

# COURSE CATALOG

SEPTEMBER 2024 – AUGUST 2025



PORTLAND  
FASHION  
INSTITUTE

4301 NE TILLAMOOK, PORTLAND, OR 97213

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*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](http://www.pfi.edu) and from the Registrar's Office.*



Licensed by Oregon's Higher Education Coordinating Commission



Accredited by Accrediting Council for Continuing Education & Training

## WELCOME

Thank you for considering Portland Fashion Institute (PFI) to launch and enhance your career. From day one, you'll find yourself in a professional atmosphere geared for job placement. An education here offers a chance to transform your talent and acquire skills sought by the apparel marketplace.

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

PFI has been helping students transform their lives for over a decade — first as Portland Sewing, then licensed as PFI. The ACCET accreditation validates that PFI operates at a high level of excellence and the school's teaching and programs meet rigorous educational standards.

More than 8,000 persons have studied at the school since it opened its doors in 2010 and I look forward to counting you among them.

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. 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.

Sincerely,

*Sharon Blair*

Sharon Blair BA, MA, PAA  
Director



## PHILOSOPHY

Portland Fashion Institute (PFI) was founded in 2002 as Portland Sewing with a beginning sewing class for just four students. Since then, PFI has grown to offer beginner, intermediate and advanced sewing classes as well as three programs in apparel.

Our graduates have gone on to do beautiful things. They hold executive positions at apparel manufacturers, compete (and win) at the highest level, and run their own thriving businesses. They fuel the fashion industry in Portland and around the world.

PFI courses can help you become industry proficient in clothing design, patternmaking, construction, manufacturing and production. All of our teachers work in apparel and are well-versed in current techniques. We are apparel people teaching apparel people. We welcome you to join us!

## LICENSE & ACCREDITATION

Today, PFI is a private, nonprofit nationally accredited career institute of higher learning.

PFI is licensed by the Oregon Higher Education Coordinating Commission, 3255 25th Street SE, Salem, OR 97302 and is accredited by the Accrediting Council for Continuing Education & Training, 1722 N St NW, Washington DC, 20036.



Previous experience with sewing and design are not required for admission. PFI maintains an inclusive admissions policy for its programs. 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. See page 34 for complete admission requirements.

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## MISSION STATEMENT

Portland Fashion Institute is a nonprofit fashion design school with a mission to introduce creative people to the apparel skills they need to get a good job in the industry or to expand personal skills. We believe in an affordable education while promoting a diverse, progressive, sustainable and ethical industry.

### OUR GOALS

Changing people's lives.  
Making fashion dreams come true.  
Real skills, real jobs, real world knowledge.

To demonstrate thought leadership in the apparel industry and teach forward-thinking skills and techniques to fashion creatives.

To prepare fashion and apparel students to excel in the apparel industry locally in the Pacific Northwest and globally.

To create an affordable / low-cost higher education.  
#schoolwithoutdebt



## WHAT WE OFFER

### PROGRAMS

All three of our programs were designed by an advisory board of subject matter experts from four major Portland apparel companies. Apparel companies are looking for the skills we teach and a program from PFI will open opportunities for you. Look within this catalog for a complete overview of each program.

- Apparel Designer page 13
- Apparel Technical Developer page 21
- Apparel Entrepreneur page 27

### A LA CARTE CLASSES

*"Can I take just one class just for fun?" Yes!*

If you decide you want to enter a program after taking a 'just for fun' class, hang on to your projects and talk to the Registrar. They'll walk you through the process to convert your noncredit class to credit.

### CONTINUING EDUCATION

Typically, Continuing Education (CE) is chosen when an employer is covering the cost of your education. Students also can choose CE if you simply wish to get credit for classes, If you wish, you can apply that credit to a PFI program in the future. CE students pay the same tuition and fees as students enrolled in a program. Visit



## PORTLAND FASHION SUPPLY



### MATERIALS & SUPPLIES

Everything you need to take a class is right here on campus. Portland Fashion Supply sells quality fabrics and special items for apparel you can only find here. Open to both students and the public, you're welcome to stop by and share your current project ideas!

[www.portlandfashionsupply.com](http://www.portlandfashionsupply.com)



There's more than just our on-campus classes! Our **Sewing Wisdom blog** has lots of great advice, features and articles. Also, be sure to subscribe to our YouTube channel, **PFI-tv**, to take a virtual tour of our campus and follow along with tutorials. You'll find our community on these platforms too:

 @portlandfashioninstitute

 @portlandfashion

 PFI-tv

 Portland-Fashion-Institute

## EVENTS, FACILITIES, LIBRARIES, RESOURCES

### INDUSTRY PROFESSIONALS:

All of PFI's instructors are professionals who work in apparel. See page 10 for a complete list.

### ANNUAL FASHION EVENTS:

Graduates show collections at annual industry events that attract buyers, press and managers from top area apparel companies. Participants walk through all steps of apparel production and marketing, including fashion styling and photo shoots. PFI hosts career and portfolio shows.

### REAL WORLD PROJECTS:

PFI collaborates with industry, companies and community leaders on projects, competitions and exhibits.

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

### LIBRARY AND E-LIBRARY:

PFI maintains a well-curated collection of reference books for every aspect of fashion design and the apparel industry on loan through the Admissions office. All students have access to the

Multnomah County Library with the Hollywood Branch just four blocks away and easy access to electronic and interlibrary materials.

**TOP NOTCH FACILITIES:** Students use commercial-grade, industry standard equipment in our newly renovated, 7682 sq. ft. building in the heart of Portland's Hollywood district. Classrooms include sewing and pattern rooms, a computer lab, textile design and photo studios, machine knitting room and lecture halls. Plus, PFI offers online business and design classes. ADA accommodations range from accessibility onsite to online closed captioning and transcription.

**EQUIPMENT ACCESS:** With an activity fee, enrollees have access during studio hours to patternmaking equipment, industrial sewing machines, knitting machines plus computer hardware and programs for product development, pattern drafting, and computer patternmaking in both 2D and 3D.

**STUDENT SERVICES:** Students enrolled in a program are advised on a program of study upon enrollment. Advisement

continues through future terms, class changes, progress evaluation, and planning for internships and graduation. Enrollees discuss their academic progress with the registrar at least once every term. These and other regular meetings with advisors evaluate progress and help enrollees stay on track towards completion. Career services helps place enrollees 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.

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



## AN AFFORDABLE EDUCATION

PFI is a private, nonprofit nationally accredited career institute of higher learning. PFI strives to remain affordable for all. We believe in #schoolwithoutdebt and keep the cost of completing a program as low as we can.

See page 36 for a breakout of tuition costs and payment options.

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## HOW OUR CLASSES ARE STRUCTURED

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. Once enrolled in an online class, be sure to visit its class page in PFI’s learning management system, Populi, to see what you need and practice.

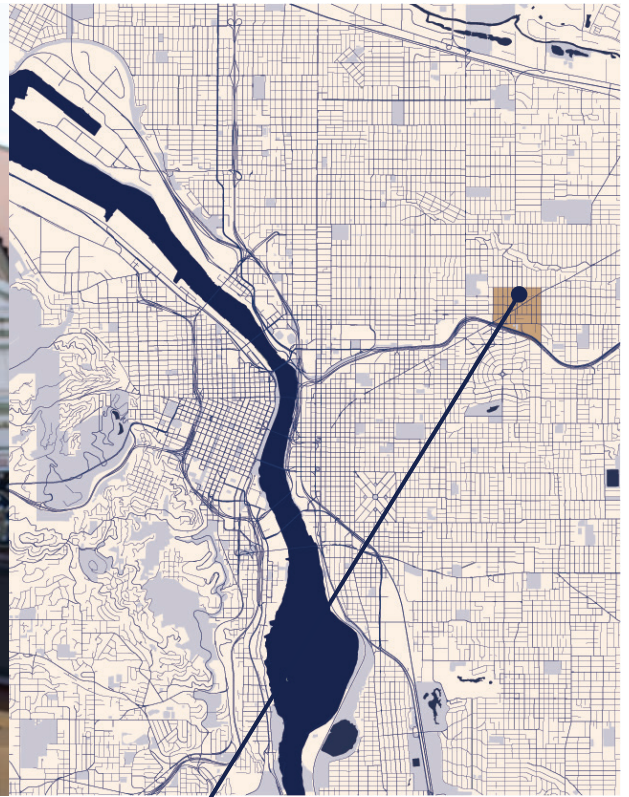
A typical Apparel Designer or Apparel Technical Developer class is one-third lecture and two-thirds hands-on laboratory. A typical Apparel Entrepreneur class is one-third writing laboratory and two-thirds lecture.

