width	0.3	2.5

APPAREL TECHNICAL DEVELOPER

Style Name: Jamilie - w86994	Season: Fa2022	Technical Designer:	Fit Reference: Fa2020 s/w63688
Category: Casuals	Base Size: M	Size Range: XS-XL	Spec Dated: 3/25/2021

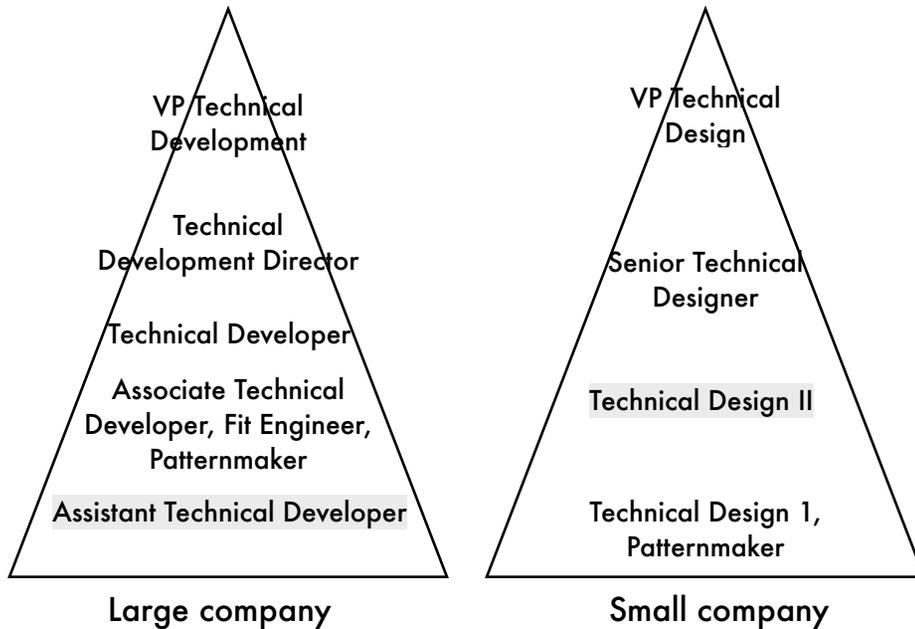
This Page last updated: 3/25/2021



CAREER PATH

Apparel Technical Developer*

A technical developer must know textiles, trims, patternmaking, construction and fit. To get a job, a Tech Dev must know beginning and advanced Adobe skills and Excel to create concept boards, flats, spec and tech packages, and a bill of materials. Project management, factory communication and problem solving skills are a plus.



Here are typical career ladders for Technical Developers.

* Technical Developer or Technical Designer may be synonymous with Product Developer

CERTIFICATE REQUIREMENTS

APPAREL TECHNICAL DEVELOPER

AD101	Beginning Sewing	AD335*	Graphic Design
		AD336*	Computer Print Design
FIRST TERM			
AD103	Apparel Construction	THIRD TERM	
AD114*	Color Theory	AD331	Pattern 4 (Knits & Stretch)
AD117*	Fashion Illustration	AD333	Fit & Pattern Alteration
AD128*	History of Fashion	AE342*	Supply Chain Management
AD129*	Inside the Fashion Industry	ATD361*	Flats & Technical Packages
AD169	Textiles	ATD381*	Materials Development
AD221	Patternmaking 1	ATD391*	Overseas Production
		AD402*	Concept & Development
SECOND TERM			
AD201	Industrial Machine Sewing	FOURTH TERM	
AD217	Knits	ATD480*	Product Development
AD313	Activewear	AD411	Textile Design
AD242	Draping	AD412	Advanced Pattern & Construction 1
AD231	Pattern 2 (Manipulation)	ATD414	Grading & Marking
AD321	Pattern 3 (Design)	ATD421*	Computer Patternmaking
AD261A*	Adobe Prep	& ATD422	(Optitex & Browzwear)
AD261*	Adobe Illustrator	AD423*	Sustainable Design
		AD461*	Portfolio
		Apparel business classes (18 clock hrs)	
		(See Apparel Entrepreneur list, p31)	
		AD118*	Digital Illustration(optional)
		AD490	Internship

APPAREL TECHNICAL DEVELOPER CERTIFICATE REQUIREMENTS

ELEMENT	CLOCK HOURS	
CORE CLASSES	798	
INTERNSHIP	90	
TOTAL	888	Typical program length: 2 yrs
LECTURE HRS	314	(Full time = ~5 classes/term)
LAB HRS	484	Maximum program length:3.5 yrs
CREDIT HR EQUIVALENT	58.6	(Part time = ~3 classes/term)

COURSE DESCRIPTIONS

APPAREL TECHNICAL DEVELOPER

AD101 -- BEGINNING SEWING

Introduction to basic skills in sewing, use of a sewing machine and apparel tools as applied to basic garments.

AD103 -- APPAREL CONSTRUCTION

Introduction to apparel industry sewing principles and techniques. Fundamental skills as applied to the construction of a basic garment using standard sewing equipment.

AD114 -- COLOR THEORY

Discover color and its implications for designers and artists. Study ideas of space and the use of color to solve spatial problems. Look at color harmony and the way colors interact, as well as color qualities and combinations.

AD117 -- FASHION ILLUSTRATION

Students learn the proportions and techniques for sketching the nine-head figure.

Learn to use the latest tools of the fashion illustration trade. Use markers and pens. Add skin tones and shading giving the fashion figure definition and light. Add fabric textures and learn direction and drape. Create designs on the figure and learn layout, background and composition. Create a display board.

Strengthen your creative vision and complete a portfolio-worthy sketchbook. Improve research skills. Display your inspiration properly. Show how you go through the creative process and design a story from your initial inspiration.

AD128 -- HISTORY OF FASHION

Overview of the apparel industry, examining fashion's past, present and glimpse fashion's future. Students find where designers get ideas and how do they make these ideas a reality. Students research designers from each era, keep a journal and find new online and in print resources.

AD129 -- INSIDE FASHION INDUSTRY

Students get a solid picture of the apparel design and manufacturing industry as a whole. Learn the various aspects of apparel product development, from design inspiration to making the sale. Learn about price points and market sectors.

AD169 -- TEXTILES

An introduction to textiles that provides a broad view of the types, development, production and use of fabrics and the impact they have on design and construction. The characteristics of different fibers, yarns, fabrics, and finishes are investigated.

AD201 -- INDUSTRIAL MACHINE SEWING

Overview of commercial sewing machines. Students learn make apparel on the latest machines used by the industry. Students learn how to thread the machines, understand and use sewing terminology, troubleshoot problems and how to handle various types of fabric suited for each machine.

AD221 -- PATTERNMAKING 1

Draft slopers made to measurements. Start with a torso sloper that usable for dresses, jackets and coats. Create a bodice sloper for blouses and shirts. Create a sleeve sloper. Create a skirt sloper. Finish with a pant sloper.

AD231 -- PATTERNMAKING 2

Flat pattern techniques in accordance with garment trade practices. Emphasis on the manipulation of slopers to create designs from bodice, sleeve, skirt and pant slopers.

AD321 -- PATTERN 3 (DESIGN)

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final woven garment ready for production from bodice, sleeve, skirt and pant slopers.

AD217 -- INTERMEDIATE SEWING: KNITS

Research and design considerations for women's or men's knitwear. Develop a pattern for a 2-way stretch garments with various stretch ratios. Proper fit and construction techniques for knitwear.

AD313 -- ACTIVEWEAR

Students apply technical knowledge to the development of original activewear coordinate designs using knits and specialty fabrics. This course includes research, design, pattern and prototype development to achieve a perfected final sample. Garments include top (such as sports bra), bottoms (such as leggings), jacket.

AD242 -- DRAPING

Students drape fabric directly on a dress form as a three-dimensional means of pattern development for women's apparel. Students learn about preparation, blocking and grainline while creating skirts and dresses. Then learn to drape asymmetrical designs, bias and cowl necklines and knit fabric. Students create their own designs.

AD261A - ADOBE PREP

Learn the tools, the workspace and how to use the mouse. Use practice files and templates. Get ready for Illustrator.

AD261 -- ADOBE ILLUSTRATOR

An overview of tools and techniques used by fashion designers in Adobe Illustrator.

AD331 -- PATTERN 4 (KNITS & STRETCH)

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final knit garment ready for production from torso sloper and from measurements and spec sheets.

AD333 -- FIT & PATTERN ALTERATION

Students demonstrate deeper understanding of how fit relates to the customer and to patternmaking and pattern alteration for various categories of garments from wovens to knits and non-stretch.

AD335 -- GRAPHIC DESIGN

Introduction to graphic design with an emphasis on the rapidly-evolving role of the profession. Graphic design processes are examined, including principles of design, grid systems, typography, and hierarchy, as they apply to apparel design and the creation of a complete visual message.

AD336 -- COMPUTER PRINT DESIGN

Application and principles of computer graphics as a creative technological medium. Practical tutorials in the use of Adobe Illustrator CC and Adobe Photoshop CC in the creation of graphics for fashion design. Tapping into the computer as a powerful medium for designing prints, graphics and logos on fabric.

AD402 -- CONCEPT & DEVELOPMENT

Create a fashion collection. Experience the process from beginning like a pro. Learn how to make mood boards, keep a sketchbook, and where to look for inspiration. Design for a specific customer. Choose fabrics, trims and colors. Critique work to define, edit and refine the collection.

AD412 -- ADVANCED PATTERN & CONSTRUCTION

Final development phase of the collection with an emphasis on finished construction and professional presentation.

VIEW the schedule, prerequisites and course fees by contacting the registrar at info@pfi.edu

All classes open to continuing education and avocational registration.

AD411 -- TEXTILE DESIGN

Students learn monoprinting, block printing and stamping, shibori fabric dyeing and batik painting as ways for designers to create printed fabric. Students explore technical aspects of design production. Course also includes an exploration of color theory and its practical application to surface design through studio practice, critiques and discussion.

AD423 — SUSTAINABLE DESIGN

Analyze all aspects of environmental apparel design. See how companies incorporate sustainability in designs through zero waste and considered waste, cyclability, reduce consumption of energy, water and chemicals and overall consumer consumption.

AD461 -- PORTFOLIO

Create a portfolio suitable for applying for an apparel industry job or a major fashion design school such as in New York or London. Use it to enter competitions. Select a project. Create a cohesive story around that project using a mood board, fashion illustrations and photographs of garments you've created. End the class with a hard copy as well as digital version.

AE342-SUPPLY CHAIN MANAGEMENT

Learn how the real world works: How modern global supply chains and logistics networks operate. How to make changes that work for you. How to steer clear of import/export regulations. How to manage legal, ethical, economic and social implications in your sourcing decisions and get your product into your hands on time.

AD490 -- INTERNSHIP

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 hours is required for each 3 credits awarded.

ATD361 -- FLATS & TECHNICAL PACKAGES

Continue developing skills in Adobe Illustrator by creating industry-standard technical flats, technical packs, specs and CAD drawings.

ATD381 -- MATERIALS DEVELOPMENT

New product development is critical to success in textiles and apparel. This course provides the technical information required to understand how fiber-based products are manufactured, with a practical view of how to combine new elements such as polymers, dyes, ceramics and nanotechnology with fibers to create new products.

ATD391 -- OVERSEAS PRODUCTION

Students learn how to manage projects and production through overseas facilities. They learn how to communicate with factories and solve production issues. They set and stick to a calendar in order to get a product to market faster and reduce delivery costs. They learn how to reduce component costs while keeping research and development, design and short-run manufacturing in the United States of America. They learn how go into a partnership with an overseas manufacturer without losing control of the product.

ATD414 -- GRADING & MARKING

Use slopers to learn the basic principles of changing pattern sizes: How to increase and decrease sizes and how to use vanity sizing. Apply these principles to pants, skirts, sleeves and bodices. Grade these to different sizes. Create grade rules for cardinal points. Apply to knits and wovens. Learn how to set up a marker a layout of all pattern pieces ready for cutting for best use of fabric.

ATD421 -- COMPUTER PATTERN

Learn CAD (computer-aided design) to create, manipulate and grade patterns. Use input (scan & digitize) and output (plotter & cutter) devices. Students digitize patterns, modify them, check and correct notches, armholes, necklines and seamlines, create variations and seam allowances. Students use Optitex 15 -- the same software used by Nike and many designers -- and an Algotex digitizer. Go on to learn 3D through **ATD 422** BrowZwear.

ATD480 -- PRODUCT DEVELOPMENT

Simulation within a group setting of product development processes from concept to consumer. Students work in teams to research, design, and develop a line of clothing to "sell" to a local buyer.

AD118 -- DIGITAL ILLUSTRATION

Learn to use the latest tools of the fashion illustration trade. Use a tablet and computer program to sketch digitally. Create a images suitable for projecting in a meeting, sharing online and creating an online portfolio.

18 HOURS OF APPAREL BUSINESS CLASSES

VIEW the schedule, prerequisites and course fees by contacting the registrar at info@pfi.edu
All classes open to continuing education and avocational registration.



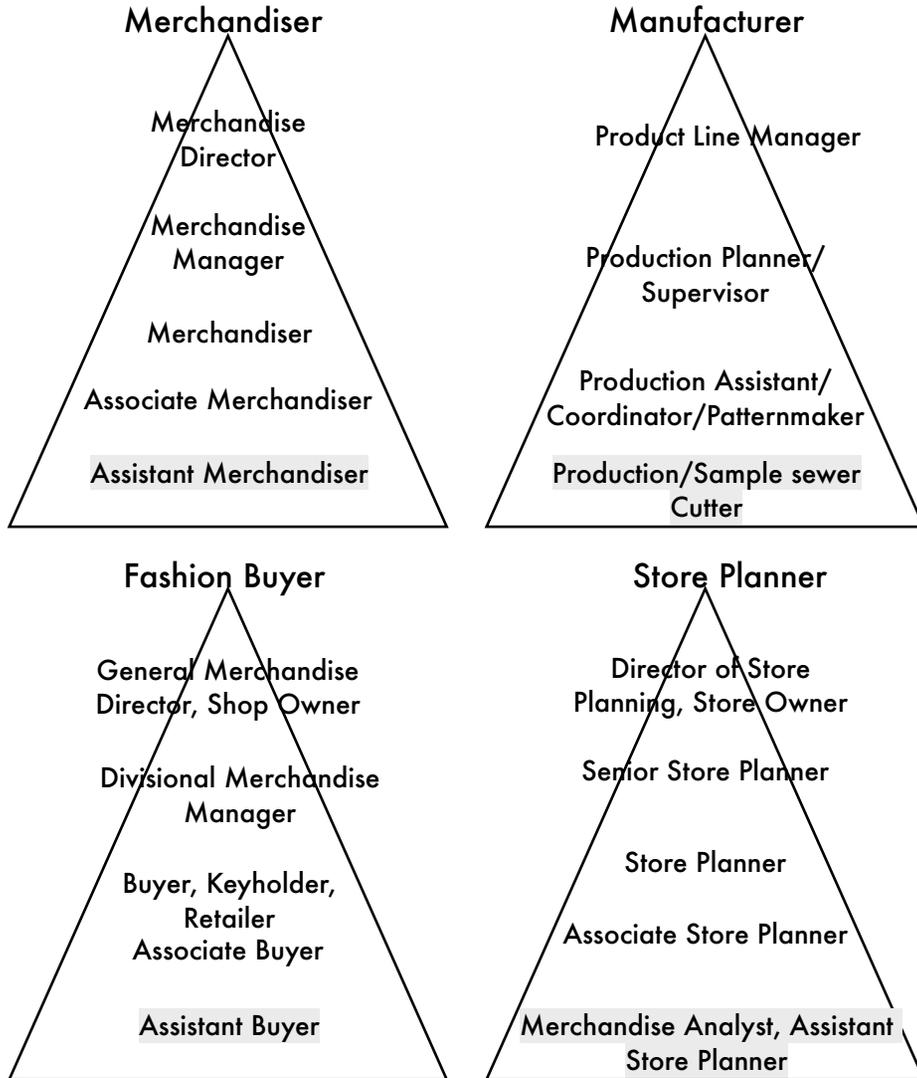
Innovative Designs by Dieter Vlasich. Models: Maggie, Devon, Caitlin.. Photographer: Tom Boehme