PFI measures class time in quarter credit hours (QCH) It uses Carnegie Credit-to-Clock Hour Conversions to show credit hours in clock hours (Carnegie calculations may result in fractions of credit hours). The conversion for quarter terms follows:

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

A breakdown of lecture and lab hours with a comparison of credit and clock hours is given in each program overview section on pages 15, 23 and 29.





## OUR LOCATION

PFI 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, along with grocery stores, restaurants, library, health services and entertainment.

Portland is widely known as a center for creativity and the makers movement. According to 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, line of clothing or work at a large apparel company, PFI will prepare you for a wide range of opportunities as a fashion designer. Students taking courses at PFI will experience a vibrant community of artists and designers in the school and in the broader community. With stimulating faculty, professional grade equipment and the creative environment of the Portland area, students will experience the freedom to bring their visions to life. Arrive and transform your future in the spirit of Portland, the City of Roses.

### ● Primary Site of Instruction

4301 NE Tillamook, Portland, OR 97213

Home to both **Portland Fashion Institute** and **Portland Fashion Supply**, campus is located in a mixed commercial and residential area primarily used as a shopping district by the adjacent neighborhoods of Alameda, Grant Park and Laurelhurst.

P O R T L A N D  
F A S H I O N  
I N S T I T U T E

PORTLAND  
FASHION  
SUPPLY

## WHO WE ARE

### PORTLAND FASHION INSTITUTE

**Sharon Blair**; PFI director; MA, BA, Ball State University; couture design certificate, Paris American Academy

**Candice Freedman**, PFI registrar; MBA, Charter College; BA, Xavier University

### BOARD OF DIRECTORS

**Patricia Simpson**, board chair; Nike; BS, Thomas Jefferson University

**Jena Nesbitt**, board vice-chair; PCF; BFA, Art Institute of Portland

**Adrienne Hranko**, Columbia Sportswear; BA, Art Institute of Portland;  
BS, University of Colorado

**Don Tuski**; College of Creative Studies; PhD, MS, Michigan State University

**Elizabeth Bishop**; Pendleton; BS, Cornell University

**Kendra Kline**; Nike; BA, Kent State University

### CONTRACT INSTRUCTORS

All of our instructors work in the apparel industry and teach at PFI as contractors.

Visit [www.pfi.edu/our-instructors](http://www.pfi.edu/our-instructors) for biographies and details on classes taught.

**Ajay Chadha**, Materials Development; MA, North Carolina State College of Textiles; MBA, Symbiosis International University; BS, Guru Jambheshwar University

**Adrianna Aguirre**, Apparel Construction, Intermediate Sewing; BFA, Academy of Art University

**Anne Stone**, Patternmaking; BA, Lewis & Clark College

**Austin Lingelbach**, Overseas Production; MBA, Portland State University; BS University of Oregon

**Dana Ditto**, Inside Fashion, Portfolio; BS, Colorado State University

**Daniel Roeder**, Product Development; MS, Diplom Wirtschafts-Ingenieur; MS, Diplom Ingenieur Bekleidungstechnik

**Elissa Liotta**, Browzwear; AAS, Fashion Institute of Design and Merchandising

**Jena Nesbitt**, Visual Merchandising, Fashion Buying, E-Commerce, Concept & Development, Graphic Design, Computer Print Design, AI & Fashion Design; BS, Illinois Institute of Art

**Joshua Buck**, Advanced Patternmaking, Digital Patternmaking; BFA, Art Institute of Portland

**Kel Jackson**, Fashion Illustration; PhD, Royal College of London; BA, MA, Art Institute of Portland

**Kimmy Schenter**, Color Theory; MA, University of California Davis; BA, Fashion Merchandising

**Lisa Silveira**, Advanced Sewing; BFA, Art Institute of Portland


**Liza Rietz**, Innovative Design; BS, Lewis & Clark College

**Mary Iris Gray**, Industrial Machine Sewing, Leatherworking; BA, North Carolina State University

**Stephanie Mendes**, Couture Sewing; BA University of Rhode Island; BA, Franklin University

**Suzi Gurney**, Intermediate Sewing; BA, Western Business College

**Tricia Langman**, Textiles, Textile Design, Sustainable Design; BFA, University of Brighton

A fashion studio scene featuring a model in the center wearing a light blue blazer over a white collared shirt and a black skirt. To her left, a woman with long, wavy blonde hair, wearing a maroon top and blue jeans, is looking at the model. To her right, a woman with long black dreadlocks, wearing a light blue long-sleeved shirt and black pants, is adjusting the model's hair. The background is a plain, light-colored wall.

At PFI, you'll find a passionate group of apparel people supporting you.

**We want you to be free.**

Free to be your best selves.  
Free from student debt.  
Free to live your fashion dreams.

We want you to experience the freedom that comes with success. The freedom to transform as you forge your path.

That comes from learning from the best in the business. The industry professionals who teach at PFI pass down the hard-won skills and secrets that it takes to succeed in fashion. You will learn technical skills, create portfolio-worthy projects, gain confidence and have a good time doing it. You will build a solid foundation, hands-on, that you can take in any direction you choose.





**APPAREL DESIGNER  
PROGRAM**



## 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.

VP of Design  
 Creative Director  
 Senior Designer, Design Director  
 Designer  
 Associate Designer  
 Assistant Designer: women's / mens  
 Design Assistant:  
 lab, sourcing, materials, visual

**LARGE COMPANY**

VP of Design  
 Senior Designer  
 Designer  
 Assistant Designer  
 Design Assistant

**SMALL COMPANY**

Costume Shop Director  
 Costume Designer  
 First Hand  
 Assistant Designer  
 Production Assistant

**COSTUME DESIGN**

## TYPICAL CAREER PATH FOR APPAREL DESIGNERS

With the skills you learn in this program, you can start as an assistant and work your way to the top.

## PROGRAM REQUIREMENTS

ELEMENT	CREDIT HOURS
CORE CLASSES	834
AD ELECTIVES	72
BUSINESS ELECTIVES	36
<b>TOTAL</b>	<b>942</b>
LECTURE HOURS	332
LAB HOURS	520
CREDIT HR EQUIVALENT	62.2

Classes are given in the order they should be taken so you can meet the required prerequisites. Typical program length is 2 years full time. Maximum program length is 3.5 years part time. The full curriculum begins each Fall but you can start any time.

### Students who enroll in PFI Programs get:

- Access to financial support, equipment and labs
- First call on classes
- A place in PFI's fashion events
- Career services
- Networking opportunities with industry professionals

### Opportunities:

Join National Retail Federation

Student Assn.