APPAREL ENTREPRENEUR

CAREER PATH

Apparel Entrepreneur

A successful entrepreneur knows that creating the product is 10 percent of the work, selling it is 90 percent of the work. Entrepreneurs can be manufacturers producing a line and selling it to others, a store owner producing a line and selling it in the owner's store or a store owner selling clothes from independent designers. All need to know how a well made garment is designed and produced - as well as how to market it.



Here are typical career ladders for Apparel Entrepreneurs.

CERTIFICATE REQUIREMENTS

APPAREL ENTREPRENEUR

AD101	Beginning Sewing	AE204*	Selling Wholesale
FIRST TERM		AE301*	Future of Fashion
AD103	Apparel Construction	AE303*	PR Techniques
AD114*	Color Theory	AE304*	Social Media Marketing
AD117*	Fashion Illustration	AE205*	Strategic Marketing Planning
AD128*	History of Fashion	AE401*	Branding
AD129*	Inside the Fashion Industry	AD231	Pattern 2 (Manipulation)
AD169*	Textiles	AD321	Pattern 3 (Design)
AD221	Patternmaking 1	THIRD TERM	
SECOND TERM		ATD361*	Flats & Technical Packages
AD201	Industrial Machine Sewing	AD331	Pattern 4 (Knits & Stretch)
AD242	Draping	AD333	Fit & Pattern Alteration
AD261A*	Adobe Prep	AD335*	Graphic Design
AD261*	Adobe Illustrator	AD336*	Computer Print Design
AE101*	How to Start an Apparel Business	AE374	E-Commerce Marketing
AE102*	Excel for Apparel	AE306*	Fashion Analytics
AE103*	Costing & Pricing	AE342*	Supply Chain Management
AE104*	Accounting Basics	FOURTH TERM	
AE105*	Sourcing	AD402*	Concept & Development
AE106*	Working with Production	ATD421*	Computer Patternmaking & ATD422 (Optitex & Browzwear)
AE201*	Contracting for Apparel	AD423*	Sustainable Design
AE202*	Intellectual Property	AE405*	Retail Strategies
AE203*	E-Commerce Concepts	AE402*	Apparel Business Plan
		AE213*	Visual Merchandising
		AE403*	Fashion Buying & Merchandising
		AD461*	Portfolio
		AD490	Internship

APPAREL ENTREPRENEUR CERTIFICATE REQUIREMENTS

ELEMENT	CLOCK HOURS	
CORE CLASSES	783	
INTERNSHIP	90	
TOTAL	873	Typical program length: 2 yrs
LECTURE HRS	353	(Full time = ~5 classes/term)
LAB HRS	430	Maximum program length: 3.5 yrs
CREDIT HR EQUIVALENT	59.8	(Part time = ~3 classes/term)

COURSE DESCRIPTIONS

APPAREL ENTREPRENEUR

AD101 -- BEGINNING SEWING

Introduction to basic skills in sewing, use of a sewing machine and apparel tools as applied to basic garments.

AD103 -- APPAREL CONSTRUCTION

Introduction to apparel industry sewing principles and techniques. Fundamental skills as applied to the construction of a basic garment using standard sewing equipment.

AD114 -- COLOR THEORY

Discover color and its implications for designers and artists. Study ideas of space and the use of color to solve spatial problems. Look at color harmony and the way colors interact, as well as color qualities and combinations.

AD117 -- FASHION ILLUSTRATION

Students learn the proportions and techniques for sketching the nine-head figure.

Learn to use the latest tools of the fashion illustration trade. Use markers and pens. Add skin tones and shading giving the fashion figure definition and light. Add fabric textures and learn direction and drape. Create designs on the figure and learn layout, background and composition. Create a display board.

Strengthen your creative vision and complete a portfolio-worthy sketchbook. Improve research skills. Display your inspiration properly. Show how you go through the creative process and design a story from your initial inspiration.

AD128 -- HISTORY OF FASHION

Overview of the apparel industry, examining fashion's past, present and glimpse fashion's future. Students find where designers get ideas and how do they make these ideas a reality. Students research designers from each era, keep a journal and find new online and in print resources.

AD129 -- INSIDE FASHION INDUSTRY

Students get a solid picture of the apparel design and manufacturing industry as a whole. Learn the various aspects of apparel product development, from design inspiration to making the sale. Learn about price points and market sectors.

AD169 -- TEXTILES

An introduction to textiles that provides a broad view of the types, development, production and use of fabrics and the impact they have on design and construction. The characteristics of different fibers, yarns, fabrics, and finishes are investigated.

AD201 -- INDUSTRIAL MACHINE SEWING

Overview of commercial sewing machines. Students learn make apparel on the latest machines used by the industry. Students learn how to thread the machines, understand and use sewing terminology, troubleshoot problems and how to handle various types of fabric suited for each machine.

AD221 -- PATTERNMAKING 1

Draft slopers made to measurements. Start with a torso sloper that usable for dresses, jackets and coats. Create a bodice sloper for blouses and shirts. Create a sleeve sloper. Create a skirt sloper. Finish with a pant sloper.

AD231 -- PATTERNMAKING 2

Flat pattern techniques in accordance with garment trade practices. Emphasis on the manipulation of slopers to create designs from bodice, sleeve, skirt and pant slopers.

AD321 -- PATTERN 3 (DESIGN)

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final woven garment ready for production from bodice, sleeve, skirt and pant slopers.

AD242 -- DRAPING

Students drape fabric directly on a dress form as a three-dimensional means of pattern development for women's apparel. Students learn about preparation, blocking and grainline while creating skirts and dresses. Then learn to drape asymmetrical designs, bias and cowl necklines and knit fabric. Students create their own designs.

AD261A - ADOBE PREP

Learn the tools, the workspace and how to use the mouse. Use practice files and templates. Get ready for Illustrator.

AD261 -- ADOBE ILLUSTRATOR

An overview of tools and techniques used by fashion designers in Adobe Illustrator.

AD331 -- PATTERN 4 (KNITS & STRETCH)

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final knit garment ready for production from torso sloper and from measurements and spec sheets.

AD333 -- FIT & PATTERN ALTERATION

Students demonstrate deeper understanding of how fit relates to the customer and to patternmaking and pattern alteration for various categories of garments from wovens to knits and non-stretch.

AD335 -- GRAPHIC DESIGN

Introduction to graphic design with an emphasis on the rapidly-evolving role of the profession. Graphic design processes are examined, including principles of design, grid systems, typography, and hierarchy, as they apply to apparel design and the creation of a complete visual message.

AD336 -- COMPUTER PRINT DESIGN

Application and principles of computer graphics as a creative technological medium. Practical tutorials in the use of Illustrator CS5 and Photoshop CS5 in the creation of graphics for fashion design. Tapping into the computer as a powerful medium for designing prints, graphics and logos on fabric.

AD402 -- CONCEPT & DEVELOPMENT

Create a fashion collection. Experience the process from beginning like a pro. Learn how to make mood boards, keep a sketchbook, and where to look for inspiration. Design for a specific customer. Choose fabrics, trims and colors. Critique work to define, edit and refine the collection.

AD423 -- SUSTAINABLE DESIGN

Analyze all aspects of environmental apparel design. See how companies incorporate sustainability in designs through zero waste and considered waste, cyclability, reduce consumption of energy, water and chemicals and overall consumer consumption.

AD461 -- PORTFOLIO

Create a portfolio suitable for applying for an apparel industry job or a major fashion design school. Use it to enter competitions. Select a project. Create a cohesive story around that project using a mood board, fashion illustrations and photographs of garments you've created. End the class with a hard copy as well as digital version.

AD490 -- INTERNSHIP

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 hours is required for each 3 credits awarded.

AE101 -- HOW TO START AN APPAREL BUSINESS

Learn the basics of setting up an apparel business: How to protect a name, set up infrastructure, deal with the city, state and taxes, do business with other apparel businesses, find out about EIN, RN other acronyms, rules and regulations.

AE102 -- EXCEL FOR APPAREL

You must know Microsoft Excel to manage your costs, track your business and to create a spec sheet and have your garments patterned and sewn in a size run.

AE103 -- COSTING & PRICING

Discover the wholesale costs of labor and materials from fabric and notions to tools and equipment. Get the basics of everything needed in order to set up a comprehensive cost sheet that will account for all apparel expenses. Learn a costing strategy in order to plan and determine affordability before start designing a line or purchasing fabric. That will help determine how much to charge for products and services.

AE104 -- ACCOUNTING BASICS

In this class, students learn basic accounting terms such as revenues, expenses, assets, liabilities, income statement and balance sheets. Get the basics of QuickBooks: How to set up a business with a chart of accounts, make deposits and payments, create reports and do profit and loss statements.

AE105 -- SOURCING

Students learn where to get fabric and labor. They will research where to buy locally, regionally and nationally plus the process and the pros and cons of going overseas. They will discuss duty, quota, agents and agency fees, customs, NAFTA/CAFTA/WTO and how to prepare for and attend textile markets.

AE106 -- WORKING WITH PRODUCTION

Students learn the process, language and expectations of production in order to create an effective business relationship with a key partner to apparel success.

AE201 -- CONTRACTING FOR APPAREL

Students will understand the basic elements of a contract and understand what they are reading before signing a contract with a manufacturer, sales rep or buyer. Students will prepare contracts to use when acquiring services for an apparel business.

AE202 -- INTELLECTUAL PROPERTY

Learn how to protect what you know and what you've created. Discover the difference between patent, trademark and copyright. Walk through the process and cost for getting each. Find out what happens if you just put a "patent pending" or © or TM on an item without going through the process and cost.

AE203 -- E-COMMERCE CONCEPTS

Get the basics of successfully selling online. Learn the concepts behind creating a successful online and direct-to-consumer (DTC) business. Explore how to buy and sell goods or services using the Internet and AI data to execute these transactions with success. .

AE204 -- SELLING WHOLESALE

Learn how to approach stores and enter a wholesale relationship. If you've never sold to a store before, this class will help you make your first impression a good impression. If you've been trying to sell without success, you will learn tips for turning it around. End the class with a game plan.

AE205 -- STRATEGIC MARKETING

Students discover and define a competitive position. This defines

product, pricing, promotion and distribution strategies that are effectively integrated and compelling in the marketplace. The class concludes with a basic marketing budget to help to assure the financial viability of the brand.

AE301 -- FUTURE OF FASHION

Students learn how fashion trends are spotted and forecasted months and years ahead. Students learn about the many tools used to spot trends before they hit the runways and store shelves. They identify sources of research, analyze past trends and apply the findings to predict future trends in fibers, fabric, color and silhouettes.

AE303 -- PR TECHNIQUES

Get the LINE on how to get coverage from bloggers, and the news media while learning the four basic tips for visibility. By the end of the class, students learn who (and how) to contact in the media. You'll know how to look at stories from the press' point of view, how to recognize a news peg and put it first in your e-mail to your contacts.

AE304 -- SOCIAL MEDIA MARKETING

The Internet and social media have leveled the playing field for many small businesses. This class explores how a small business can implement social media to increase exposure by building content, engaging potential customers and building a brand. Students will understand the new rules of marketing and various advertising techniques to promote a business.

AE305 -- E-COMMERCE MARKETING

Create tools for selling a clothing line to stores and online. Start with flats. Use Adobe Illustrator, Photoshop and InDesign and create line art. Learn about style numbers, photo shoots and paper choices. End with a pdf ready to go to print and to create a digital look book.

AE213 -- VISUAL MERCHANDISING

Overview of how a retail shop coordinates merchandise presentations

with overall design concepts, fixtures and graphic/signage components. Students develop problem-solving and project-management skills by designing a storewide promotion for an upscale retail environment. They design a logo, advertising, signage, and other graphics using digital and traditional design and production techniques.

AE306 - FASHION ANALYTICS

Data mining. Prediction analysis. Demand forecasting. Big Data. Explore all this and more. Learn the secrets to success as you discover how to sell your fashion in today's online market.

AE401 -- BRANDING

Students start off by discovering the reason why their company should exist through first, the "why", then the "how", then the "what." Students explore how to develop and deliver the unique experience of a brand to build lasting and profitable relationships with current and potential customers.

AE402 -- APPAREL BUSINESS PLAN

This hands-on class walks students through writing a business plan for an apparel company. Each week, students complete different sections.

AE403 -- FASHION BUYING & MERCHANDISING

This course provides an overview of fashion apparel retailing. Students will examine forecasting and purchasing techniques and buying methods. They will produce an optimal buying or merchandising plan.

AE405 - RETAIL STRATEGIES

In this capstone course, students analyze the current business practices of prominent retailers with special attention to the organizations' strengths and weaknesses, the challenges it faces in today's global economic climate, and the impact of current trends in consumer purchasing behaviors on its financial health.

COURSE DESCRIPTIONS

APPAREL ENTREPRENEUR

AE342-SUPPLY CHAIN MANAGEMENT

Learn how the real world works: How modern global supply chains and logistics networks operate. How to make changes that work for you. How to steer clear of import/export regulations. How to manage legal, ethical, economic and social implications in your sourcing decisions and get your product into your hands on time.

ATD361 -- FLATS & TECHNICAL PACKAGES

Continue developing skills in Adobe Illustrator by creating industry-standard technical flats, technical packs, specs and CAD drawings.