Register for LinkedIn, StyleCareers

Work on PFI Fashion Events

Enter PFI Work Study Program

Research & Enter Competitions:

CFDA

Pantone

VFA

Clothworks

Visit Career Services each term

*Prerequisite* Beginning Sewing

FIRST TERM	CLOCK HOURS
AD103 Apparel Construction	36
AD114* Color Theory	18
AD117* Fashion Illustration	36
AD128* History of Fashion	18
AD129* Inside the Fashion Industry	18
AD169 Textiles	18
AD221 Patternmaking I	36

SECOND TERM	CLOCK HOURS
AD201 Industrial Machine Sewing	18
AD261A Adobe Prep	6
AD261* Adobe Illustrator	36
AD242 Draping	36
Design Electives AD117-AD311	

THIRD TERM	CLOCK HOURS
ATD361* Flats & Technical Packages	36
AD231 Patternmaking 2	18
AD321 Patternmaking 3	18
Design Electives AD117-AD311	

FOURTH TERM	CLOCK HOURS
AD217 Knits	18
AD313 Activewear	18
AD331 Patternmaking 4	36
AD402* Concept & Development	36

FIFTH TERM	CLOCK HOURS
AD333 Fit & Pattern Alteration	18
AD315 Lingerie	36
AD315 Couture Techniques	18
AD335* Graphic Design	18

SIXTH TERM	CLOCK HOURS
AD412 Advanced Pattern & Construction 1	36
ATD421 Optitex	18
ATD422 Browzwear	18

AD410 Tailoring 36

SEVENTH TERM	CLOCK HOURS
AD413 Advanced Pattern & Construction 2	36
AD461* Portfolio	36

EIGHTH TERM	CLOCK HOURS
AD490 Internship	90

### DESIGN ELECTIVES AD315-AD424 (CHOOSE 72 CLOCK HOURS)

AD117*	Fashion Illustration	
AD211	Casual Jackets	
AD214	Dresses	
AD212	Womens Shirts/AD215Mens Shirts	
AD213	Womens Pants/AD216Mens Pants	
AD311	Machine Knitting	
AD419	Swimwear	
AD317	Couture Tech/AD417 Couture Dress	
AD318	Corset & Bustier/AD319 Petticoats	
AD414	Outerwear	
AD411	Textile Design	
AD413	Knitwear Design	
AD415	Leatherworking	
AD418	Costume Design & Construction	
AD420	Innovative Design	
AD423*	Sustainable Design	
AD424	Footwear Design	
	Apparel business classes	36
	(See Apparel Entrepreneur classes)	

**TOTAL CLOCK HOURS 942**

TOTAL CREDIT HOURS 62.2

\* = online class

General Education  
(22QCH including 10 English Composition)  
Professional Development 9 QCH

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## COURSE DESCRIPTIONS

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### CAREER COURSES

#### **AE253—Professional Development**

An introduction to the career management process. Course emphasizes ongoing, systematic nature of presenting oneself professionally. Topics include self-assessment, career exploration and preliminary employment strategies.

#### **AD282—Drafting a Career Blueprint**

A professional development course series to guide the student from college to career. Develop the art of storytelling to articulate skills, strengths, knowledge, and experiences relevant to career goals. Design and deliver effective presentations for an array of internal and external audiences.

#### **AD314—Framing a Career Plan**

A course to guide the student from campus to career and give a competitive advantage in making a successful transition into the workplace. Student explore the job search process and learn best practices for conducting an intentional internship/job search. Learn how to communicate skills and experiences to future employers.

#### **AE429—Industry Collaboration**

Topics include characteristics of exemplary leadership, analyzing own strengths and talents, and developing a plan for strengthening leadership capacity. Activities include job shadows and work studies.

#### **AE411—Managing Your Workplace**

In this class, students practice comparing job offers, negotiate the terms of their offer letter and learn methods for accommodating professional and personal obligations and plans after transitioning from the classroom to the next step of a career.



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### GENERAL EDUCATION

#### **WR121—Composition I**

This is a course about critical inquiry and ethical argumentation. WR121 is designed to help students develop their abilities to reason in writing. It is designed to help students use writing as a way of discovering, exploring, and testing ideas – the students' own ideas and ones they are exposed to at PFI. This is why students will write so many presentations, regardless of chosen program, throughout the program.

#### **COM100—Introduction to Communication**

Course provides an overview of the communication discipline that emphasizes the development of best communication practices in different contexts. It engages students in the study and practice of critical thinking, reading, and writing. The course focuses on analyzing and composing across varied rhetorical situations and in multiple genres. Students will apply key rhetorical concepts flexibly and collaboratively throughout their writing and inquiry processes.

#### **WR122—Composition II**

Course builds on concepts and processes emphasized in WR121, engaging with inquiry, research, and argumentation in support of students' development as writers. The course focuses on composing and revising in research-based genres through the intentional use of rhetorical strategies. Students will find, evaluate, and interpret complex material, including lived experience; use this to frame and pursue their own research questions; and integrate material purposefully into their own compositions.

#### **COM111—Public Speaking**

An overview of the communication discipline that emphasizes the development of best communication practices in different contexts. It engages students in the study and practice of critical thinking, reading, and writing. The course focuses on analyzing and composing across varied rhetorical situations and in multiple genres. Students will apply key rhetorical concepts flexibly and collaboratively throughout their writing and inquiry processes.

#### **WR227—Technical Writing**

Students learn to produce instructive, informative, and persuasive technical/professional documents aimed at well-defined and achievable outcomes. The course focuses on presenting information using rhetorically appropriate style, design, vocabulary, structure, and visuals. Students can expect to gather, read, and analyze information and to learn a variety of strategies for producing accessible, usable, reader-centered deliverable documents that are clear, concise, and ethical.

#### **COM218—Interpersonal Communications**

Communication theory is discussed and applied to various areas such as verbal and nonverbal communication and listening in professional contexts. Among the activities the course focuses on are interviews and presentations.



## CORE CLASSES

### **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. Study color harmony and the way colors interact, as well as color qualities and combinations.

### **AD119—AI & Fashion Design**

Explore generative AI image-making in fashion design, focusing on creating new concepts and designs. Make images that can be used to inspire new fashion concepts. They will also learn about ethical considerations, biases and sustainability implications.

### **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.

### **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.

### **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.

### **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.

### **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.

### **ATD361—Flats & Technical Packages**

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

### **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 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.



Peregrine  
Designed by @margaret\_reayn  
Worn by @rachelstonedoll  
Image by @photographsbygrant  
Shown @portlandfashioninstitute  
2024 Graduate Fashion Show  
Maggie now works at Michael Curry Design

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## ELECTIVES

### **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.

### **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.

### **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.

### **AD315—Lingerie**

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

### **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.

### **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 multi-layered underskirt.

### **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.

### **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 sustainable design, biomimicry, color theory and its practical application to surface design.

### **AD413—Knitwear Design**

Students study fashion silhouettes and stylistic detailing as a basis for full-fashion knitwear construction in a studio format. With emphasis on shaping, patternmaking, sizing, trims, and stitch placement, as well as application of flat technical sketching and size specifications for preproduction.

### **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.

### **AD423—Sustainable Design**

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

### **AD424—Footwear Design**

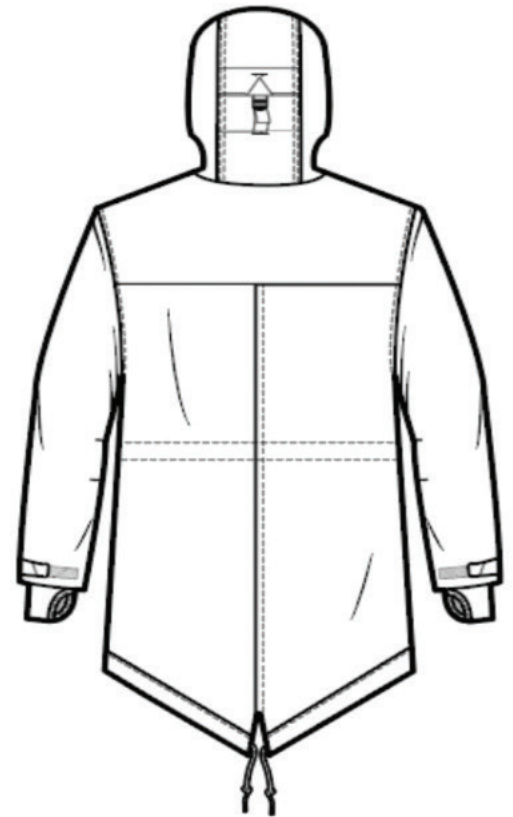
This course in footwear design covers critical aspects of the industry, including foot anatomy, pattern engineering, materials selection, physical testing, design inspiration, trend research, last engineering, and wear testing. Students will gain a fundamental understanding of the principles and techniques required to design functional and stylish footwear.