ATD421 -- COMPUTER PATTERN

Learn CAD (computer-aided design) to create, manipulate and grade patterns. Use input (scan & digitize) and output (plotter & cutter) devices. Students digitize patterns, modify them, check and correct notches, armholes, necklines and seamlines, create variations and seam allowances. Students use Optitex 15 -- the same software used by Nike and many designers -- and an Algotex digitizer. Go on to learn 3D through **ATD 422** BrowZwear.

VIEW the schedule, prerequisites and course fees by contacting the registrar at info@pfi.edu
All classes open to continuing education and avocational registration.

A typical Apparel Designer or Apparel Technical Developer class is one-third lecture and two-thirds hands on laboratory. A typical Apparel Entrepreneur class is one-third writing laboratory and two-thirds lecture.

PFI uses Carnegie Clock-to-Credit Hour Conversions to convert clock hours to credit hours. The conversion for quarter terms follows:

- Lecture: 10 clock hours to 1 quarter credit
- Lab: 20 clock hours to 1 quarter credit
- Internship: 30 clock hours to 1 quarter credit

Carnegie calculations may result in fractions of credit hours

A breakdown of lecture and lab hours with a comparison of clock to credit hours is given in each section on pages 13, 23 and 31.

Hands on classes are no fewer than 6 students and no more than 12 students. Student to teacher ratio is typically 8:1. Lecture classes are no more than 24 students. Student to teacher ratio is typically 15:1.

WHO WE ARE

PFI:

- **Sharon Blair**, director
- **Candice Freedman**, registrar
- **Adrianna McKinley**, media developer
- **Henry Strasen**, store manager, PFI Supply
- **Kyle Woods**, store ambassador, PFI Supply

Advisory Board:

- **Adidas**, Marjorie Skinner, senior content editor, global trends
- **Columbia Sportswear**, Adrienne Hranko, digital development manager
- **Nike**, Cheryl Douratsos, senior director technical development mens, WHQ
- **Pendleton Woolen Mills, Inc**, Wendi Martin, HR director
- **VF Corp / The North Face**, Adam Andreas, technical development manager

Contract Instructors:

Visit www.pfi.edu/our-instructors for biographies and details on classes taught.

- **Adrianna Aguirre**, project manager, Thread Theory patterns
- **Adrianna McKinley**, digital media specialist, Scholar LLC
- **Anna Fort**, sr. product developer Exit 21
- **Annin Barrett**, textile artist, educator and researcher, Textile Hive
- **Anne Stone**, contract patternmaker
- **Austin Lingelbach**, strategic sourcing, Nike
- **Britta Hellquist**, couturier and tailor, Tomato & Berry Tailoring
- **Dana Ditto**, demand forecast manager, Nike
- **Daniel Roeder**, product integrity apparel & innovation, Nike
- **Elle Heavin**, Elle Heavin couture
- **Jena Nesbitt**, product strategy director, PCF
- **Joshua Buck**, patternmaker, Nike
- **Karen Spencer**, entrepreneur educator, Searchfunder
- **Kel Jackson**, designer, Royal College of London.
- **Kimmy Schenter**, global color manager, Nike.
- **Lisa Silveira**, knitwear designer, Wandering Muse
- **Liza Rietz**, designer and owner, TheOnes.
- **Lynn Weglarz**, president, Oregon chapter American Sewing Guild
- **Mary Iris Gray**, product developer, Seamus Golf
- **Nancy Simon**, Apparel Developer, Get Sushi, LLC
- **Phillip Padilla**, senior designer, Nike
- **Suzi Gurney**, buyer, Mercantile
- **Tricia Langman**, textile designer & owner, Spooigi

OUR LOCATION

Portland Fashion Institute offers students a prime spot in the heart of the Hollywood District of Portland, Oregon. Apartments and extended stay hotels are within easy walking distance of PFI, along with grocery stores, restaurants, library, health services and entertainment.

Portland is widely known as a center for creativity and the makers movement. According a recent study from Portland State University, more independent designers live and work here per capita than any other city in the United States.

Whether you are looking to start your own apparel business or line of clothing or work at a large apparel company, PFI will prepare you for a wide range of opportunities as a fashion designer. While lecture and computer classes are online, more than two-thirds of the classes are hands-on and in person. Be sure to go through orientation at www.pfi.edu/certificate-programs or visit the class webpage to see what you need and practice for online classes.

Students taking courses at PFI will experience a vibrant community of artists and designers in the school and in the city whether in person or online. With stimulating faculty and equipment and the creative environment of the Portland area, students can grow and bring their visions to life. Come grow your creativity in the spirit of Portland, the City of Roses.

Primary Site of Instruction

2111 NE 43rd Avenue
Portland, OR 97213

Library

PFI Library has a well-curated collection of books, periodicals and media for every aspect of fashion design and the apparel business. A current student id and login is all that is needed to use the library materials on site at PFI.

Equipment

With their equipment fee, qualified students have access to patternmaking equipment, industrial sewing machines, computer hardware and programs, and knitting machines during business hours.

Student Services

New students are advised on a program of study upon registration. All students also are advised on re-registration for future terms, class changes, progress evaluation and planning for internships and graduation. Students discuss their academic progress with the registrar at least once every term. These and other regular meetings with advisors evaluate progress and help students to stay on track toward a certificate. Career services helps place students upon graduation.

Academic Support & Classroom Services

PFI supports students with special academic needs in every way possible. In addition to requesting special services, students may request general academic support for anything they wish help with, such as communication with instructors, working on grade improvement, time management or study skills.

ADMISSIONS

When to Apply

- PFI has rolling admissions; you may apply year-round.
- You should apply as early as possible to ensure enrollment in your first choice of classes.
- You may apply up to two years before you plan to enroll at PFI.
- Registration fee is non-refundable, and registration can not be deferred.
- Applications are accepted through the second week of the Fall, Winter and Spring terms and the first week of the Summer term.

Access Statement

Students with disabilities are invited to apply for admission to any program. PFI strongly recommends that students who are requesting accommodations for equal access to educational programs notify PFI prior to the term to ensure their needs are met in a timely manner. To be eligible for accommodations, recent documentation from a medical doctor or learning specialist is required. Consult with PFI for additional information. PFI asks all students to respect the health and safety of fellow students. By Oregon law, no emotional support animals or pets are allowed in the school; only licensed and controlled service animals.

How to Apply

If you are a U.S. citizen or permanent resident (Green Card holder), please follow the application instructions below. If you have any questions, please contact PFI at (503) 927-5457, or e-mail PFI at info@pfi.edu. Step-by-step instructions for submitting your application are listed on the form. There are four ways to apply:

- **Online/by phone:** Visit the PFI website at www.pfi.edu to apply and submit your registration fee online or call (503) 927-5457 and set a telephone or virtual appointment.
- **By mail:** Send your application and registration fee to: Portland Fashion Institute, PO Box 18147, Portland OR, 97218
- **In person:** Visit PFI: 2111 NE 43rd, Portland OR 97232, Mon–Sat, 10 am–5pm. Call (503) 927-5457 to make an appointment.

Confirmation

Students are notified of the results of the admission process by confirmation e-mail within 5 business days. Those denied will be told what is missing from the application and can reapply the following term.

Students can complete any one of the certificates within 2-3.5 years.

Admissions Requirements*

- Proof of high school completion and at least 18 years of age. Accepted documents include:
 - Official transcripts sent by your high school OR last college/university, OR a GED or recognized equivalency OR a signed Home School Program Certification form and transcripts.
 - Proof that you will be 18 years of age prior to starting classes, e.g., a clear photocopy of your Driver's License.
 - A signed and verifiable letter of recommendation from someone unrelated to you (e.g., teacher, counselor, or employer) who can speak to your knowledge and interest in fashion and ability to follow through on tasks and skills that would prove useful to a career in design.
 - A grade point average of 2.0 or higher.
 - Ability to speak English and to use a computer.
 - Admissions Essay (800 words; 200 per question). Write an essay containing answers to the following questions:
 - What are your expectations, goals, hobbies, and special interests?
 - What are your reasons for choosing PFI?
 - What appeals to you about the certificate you are considering?
 - What are your goals and aspirations upon graduation from PFI?
 - An interview and tour of PFI.
 - Completed application form from the www.pfi.edu website.
 - \$50 application fee. We accept: Check or money order made payable to "Portland Fashion Institute" of Visa, Mastercard, and Discover credit cards. The registration fee is non-refundable and non-transferrable.
- * Please note that PFI may reject any applicant who does not meet these requirements for entry.

Some courses are given in-person while some are online. Go to www.pfi.edu/certificate-programs to complete your online assessment and orientation and see if you are ready for online classes.

REGISTRATION

How to Register for Classes

For certificate requirements and more course information, contact us at (503) 927-5457. You may also visit us online at www.pfi.edu

New students may register online or by phone. New students can register for classes online or by phone.

Students wishing to enroll in a certificate program can start the application process online through one of the certificate links on www.pfi.edu. Potential enrollees then schedule a registration appointment online by contacting info@pfi.edu or by phone by calling (503) 927-5457.

Once enrolled, all continuing enrollees look up class schedules for their cohort, view course descriptions and register then set up their payment plan through Populi, PFI's online learning management system.

Registration Fees

New students pay a one-time \$50 nonrefundable application fee in order to register for classes for the first time.

Students are encouraged to register as early as possible to guarantee placement in desired courses.

Students may register until the second week of the Fall, Winter and Spring terms and the first week of the Summer term if they wish to attend that term.

Transfer Information

Portland Fashion Institute invites all applicants interested in receiving transfer credit from previous post-secondary institutions to submit their official transcripts for review. See page 45 for details.

How to Transfer

Transferring into PFI involves two steps:

- Completing an application to Portland Fashion Institute.
- Having a college/university submit an official transcript(s) by mail in a sealed envelope to: Portland Fashion Institute, PO Box 18147, Portland OR 97218. Prospective students also can have a college/university send an official electronic transcript to info@pfi.edu.

How to Pay Tuition

- *Option #1.* To pay by credit card when applying for admission, log onto www.pfi.edu, clicking the red button under Certificate Programs 24/7 or by calling (503) 927-5457 during normal business hours.

- *Option #2.* Those enrolled in certificate programs have access to monthly payment plans in Populi, PFI's online learning management system.

- *Option #3.* Qualified students can finance through IRCO, Workforce, AmeriCorps, VA and VocRehab. PFI accepts third party billing from employers. For details, visit www.pfi.edu/financing

Scholarship Program

Annual Teen Fashion Scholarship Contest. Each year, PFI offers a scholarship contest to talented high school juniors and seniors. The winner gets a scholarship covering the cost of a certificate program at PFI. For details, visit www.pfi.edu/scholarship

Changes in Tuition and Fees

Tuition and fee charges are subject to change at any time. Students are advised that the information contained in this catalog is subject to change without notice. Information in this catalog does not constitute a contract between PFI and a student or applicant for admission.

Noncertificate Students, Continuing Education

PFI offers individual classes for personal enrichment. Individuals attending for personal enrichment do not receive career services. Only attendance is tracked. Student work is not evaluated for grade;.

Students not planning to complete a certificate can enroll in classes for credit as continuing education and pay the same class and registration fees as certificate students. This includes students wanting a grade, attendance tracking plus a letter of completion for an employer. Refunds for continuing education programs follow the same policies stated on pages 50-51. For more, visit www.pfi.edu/continuing-education

Supplies/Books

Many classes require additional supplies. Each webpage and Populi class page lists needed supplies. Students can purchase these items at Portland Fashion Supply Store. A \$500 supply kit and a \$500 equipment fee are available. Unopened supplies can be returned with a receipt per refund policy. Text books are available readily through online and local book stores and on loan through PFI's Library and e-Library.

TUITION

Tuition Fees

\$22 per clock hour

How Tuition is Billed

- Tuition is charged on a per-class basis.
- Tuition is paid quarterly for enrollment in that term's classes.
- Tuition is due upon receipt of confirmed class schedule.
- Payment plans plus financing options for veterans and workforce training are available. Visit www.pfi.edu/financing

Cost for certificates

- Apparel Designer: 942 clock hours/62.2 credit hours=\$20,724
- Technical Developer: 888 clock hours/58.6 credit hours=\$19,536
- Apparel Entrepreneur: 873 clock hours/59.8 credit hours=\$19,206

Additional Fees (non-refundable)

- Registration fee (one time for new students) \$50
- One time fee of \$45 for payment plans of less than 90 clock hours.
- \$35 fee for overdue class payments. Added to next payment.
- \$50 Application to Graduate.

Extra Costs (approximate, depends on certificate program, student choices and where purchased):

- Books: \$650 (available from online or area bookstores or to borrow from PFI Resource Center).
- Supplies: \$500 (for sewing, fashion illustration, patternmaking, draping). PFI has an optional \$500 supply kit for purchase.
- Equipment: \$3000 (for purchase of a computer and sewing machine. Student subscription to Adobe software would cost an additional \$20/month). PFI has an optional equipment fee for \$500 for unlimited use of its equipment.

Registration presents you with a confirmed class audit. Your period of financial obligation is one term (one quarter or 12 weeks). You choose classes based on program guides and consultation with PFI. Each term's schedule shows tuition and lists all payments.

You can cancel enrollment orally or by giving written notice to PFI. You are not required to notify PFI of cancellation or withdrawal in writing. You are not required to notify PFI of cancellation or withdrawal in person.

Transfer Policies

- Only an official transcript may be used to apply transfer credit to the student's record at Portland Fashion Institute.
- Transfer evaluations are based on the current transfer policies during the student's date of admission and will be binding for the student's entire matriculation at Portland Fashion Institute. Subsequent evaluations are not permitted unless the student changes his or her certificate program (i.e. from an Apparel Designer certificate to a Technical Developer certificate).
- Coursework from accredited post-secondary institutions will be considered for transfer if it carries the equivalent credit, prerequisites, content and level of instruction. Remedial or pre-college courses are not eligible for transfer except as stated in certain articulation agreements.
- Coursework presented for transfer must be successfully completed with a letter grade of "C" or above or a grade of "pass" in a pass/fail course.
- PFI will accept a maximum of 54 clock hours or 3 credit hours.
- Students should within five business days after acceptance to PFI make an appointment with a PFI subject matter expert and supply transcripts, grades and final projects from prior coursework. The subject matter expert will review projects and give the student a qualifications test. With a score of 95 percent or more, a student can "test out" of the given course. Each qualifications test costs \$45 per exam.
- Units completed at another institution after the student has started a certificate program at Portland Fashion Institute will not be considered for transfer.