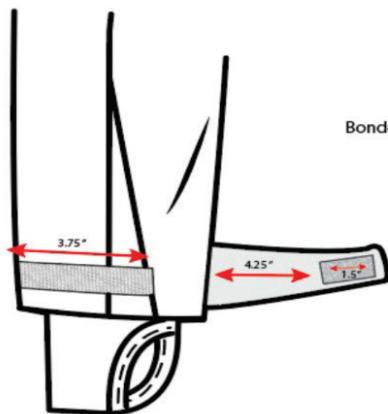
FRONT



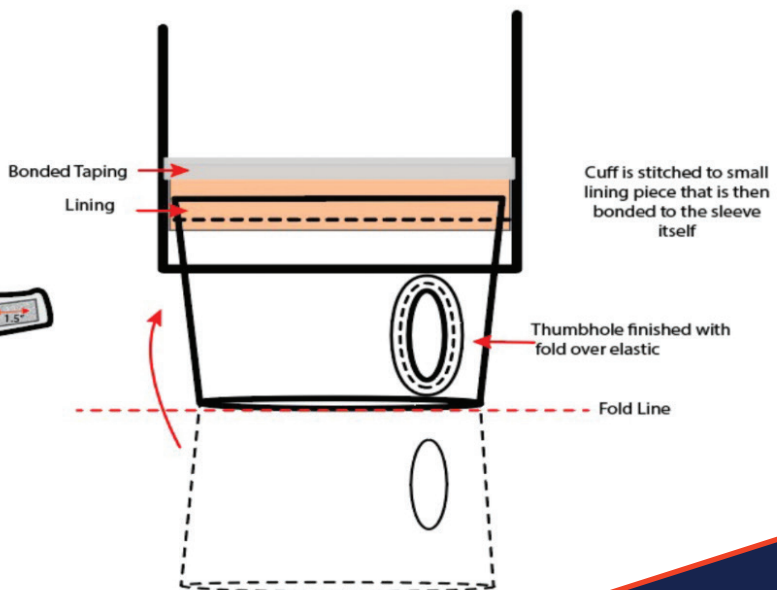
SIDE



BACK



Adjustable velcro tab at cuff hem.



Bartacks secure cord & zipper openings. ISO 304, 3/8" long by 1/16" wide.

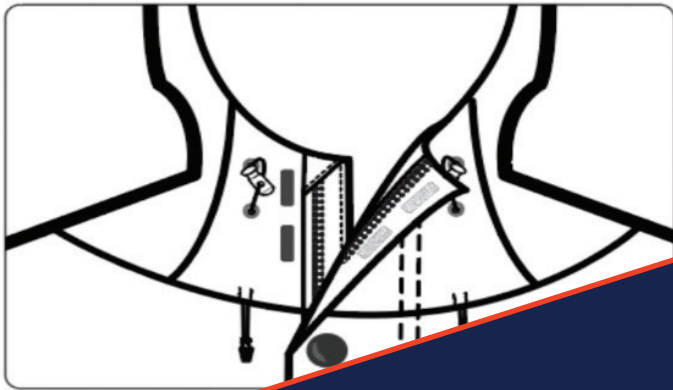
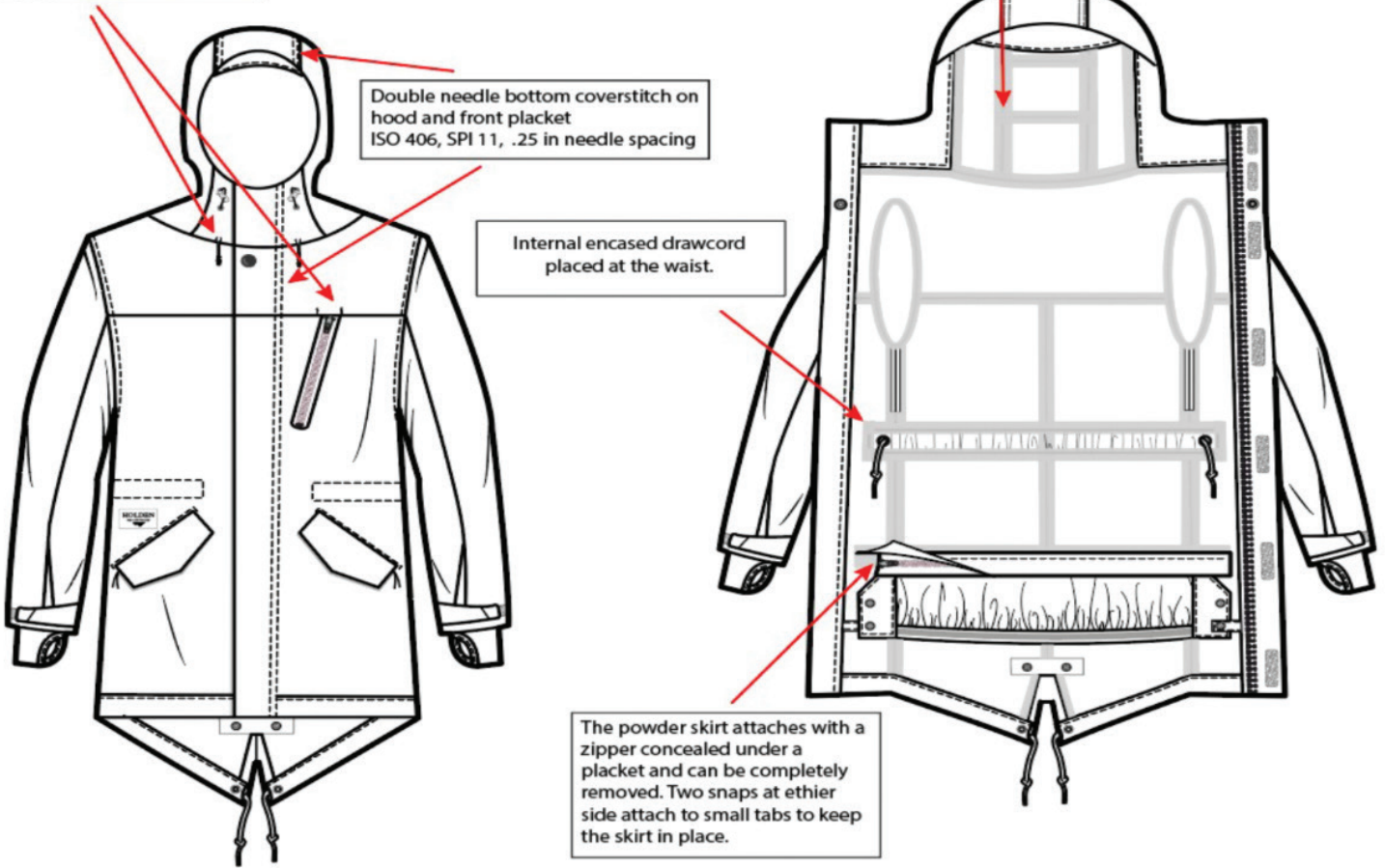
All construction seams are lockstitch, unless otherwise noted  
ISO 301, 11 SPI

All internal seaming covered with bonded waterproof taping.

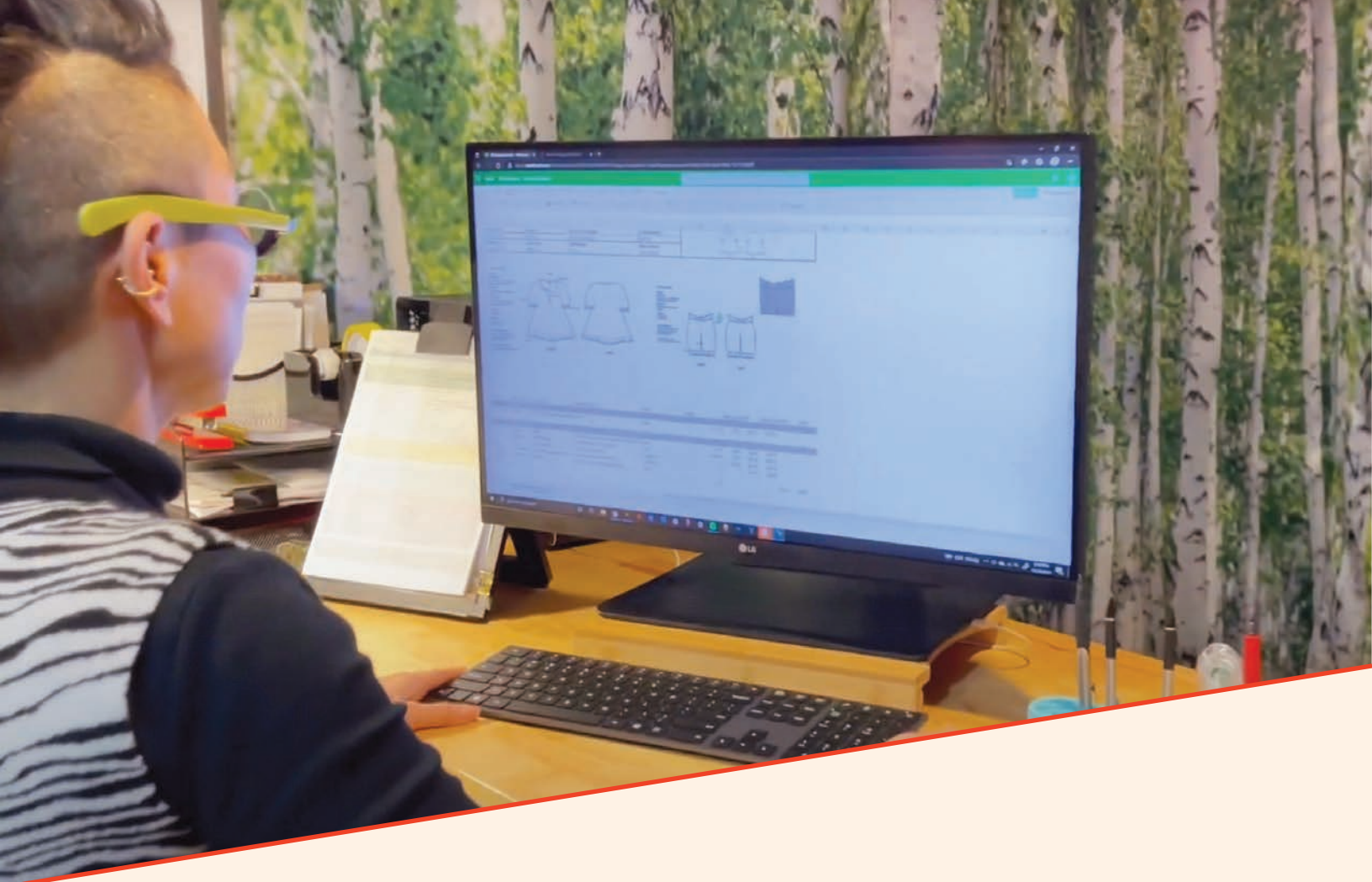
Double needle bottom coverstitch on hood and front placket  
ISO 406, SPI 11, .25 in needle spacing

Internal encased drawcord placed at the waist.

The powder skirt attaches with a zipper concealed under a placket and can be completely removed. Two snaps at either side attach to small tabs to keep the skirt in place.



## APPAREL TECHNICAL DEVELOPER PROGRAM



## APPAREL TECHNICAL DEVELOPER

A Technical Developer (Tech Dev)<sup>o</sup> 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 & tech packages and a bill of materials. Project management, factory communication and problem solving skills are a plus.

VP of Technical Development  
Technical Development Director  
Technical Developer  
Associate Technical Developer,  
Fit Engineer, Patternmaker  
Assistant Technical Developer

**LARGE COMPANY**

VP Technical Design  
Senior Technical Designer  
Technical Design II  
Technical Design I,  
Patternmaker

**SMALL COMPANY**

## TYPICAL CAREER PATH FOR APPAREL DESIGNERS

With the skills you learn in this program, you can start as an assistant and work your way to the top.

## PROGRAM REQUIREMENTS

ELEMENT	CLOCK HOURS
CORE CLASSES	798
INTERNSHIP	90
<b>TOTAL</b>	<b>888</b>
LECTURE HRS	314
LAB HRS	484
CREDIT HR EQUIVALENT	58.6

Classes are given in the order they should be taken so you can meet the required prerequisites. Typical program length is 2 years full time. Maximum program length is 3.5 years part time. The full curriculum begins each Fall but you can start any time. These classes will also prepare you for our annual career day event(s).

### Students who enroll in PFI Programs get:

- Access to financial support, equipment and labs
- First call on classes
- A place in PFI's fashion events and shows
- Career services
- Networking opportunities with industry professionals

*Prerequisite* Beginning Sewing

FIRST TERM	CLOCK HRS
AD103 Apparel Construction	36
AD114* Color Theory	18
AD117* Fashion Illustration	36
AD128* History of Fashion	18
AD129* Inside the Fashion Industry	18
AD169 Textiles	18
AD221 Patternmaking 1	36

SECOND TERM	CLOCK HRS
AD201 Industrial Machine Sewing	18
AD261A* Adobe Prep	7
AD261* Adobe Illustrator	36
AD242 Draping	36

THIRD TERM	CLOCK HRS
ATD361* Flats & Technical Packages	36
AD231 Patternmaking 2	18
AD321 Patternmaking 3	18
AD335* Graphic Design	18
AD336 Computer Print Design	18

FOURTH TERM	CLOCK HRS
AD217 Knits	18
AD313 Activewear	18
AD331 Patternmaking 4	36
AD402* Concept & Development	36
AE342 Supply Chain Mgmt	18
ATD391* Overseas Production	18

FIFTH TERM	CLOCK HRS
AD333 Fit & Pattern Alteration	18
ATD381* Materials Development	18
ATD480* Product Development	36

SIXTH TERM	CLOCK HRS
AD411 Textile Design	36
ATD 414 Grading & Marking	18
ATD421 Optitex 2D Patternmaking	18
ATD422 Browzwear 3D	18
AD423* Sustainable Design	18
AD412 Advanced Pattern & Construction	36

SEVENTH TERM	CLOCK HRS
AD461* Portfolio	36

EIGHTH TERM	CLOCK HRS
AD490 Internship	90
Apparel business classes (See Apparel Entrepreneur)	18

<b>TOTAL CLOCK HOURS</b>	<b>888</b>
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<i>TOTAL CREDIT HOURS</i>	<i>58.6</i>
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### Opportunities:

*Join National Retail Federation Student Assn.  
Register for LinkedIn, StyleCareers  
Work on PFI Fashion Events  
Enter PFI Work Study Program  
Research & Enter Competitions:  
CFDA  
Pantone  
VFA  
Ctothworks  
Visit Career Services each term  
General Education  
(22QCH including 10 English Composition)  
Professional Development 9 QCH*

\* = online class

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## COURSE DESCRIPTIONS

See Career and General Education course descriptions on page 16

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### CORE CLASSES

#### 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. Study color harmony and the way colors interact, as well as color qualities and combinations.