Portland Fashion Institute prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by PFI.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. PFI policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

Students aggrieved by action of PFI should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Career Schools, 3255 25th Street SE, Salem, OR 97302. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

ACADEMIC CALENDAR

Dates subject to change. Please refer to PFI's website for the most up-to-date information:
www.pfi.edu

FALL 2022

Orientation for continuing & newly enrolled students	Online at PFI-TV anytime. Group session Tuesday, August 16, 2022
Registration and advising for Fall quarter	Tuesday, July 5 - Monday, August 22, 2022
Verification of enrollment begins.	Tuesday, August 23, 2022
Classes begin Monday, September 12.	Note: PFI observes Thanksgiving weekend Thursday, November 24, through Sunday, November 27, 2022. The Fall term schedule for the 2022-2023 academic year has been adjusted to accommodate this decision.
Last day to add/drop a class.	Monday, September 19, 2022, 10 am
Last day for enrollees to drop a 6-week course and receive any refund.	Friday, September 29, 2022 at 5 pm.
Last day to withdraw from a course to get a W grade entered on transcript.	Monday, October 17, 2021, at 5 pm After this date, a WF is entered on transcript.
Last day for enrollees to drop a 12-week course and receive 100% refund.	Friday, October 20, 2022 at 10 am. After this date, refunds are prorated.

Thanksgiving Holiday observed: No classes	Thursday–Sunday November 24-27, 2022
Finals “week”.	Monday–Saturday, December 5-10, 2022
End of Fall term.	Saturday, December 10, 2022
Final grades due to Registrar’s Office.	Monday, December 12, 2022, at 5 pm.
Grades available on Populi website.	Monday, December 12, 2022, at 5 pm.

WINTER 2023

Orientation takes place for newly enrolled students	Online at PFI-TV anytime. Group session Thursday, December 8, 2022
Registration and advising for Winter quarter	Monday, November 7, 2022 - Monday, December 5, 2022
Verification of enrollment begins.	Monday, December 5, 2022
Classes begin Monday, January 9, 2023	Note: PFI will be in session Martin Luther King Jr Day and Presidents Day.
Last day to add a class.	Monday, January 16, 2023, 10 am.
Last day for enrollees to drop a 6-week course and receive 100% refund.	Friday, January 27, 2023 at 10 am. After this date, refunds are prorated.

ACADEMIC CALENDAR

Dates subject to change. Please refer to PFI's website for the most up-to-date information:
www.pfi.edu

Last day to withdraw from a course to get a W grade entered on transcript.	Monday, February 13, 2022, at 5 pm. After this date, a WF is entered on transcript.
Last day to drop a 12-week course and receive any refund.	Friday, February 17, 2023, 10 am.
Finals "week".	Monday–Saturday, March 27-31, 2023
Final grades due to Registrar's Office.	Monday, April 3, 2023, at 5 pm.
Grades available on Populi website.	Monday, April 3, 2023, at 5 pm.

Last day to add a class.	Monday, April 17, 2023, 10 am.
Last day for enrollees to drop a 6-week course and receive 100% refund.	Friday, April 28, 2023 at 10 am. After this date, refunds are prorated.
Last day for enrollee to drop a 12-week course and receive any refund.	Friday, May 19, 2023, 10 am.
Last day to withdraw from a course to get a W grade entered on transcript.	Monday, May 15, 2023, 5 pm. After this date, a WF is entered on transcript.
Memorial Day Holiday observed: No classes	Saturday, May 27-Monday, May 29, 2023
Finals "week".	Monday–Saturday, June 26-July 1, 2023
Final grades due to Registrar's Office.	Monday, July 3, 2023
Grades available on Populi website.	Monday, July 3, 2023

SPRING 2023

Orientation takes place for newly enrolled students	Online at PFI-TV anytime. Group session Monday, March 27, 2023
Registration and advising for Spring quarter	Monday, February 6, 2023 - Monday, March 20, 2023
Verification of enrollment begins.	Monday, March 20, 2023
Classes begin Monday, April 10, 2023	Note: PFI observes Memorial Day weekend Saturday, May 27, through Monday, May 29, 2023. The Spring term schedule for the 2022–2023 academic year has been adjusted to accommodate this decision.

SUMMER 2023

Registration and advising begins for Summer Intensives.	Monday, May 8, 2023, at 10 am
Verification of enrollment.	Monday–Friday, June 19-23, 2023
Orientation for newly enrolled students	Online at PFI-TV anytime. Group session Wednesday, June 21, 2023
Classes begin Monday, July 19.	Monday, July 10, 2023, 10 am.
Last day to add a class.	Monday, July 17, 2023, 10 am
Last day to drop a 18-hour course and receive any refund.	Wednesday, July 19, 2023, 10 am
Last day to drop a 36-hour course and receive any refund.	Wednesday, July 26, 2023, 10 am

Last day to withdraw from a course to get a W grade entered on transcript.	Monday, July 31, 2023, 5 pm. After this date, a WF is entered on transcript.
Finals "week".	Monday-Friday, August 14-18, 2023
End of Summer term.	Saturday, August 18, 2023
Final grades due to Registrar's Office.	Monday, August 21, 2023
Grades available on Populi website.	Monday, August 21, 2023

ACADEMIC POLICIES

Refunds. Refunds are calculated for each enrollee who cancels, withdraws or is withdrawn from training. Refund calculations are based on start date, last date of attendance (LDA, date of determination (DOD), charges to the enrollee, total amount paid, weeks earned and resulting percentage of program completed. The \$50 application fee is nonrefundable.

If you never attend class (no-show) or cancel this agreement prior to the class start date, all refunds are made within 40 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

If you do start classes, the refund due is calculated using the last date of attendance (LDA) and be paid within 40 calendar days from the documented date of determination (DOD). The date of determination is the date you gave written or verbal notice of withdrawal to PFI or the date PFI terminated you per PFI's attendance, conduct, or Satisfactory Academic Progress policy.

If you provide advanced notice of withdrawal such that the 40-day window for refund processing ends before the last date of attendance, the refund is paid within 40 calendar days from the last date of attendance.

Cancellations.

- If you are rejected for enrollment by PFI, you will get a full refund of all money paid, less your non-refundable application fee of \$50.
- If PFI cancels a program subsequent to your enrollment, PFI will refund all money paid by you.
- If you are accepted by PFI but cancel prior to the start of scheduled classes or never attend class (no-show), you will get a full refund of all money paid, less your non-refundable application fee of \$50.

If cancellation occurs after classes start, refund amounts are based on your last date of attendance (LDA). When determining the number of weeks completed by you, PFI considers a partial week the same as if a whole week were completed, as long as you were present at least one day during the scheduled week. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.

If cancellation or termination occurs after first week of classes and before 50 percent of the class is completed, refund will be prorated based on last date of attendance plus ten percent of the unearned tuition charges up to a maximum of \$1,000, minus your application fee of \$50.

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.

After you complete fifty percent (50%) of the period of financial obligation, PFI keeps the full tuition for that period.

For comparison:

Cancellation and Refund Policy from
Oregon's Higher Education Coordinating Commission
(OAR 715-045-0036)

- An enrollee may cancel enrollment orally or by giving written notice to PFI.
- If program cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.
- If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less.
- If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the enrollee shall be charged according to the published class schedule. The enrollee shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the enrollee.
- If withdrawal or termination occurs after completion of 50 percent or more of the program, the enrollee shall be obligated for the tuition charged

for the entire program and shall not be entitled to any refund.

– Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the enrollee by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges.