#### AD119—AI & Fashion Design

Explore generative AI image-making in fashion design, focusing on creating new concepts and designs. Make images that can be used to inspire new fashion concepts. They will also learn about ethical considerations, biases and sustainability implications.

#### 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.

#### 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.

#### 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.

#### 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 nonstretch.

#### 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.

#### 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



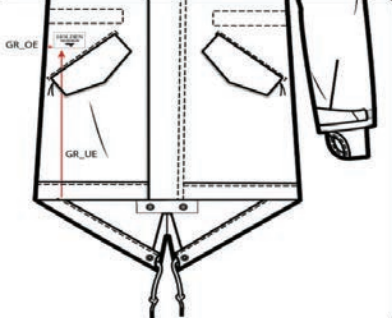
All classes open to Continuing Education and avocational registration. For the class schedule, prerequisites and course fees, contact the registrar at info@pfi.edu.

Style Name: Ski Free Jacket  
 Season: FW22/23  
 Category: Men's Outerwear  
 Men's Outerwear

Technical Designer: Meghan Lee  
 Size Range: XS - XL

Fit Reference: Jacket Block  
 Style Origination Date: 06/19/22  
 Last Updated Date: 06/26/22

All measurements are given in CM (centimeters) unless otherwise noted



Color Information:

Colorway #1	1: Maroon	2: Black
Colorway #2	1: Glacier Lake	2: Ecru Olive
Colorway #3	1: Island White	2: Maroon

POM Code	POM Name	Type	0.5	0.5	0.0	0.0	36.0	0.0	0.0
GR_UE	Graphic/Logo Placement	Up from finished edge to nearest edge of graphic, vertical	0.5	0.5	0.0	0.0	36.0	0.0	0.0
GR_OE	Graphic/Logo Placement	Over from finished edge to nearest edge of graphic, horizontal	0.5	0.5	0.0	0.0	11.2	0.0	0.0

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.

### 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 ATD422 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.

### OPTIONAL ELECTIVE:

### 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.

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-





**APPAREL ENTREPRENEUR  
PROGRAM**

## APPAREL ENTREPRENEUR

A successful entrepreneur knows that creating the product is only 10% of the work, selling it is 90% 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.



## TYPICAL CAREER PATH FOR APPAREL DESIGNERS

With the skills you learn in this program, you can start as an assistant and work your way to the top.

## PROGRAM REQUIREMENTS

ELEMENT	CLOCK HOURS
CORE CLASSES	870
AD ELECTIVES	3
<b>TOTAL</b>	<b>873</b>
LECTURE CREDITS	353
LAB CREDITS	430
CREDIT HR EQUIVALENT	59.8

Classes are given in the order they should be taken so you can meet the required prerequisites. Typical program length is 2 years full time. Maximum program length is 3.5 years part time. The full curriculum begins each Fall but you can start any time. These classes will also prepare you for our annual career day event(s).

### Students who enroll in PFI Programs get:

- Access to financial support, equipment and labs
- First call on classes
- A place in PFI's fashion events and shows
- Career services
- Networking opportunities with industry professionals

*Prerequisite* Beginning Sewing

FIRST TERM	CLOCK HRS
AD103 Apparel Construction	36
AD114* Color Theory	18
AD117* Fashion Illustration	36
AD128* History of Fashion	18
AD129* Inside the Fashion Industry	18
AD169 Textiles	18
AD221 Patternmaking 1	36

SECOND TERM	CLOCK HRS
AD201 Industrial Machine Sewing	18
AD242 Draping	36
AD261A Adobe Prep	6
AD261* Adobe Illustrator	36
AE208 Entrepreneurship & Business Management	36

THIRD TERM	CLOCK HRS
ATD361* Flats & Technical Packages	36
AD231 Patternmaking 2	18
AD321 Patternmaking 3	18
AD335* Graphic Design	18
AD336 Computer Print Design	18

FOURTH TERM	CLOCK HRS
AD402* Concept & Development	36
ATD392 Supply Chain Management	18
AE306 Consumer Behavior	36
AE404* Retail Management	36

FIFTH TERM	CLOCK HRS
AD331 Patternmaking 4	36
AD333 Fit & Pattern Alteration	18
AE402 Business Plan	18
AE305 E-Commerce Marketing	36

SIXTH TERM	CLOCK HRS
AD423* Sustainable Design	18
ATD421 Optitex 2D Patternmaking	18
ATD422 Browzwear 3D	18
AE406* Project Management	36

SEVENTH TERM	CLOCK HRS
AD461* Portfolio	36

EIGHTH TERM	CLOCK HRS
AD490 Internship	90
Apparel Design classes (See Apparel Design)	3

**TOTAL CLOCK HOURS 873**

**TOTAL CREDIT HOURS 59.8**

### Opportunities:

Join National Retail Federation Student Assn.

Register for LinkedIn, StyleCareers

Work on PFI Fashion Events

Enter PFI Work Study Program

Research & Enter Competitions:

CFDA

Pantone

VFA

Ctothworks

Visit Career Services each term

\* = online class

General Education  
(22QCH including 10 English Composition)  
Professional Development 9 QCH

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## COURSE DESCRIPTIONS

See Career and General Education course descriptions on page 16

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### CORE CLASSES

#### **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. Study color harmony and the way colors interact, as well as color qualities and combinations.

#### **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.

#### **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.

#### **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.

#### **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 nonstretch.

#### **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.

#### **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—Entrepreneurship & Business Management**

In 12 sessions, 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. Practice the basics of Excel for apparel, costing & pricing, accounting basics, sourcing, working with production, contracting, intellectual property, e-commerce, selling wholesale, fashion forecasting, social media and public relations. Hear from a series of experts.

#### **AE205—Strategic Marketing**

Students discover and define a competitive position. This defines product, pricing, promotion and distribution strategies that are effectively integrated and compelling

All classes open to Continuing Education and avocational registration. For the class schedule, prerequisites and course fees, contact the registrar at [info@pfi.edu](mailto:info@pfi.edu).



in the marketplace. The class concludes with a basic marketing budget to help to assure the financial viability of the brand.

### **AE306—Consumer Behavior**

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. Students then discover 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.

### **AE404—Retail Management**

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. The information is important whether you are a seller or buyer. As buyers, students will learn to

evaluate the competition and market place to understand product positioning and brand building. They will learn effective techniques for interacting with manufacturers and sales reps. They will create a merchandise assortment plan complete with store layout and a supporting a six-month financial plan and a marketing plan. They will learn to manage profitability and have a solid understanding of retail math. As sellers/vendors, students must understand market pricing, what stores/buyers are looking for. You might want to know how to close an order, negotiate terms, promote the line and make money.

### **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.

### **AE406—Project Management**

This course teaches you the core fundamentals of project management and builds on your knowledge for effectively initiating a project and managing the project scope. This course lays the foundation for creating a project plan, work breakdown structure, schedule, budget, and communication plan, and for managing resources, identifying and managing risks, and understanding the project quality and procurement processes. You will learn how to effectively manage a project by understanding project lifecycles, standards, and methodologies.