Withdrawal Grades

The enrollee who withdraws from a course or from the program during the first six weeks of the quarter will be assigned a “W” code for each course. The “W” code is not used in computation of the enrollee’s grade point average; however, “W” credits are counted toward total credits attempted. The enrollee who withdraws from a course or from the program after the sixth week of the quarter will be assigned a “WF” code for each course. The “WF” code is the equivalent of a grade of “F” and is used in computing the enrollee’s grade point average.

Attendance Policy. Attendance is 10 percent of your grade.

– If enrollee knows they will miss a class, they should contact PFI the night before (by 10 p.m. and by text) as a professional courtesy to report the absence.

– Attendance is taken at the start and end of each class period. If arriving late, to make sure to be counted present. Those arriving late or leaving early 1-14 minutes, will be marked tardy. Those arriving late or leaving early 15 minutes or more, will be counted absent for that part of the period. Three tardies in a row deducts 10 percent of a grade.

– Enrollees who are absent from all scheduled classes over a 14-day period (2 weeks) are subject to automatic attendance suspension from PFI, not just from the course. This means the enrollee is administratively withdrawn from all courses and cannot attend classes or continue in the current quarter unless they successfully appeal for reinstatement.

– PFI offers weekly open sewing and private lessons to make up missed work. These sessions are comparable to what you have learned in class but they do not remove the absence.

– The minimum acceptable attendance rate per quarter is 80 percent.

– No enrollee can miss three or more classes and expect to pass the given class.

– Enrollees who anticipate violating the attendance policy should contact PFI immediately to discuss options.

– Enrollees can check their attendance record on their Populi portal. Enrollees missing two classes of a course will be notified by the Director in writing.

Incomplete/Leave of Absence

An enrollee who, due to medical or other exceptional causes, cannot complete the required class work must document his/her situation and sign and date a written request for an incomplete grade or leave of absence (LOA).

Incompletes: The instructor and PFI must approve the “I” grade and assign a time line for the work to be completed. Incompletes must be requested and approved no later than the end of the quarter for which the incomplete is requested. To remove an incomplete, an enrollee must complete the required course work before the next quarter commences. If an enrollee does not comply within the time line or does not complete the work, an “F” grade, or the grade calculated by the instructor will replace the incomplete.

LOA: LOA is limited to 180 calendar days in any 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. LOA longer than that requires reapplication and reinstatement.

To initiate a request for an Incomplete or LOA, the enrollee must fill out the appropriate form and submit it to the registrar. The registrar will obtain the required signatures and submit the completed form with final grades.

Satisfactory Academic Progress (SAP)

New enrollees are on probation for the first six months. PFI consults quarterly with each enrollee to check progress. This includes meetings with enrollees not maintaining a 2.0 or “C” grade point average or the proper percentage of clock hours that allows the enrollee to complete the program within the maximum time frame of 3.5 years or missing classes. With enrollees not meeting SAP, PFI :

– Creates a performance improvement plan (PIP) so the enrollee can meet SAP by end of the following term.

– Revisits the PIP, sets a formal warning and places on academic probation those not meeting 2.0 or proper percentage of hours at the end of the following term.

– Terminates those under academic probation and still not meeting 2.0 or proper percentage of hours during the subsequent term despite the PIP.

Enrollees can check their grades on their Populi portal. They can appeal an instructor’s grades and SAP standing in writing to PFI within two weeks of the end of the term. PFI responds within one week of receiving the appeal. The appeal must include substantiating documentation including a definitive statement from a enrollee as to why they failed to meet SAP standards and what has changed in the enrollee’s situation that will allow her/him, to meet SAP standards at the end of the next SAP evaluation

PFI offers weekly open sewing and private lessons so enrollees can consult, turn in missing work and bring up grades. Enrollees sign up through www.pfi.edu

Assignments

– Class assignments are due per each class schedule. Late work must be turned in by one week after deadline and will result in a one letter grade deduction. Contact the instructor before class end to make arrangements.

– It is the enrollee’s responsibility to keep track of assignments and turn them in on time should the enrollees miss the class or arrive late.

Reinstatement

An enrollee needs to reapply after not enrolling at PFI for four consecutive terms and can reapply the next term if denied for a current term. Those denied should contact PFI to correct missing materials and to reapply.

Enrollee Conduct

PFI aspires to stimulate a lasting attitude of civility, social responsibility and openness in our enrollees as well as an appreciation for our values of accountability, diversity, respect and truth. All people must treat others with dignity and respect in order for scholarship to thrive. Violations of these basic rights can subject a student to appropriate disciplinary or judicial action including removal of the student from PFI.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages per Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties. For more information, visit the U.S. Copyright Office website at www.copyright.gov.

A violation on PFI's Internet can result in termination of network access and/or other disciplinary action including removal of the student from PFI.

Substance Abuse and Weapons Policy

PFI maintains a drug-free workplace. As such, the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or controlled by PFI or as part of any PFI activity. Anyone attending class under the influence is subject to discipline including dismissal. Those who suspect they may have a drug or alcohol problem are encouraged to talk to PFI for referral to its network of counselors. PFI prohibits any person from possessing or giving the

appearance of possessing any firearm, weapon or destructive device as defined by law.

Grades

This grade scale is standard for all classes. Evaluation rubric is determined by subject matter for each class and is displayed with the syllabus for the class.

Enrollee Records

Family Educational Rights and Privacy Act of 1974, as amended, (20 U.S.C. 1232g) provides that PFI enrollees have the right to inspect and review the student's education

Grade Scale

Letter	Number	Rating	GPA
A	95-100	Excellent	4.0
A-	90-94		
B+	87-89		
B	83-86	Good	3.0
B-	80-82		
C+	77-79	Satisfactory	
C	73-76	Fair	2.0
D+	67-69		
D	62-66	Marginal	1.0
F	<62	Failure	

records within 45 days of the day PFI receives a request for access; the right to

request the amendment of the enrollee's education record that the enrollee believes are inaccurate or misleading; the right to consent to disclosures of the personally identifiable information contained in the enrollee's educational record, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by PFI to comply with the requirements of FERPA.

PFI enrollees also can lodge complaints in writing to ACCET complaints@accet.org, 1722 N Street NW, Washington, DC 20036, (202)955-1113

Refer to PFI's Student Conduct Policy for the process that could be used for conduct-related probation, suspension, or termination.

Graduation Requirements

PFI enrollees can seek a certificate as an Apparel Designer, Technical Developer or Apparel Entrepreneur. The first term the enrollee is enrolled in a PFI certificate program will be the starting date and will determine the catalog year for certificate requirements. A change in certificate or reinstatement after an absence changes the catalog and thus the certificate requirements.

To graduate with a certificate, enrollees need to complete required courses with a minimum of 2.0 cumulative grade-point average and a graduation application. Enrollees complete a mandatory exit Interview with the Registrar, an Application to Graduate Form and a senior video.

Transcripts

Per FERPA rules, only enrollees can request transcripts by contacting the Registrar and completing a Transcript Request form. Basic cost per transcript is \$7.

Enrollee Services

Career Services provides career planning and employment services and resources for senior and recent graduates. More than 50 area employers contact Portland Fashion Institute each year to find suitable employees.

Portfolio classes include lessons on writing cover letters and résumés, interviewing techniques plus job search strategies. Internships further job placement opportunities. Career counselors are available to discuss career exploration and job search strategies. Job announcements are posted online. PFI does not guarantee employment.



PFI students have gone on to work for apparel companies, start stores and create apparel that is sold around the world.

It's time to turn your dreams into reality.

Visit us at www.pfi.edu