### **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.



@LuzaRico  
Designed by Luz Gonzales  
Image by @jfgurney  
Shown @portlandfashioninstitute  
2024 Graduate Fashion Show





Peregrine  
Designed by @margaret\_reayn  
Image by @jfgurney  
Shown @portlandfashioninstitute  
2024 Graduate Fashion Show

## ADMISSIONS

## APPLICATION FOR ENROLLMENT

If you are a US citizen or permanent resident (Green Card holder), please follow the step-by-step instructions for submitting your Application for Enrollment available at [www.pfi.edu](http://www.pfi.edu). If you have any questions, please contact PFI at [info@pfi.edu](mailto:info@pfi.edu).

### ADMISSIONS REQUIREMENTS\*

- A completed Application for Enrollment available at [www.pfi.edu/programs](http://www.pfi.edu/programs)
- An 800 word essay (200 words per question) that answers these four questions:
  1. What are your expectations, goals, hobbies and special interests?
  2. What are your reasons for choosing PFI?
  3. What appeals to you about the program you are considering?
  4. What are your goals and aspirations upon graduation from PFI?
- Official transcripts from your high school or most recent college/university attended
  - OR— GED or recognized equivalency
  - OR— signed Home School Program Certification form and transcripts.
- A minimum Grade Point Average of 2.0.
- Ability to speak English and use a computer.†
- 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 dated letter of recommendation from someone unrelated to you, e.g., teachers, counselors, or employers.
- An interview and tour of PFI.
- \$75 non-refundable application fee.

**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.

\* Please note that PFI may reject any applicant who does not meet these requirements for entry.

† Some courses are taught in person; many are online. Each course lists the equipment you would need to take it an online..



### WHEN TO APPLY

PFI has rolling admissions which means you may apply year-round. Applications are accepted for a given term up to one month before that term. You may apply up to two years before you plan to enroll at PFI!

#### Online anytime

Submit your Application for Enrollment and \$75 non-refundable application fee anytime through [www.pfi.edu](http://www.pfi.edu).

#### In person

Call (503) 927-5457 10am–5pm Monday–Friday to make an appointment. Appointments can be virtual too.

### APPLICATION FEE

Applicants pay a one-time \$75 non-refundable application fee payable to “Portland Fashion Institute” by check, money order, Visa, MasterCard or Discover card.

**HOMESCHOOLED STUDENTS:** PFI welcomes and encourages homeschooled students to apply to our Programs. The admissions policy equally applies to homeschool students who participate in a program officially recognized by the state in which they live.

**TRANSFER STUDENTS:** PFI invites all applicants interested in receiving transfer credit from previous post-secondary institutions to submit their official transcripts for review. See page 40 for details.

Start the process in two steps:

1. Complete an Application for Enrollment to Portland Fashion Institute.
2. Have a college/university submit an official transcript(s) by mail in a sealed envelope to: Portland Fashion Institute, PO Box 18147, Portland, OR 97218. Also, prospective enrollees can have a college/university send an official electronic transcript to [info@pfi.edu](mailto:info@pfi.edu).

**CONTINUING EDUCATION:** Typically, Continuing Education (CE) is chosen when an employer is covering the cost of a student's education. Students also can choose CE if they wish to get credit for classes. They may apply that credit to a PFI program in the future. CE students pay the same tuition and fees as students enrolled in a program and receive grades and attendance tracking plus a letter of completion. Refunds for continuing education programs follow the same policies stated on page 38. Visit Admissions for details.

**NON-CREDIT STUDENTS:** PFI offers individual classes for fun—à la carte classes—available through [www.pfi.edu](http://www.pfi.edu). Purchasing a class does not enroll a student into a Program. Students attending for personal enrichment do not receive grades or career services. Only attendance is tracked.

## AFTER YOU APPLY

Applicants 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.

### ENROLLMENT

Once accepted into a program at PFI, students are enrolled and, as an enrollee, have access to PFI's online learning management system, Populi, to look up class schedules, view course descriptions, register for classes and make payments.

### CLASS REGISTRATION

Each term, enrollees are encouraged to register for classes as early as possible to gain placement in desired courses. Enrollees register for classes by one week before the term starts. They may add/drop the first week of a term. See the Academic Calendar on page 42 for a complete list of important dates by term.

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. If you decide to withdraw, you are required to notify PFI of cancellation or withdrawal in writing per Oregon state regulation (OAR 583-030-0035(18)(c)). This gives PFI a date of withdrawal for its records and calculations. If you have any questions about enrollment or registering for classes, please contact the Registrar.



PFI uses Populi, a web-based software program, to keep academic records, class information, schedules, supply lists and more. Populi is easy to use and will be every enrollees' day to day interface while finishing a program at PFI.

## TUITION

### TUITION FEES

\$217 per QCH

(quarter credit hour)

### COST BY PROGRAM

**Apparel Designer:** 110 QCH = \$23,870

**Apparel Technical Developer:** 110 QCH = \$23,870

**Apparel Entrepreneur:** 110 QCH = \$23,870

### HOW TUITION IS BILLED AND PAYMENT OPTIONS

Tuition is calculated on a per-class basis. Each term after the registration period ends (see Academic Calendar on page 42), enrollees are invoiced for classes for that term through Populi and have the choice to pay in full or monthly with a credit card.

Qualified students can find financing through IRCO, Workforce, AmeriCorps, VA and VocRehab. PFI also accepts third party billing from employers. Look to your counselor at those organizations for guidance.

### EXTRA COSTS

These estimated costs are approximate and depend greatly on the Program, student choices and sources purchased.

**Books:** \$650. Text books are readily available online, through local book stores, or on loan through PFI's Library or Multnomah County Library.

**Supplies:** variable. Many classes require additional supplies and these are listed on each class's page in Populi and on PFI's website. The cost of tools and fabric vary depending on your project, budget and taste. Students can find and purchase these items at **Portland Fashion Supply**. Unopened supplies can be returned with a receipt per refund policy. Also, Portland Fashion Supply has an optional Deluxe Supply Kit for \$500 that contains the essential tools you'll need for a program at PFI. See store for details.

### ADDITIONAL FEES

*(non-refundable)*

- \$75 one-time application fee for new students.
- \$275/term activity fee
- \$45 one-time payment plan fee in a term if less than half the listed QCH.
- \$35 overdue class payment fee (a late payment fee) added to next payment.
- \$50 Graduation Application fee.
- \$7 Transcript Processing fee.

### CLASS SPECIFIC FEES

Some classes have a fee specifically to cover the unique costs of learning the subject matter. Those fees are clearly identified in Populi before you register for them.

### Changes in Tuition and Fees

*Tuition and fee charges are subject to change at any time.*



Innovative Design  
Designed by @quanah\_star  
Image by @photographsbygrant  
Shown @portlandfashioninstitute  
2024 Graduate Fashion Show

## POLICIES

### Nondiscrimination/Anti-Harassment Policy and Complaint Procedure

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 Policies

#### REFUNDS

Refunds are calculated for each student 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 student, total amount paid, weeks earned and resulting percentage of program completed.

#### The \$75 application fee is non-refundable.

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 \$75.
- 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 \$75.
- 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.
- 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 minus your application fee of \$75.

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.

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

#### WITHDRAWAL GRADES

The student 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 student's grade point average; however, "W" credits are counted toward total credits attempted. The student who withdraws from a course or from the program after the sixth week of the quarter will be assigned a "F" code for each course.

#### ATTENDANCE POLICY.

#### **ATTENDANCE IS 10 PERCENT OF YOUR GRADE.**

- If you know you will miss a class, contact PFI the night before (by 10 p.m. and by text) as a professional courtesy to report your absence.
- Attendance is taken at the start and end of each class period. If you arrive late, it is your responsibility to make sure you have been counted present. If you arrive late or leave early 1–14 minutes, you will be marked tardy. If you arrive late or leave early 15 minutes or more, you will be counted absent for that part of the period. Three tardies in a row deducts 10 percent of your grade.
- Students 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 student 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 class per quarter is 80%.
- No student can miss two sessions of a six-week class or three sessions of a twelve-week class and expect to pass.
- Students who anticipate violating the attendance policy should contact PFI immediately to discuss options.
- Students can check their attendance record on their Populi portal. Students missing two classes of a course will be notified by the Director in writing.

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For comparison, here is the Cancellation and Refund Policy from Oregon's Higher Education Coordinating Commission (OAR 715-045-0036)

- A student may cancel enrollment orally or by giving written notice to PFI.
- If 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 student shall be charged according to the published class schedule. The student 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 student.
- If withdrawal or termination occurs after completion of 50 percent or more of the program, the student 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 student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges.

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## INCOMPLETE/LEAVE OF ABSENCE

A student 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, a student must complete the required course work before the next quarter commences. If a student 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 student 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.

## REINSTATEMENT

A student 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.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

New enrollees are on probation for the first six months. PFI consults quarterly with each student to check progress. This includes meetings with students not maintaining a 2.0 or "C" grade point average or the proper percentage of credit hours that allows the student to complete the program within the maximum time frame of 3.5 years or missing classes.

With students not meeting SAP, PFI:

- Creates a Performance Improvement Plan (PIP) so the student 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.

Students 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 student as to why they failed to meet SAP standards and what has changed in the student'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 students can consult, turn in missing work and bring up grades. Students sign up through [www.pfi.edu](http://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 student's responsibility to keep track of assignments and turn them in on time should the students miss the class or arrive late.

## STUDENT CONDUCT

PFI aspires to stimulate a lasting attitude of civility, social responsibility and openness in our students 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](http://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.

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	2.0
	C	73–76	Fair	
	D+	67–69		
	D	62–66	Marginal	1.0
F	<62	Failure		

## STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974, as amended, (20 U.S.C. 1232g) provides that PFI students have the right to inspect and review the student's education records within 45 days of the day PFI receives a request for access; the right to request the amendment of the student's education record that the student believes are inaccurate or misleading; the right to consent to disclosures of the personally identifiable information contained in the student'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 students 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 students can seek a program as an Apparel Designer, Technical Developer or Apparel Entrepreneur. The first term the student is enrolled in a PFI Program will be the starting date and will determine the catalog year for program requirements. A change in program or reinstatement after an absence changes the catalog and thus the program requirements.

To graduate, 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 students can request transcripts by contacting the Registrar and completing a Transcript Request form. Basic cost per transcript is \$7.

## 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 Program (i.e. from Apparel Designer to Technical Developer).
- 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 3 QCH or 54 clock 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.
- Fashion related units completed at another institution after the student has started a Program at Portland Fashion Institute will not be considered for transfer.

## STUDENT 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.

**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.**



# inkthethink

DESIGN.PATTERN.PROTOTYPE



@inkthethink  
Designed by Kelli McDonough  
Image by @tomboehme  
Shown @portlandfashioninstitute  
2024 Graduate Fashion Show  
Kelli now works at Portland Opera

## ACADEMIC CALENDAR

	FALL 2024	WINTER 2025
Student Orientation period: <i>(continuing and/or newly enrolled)</i>	Online at PFI-tv anytime. Group session Tuesday, September 10, 2024	Online at PFI-tv anytime. Group session Monday, December 16, 2024
Registration and advising period:	Tuesday, July 9 – Monday, September 9, 2024	Monday, September 30 – Monday, December 4, 2024
Enrollment verification begins:	Monday, September 9, 2024	Monday, December 4, 2024
Classes begin:	Monday, September 16, 2024	Monday, January 6, 2025
Last day to add/drop a class:	Monday, September 23, 2024 <u>by 10am</u>	Monday, January 13, 2025 <u>by 10am</u>
Last day for enrollees to drop a 6-week course and receive any tuition refund:	Friday, September 27, 2024 <u>by 5pm</u>	Friday, January 17, 2025 <u>by 10am</u> <i>After this date, refunds are prorated.</i>
Last day to withdraw from a course to get a “W” grade entered on transcript:	Monday, October 14, 2024 <u>by 5pm</u> <i>After this date, an “F” is entered on transcript.</i>	Monday, February 3, 2025 <u>by 5pm</u> <i>After this date, a “F” is entered on transcript.</i>
Last day for enrollees to drop a 12-week course and receive any tuition refund:	Friday, October 18, 2024 <u>by 10am</u> <i>After this date, refunds are prorated.</i>	Friday, February 14, 2025 <u>by 10am</u>
Finals “week”:	Monday–Saturday, December 9–14, 2024	Monday–Friday, March 24–28, 2025
End of Term date:	Saturday, December 14, 2024	Friday, March 28, 2025
Final grades due to Registrar’s Office:	Monday, December 16, 2024 <u>by 5pm</u>	Monday, March 31, 2025 <u>by 5pm</u>
Grades available via Populi:	Monday, December 16, 2024 <u>at 5pm</u>	Monday, March 31, 2025 <u>at 5pm</u>
Holiday’s observed:	Thursday–Sunday, November 28–December 1, 2024 <i>PFI observes Thanksgiving weekend. The Fall Term schedule for the 2024–2025 academic year has been adjusted to accommodate this decision.</i>	None <i>Note: PFI will be in session Martin Luther King Jr. Day and Presidents Day.</i>

Dates subject to change. Please refer to [www.pfi.edu](http://www.pfi.edu) for the most up-to-date information.

## SPRING 2025

Online at PFI-tv anytime.  
Group session Friday, April 4, 2025

Monday, February 3 –  
Monday, March 31, 2025

Monday, March 31, 2025

Monday, April 7, 2025

Monday, April 14, 2025 by 10am

Friday, April 18, 2025 by 10am  
*After this date, refunds are prorated.*

Monday, May 5, 2025 by 5pm  
*After this date, a "F" is entered on transcript.*

Friday, May 16, 2025 by 10am

Monday–Saturday, June 23-28, 2025

Saturday, June 28, 2025

Monday, July 7, 2025 by 5pm

Monday, July 7, 2025 at 5pm

Saturday–Monday, May 24–26, 2025  
Friday–Sunday, July 4–6, 2025

*PFI observes Memorial Day and independence Day weekends. The Spring Term schedule for the 2024–2025 academic year has been adjusted to accommodate this decision.*

## SUMMER 2025

Online at PFI-tv anytime.  
Group session Wednesday, June 21, 2024

Monday, May 5 - Monday, July 7, 2025

Monday–July 7, 2025

Monday, July 14, 2025

Monday, July 14, 2025 by 10am

Wednesday, July 16, 2025 by 10am

Monday, July 21, 2025 by 5pm  
*After this date, a "F" is entered on transcript.*

Wednesday, July 23, 2025 by 5pm

Monday–Friday, September 1-5, 2025

Friday, September 5, 2025

Monday, September 8, 2025

Monday, September 8, 2025

None



Students can complete any one of the programs within 2–3½ years

For requirements and more course information, contact us at (503) 927-5457 or online at [www.pfi.edu](http://www.pfi.edu).

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## START YOUR APPLICATION



[www.pfi.edu](http://www.pfi.edu)



(503) 927-5457



[info@pfi.edu](mailto:info@pfi.edu)

Contact us to set up a virtual or in person appointment and we'll get back to you immediately. We can also answer questions and help you choose which classes to take depending on what you want to learn at PFI. See page 34 of this book for basic admissions requirements and instructions.

P O R T L A N D  
F A S H I O N  
I N S T I T U T E

[www.pfi.edu](http://www.pfi.edu)

(503) 927-5457

4301 NE Tillamook, Portland, OR 97213

*1 block north of NE 42nd & Sandy & the #12 bus*

*7 blocks from the Hollywood MAX station*