

TABLE OF CONTENTS

I. Introduction.....	4
A. Biblical Absolutes – 4	
B. Church/School Values – 4	
C. Growth Goals – 4	
D. Community Standards – 5	
II. PBC Mission and Core Values.....	5
A. Mission Statement – 5	
B. Educational Objectives – 5	
C. Core Values – 5	
D. Honored Virtues – 6	
III. Philosophy of Student Growth.....	7
A. Growth Goals – 7	
B. Contributors to Growth – 7	
IV. Spiritual Life.....	8
A. Personal Devotional Life – 8	
B. College Spiritual Life – 9	
C. Church Services – 9	
D. Small Groups – 10	
E. Church Ministry Experience – 10	
F. Retreats and Conferences – 10	
V. Personal Life.....	11
A. Morality and Ethics – 11	
B. Personal Purity – 12	
C. Personal Appearance – 12	
D. Respect for Authority – 14	
E. Student Discipline– 14	
VI. Social Life.....	16
A. Men and Women Relationships – 16	
B. Dating – 17	
C. Engagements – 18	
VII. Academic Life.....	18
A. Registration – 18	
B. Class Attendance – 20	
C. Classroom Protocol – 21	
D. Coursework and Grading– 22	
E. Academic Probation – 24	
F. Student Classification – 25	
G. Graduation – 25	
H. Student Records – 26	
I. Student Resource Center – 26	
VIII. College Life.....	27
A. Student Advisor/Mentor Program – 27	
B. Student Leadership Team – 27	
C. Facilities – 27	
D. Finance Office – 27	
E. Mail Services – 30	
F. Vehicles and Parking – 31	

PORTLAND BIBLE COLLEGE

PLEDGE OF HONOR

I, _____, believe that it is the will of God for me to be enrolled in Portland Bible College for the _____ school year. I believe that God desires to do a significant work in my life that includes a deeper understanding of His Word, a stronger personal relationship with Him, the further maturing of my Christian character, the strengthening of personal disciplines in my life, the sharpening of my ministry skills, and the development of life-long friends.

Because of this, as a student of Portland Bible College, I make the following pledge:

1. I PLEDGE to apply myself wholeheartedly to my intellectual pursuits, to focus my attention on learning in the classroom and to maintain a spirit of excellence in all that I do.

2. I PLEDGE to diligently pursue the spiritual opportunities and engage in spiritual activities that will help me to grow in my own relationship with God and to become better equipped to serve and minister to others.

3. I PLEDGE to remain open to the dealings of the Holy Spirit in all areas of my life that are not consistent with Christian character and true godliness.

4. I PLEDGE to be responsive to the authorities that God has put over me during this season including all college and church leaders.

5. I PLEDGE to be responsible for the financial commitments that I have made and to whom I have made them.

6. I PLEDGE to take care of my body with sound health habits.

7. I PLEDGE to abstain from all immoral, unethical and illegal acts and habits, whether on or off campus. In addition, I will not use tobacco, marijuana, alcohol or abuse drugs of any kind. I will not engage in other behavior that is contrary to the Student Handbook.

8. I PLEDGE to cultivate good relationships with others, to do my part to resolve conflicts that may arise and to seek to love others as Christ commands.

9. I PLEDGE to attend classes, chapel and church services as prescribed as well as special all-school events.

10. I PLEDGE to abide by all of the guidelines and standards of conduct as outlined in the Student Handbook of Portland Bible College or any other guidelines issued in oral or written form by the officials of the college, understanding that failure to cooperate could result in my dismissal from the college.

I further understand that my signature below is my acceptance of the entire Pledge of Honor and completes a contract between Portland Bible College and I.

Signature _____ Date _____

I. INTRODUCTION

Welcome to PBC! We count it a privilege that you would spend this season with us as you prepare for the future. We believe that God has led you here to accomplish good things in you. He has a purpose for your life that is worth preparing for and we trust that this is the time and place to do so. Our desire for you is that you will discover and fulfill all of the reasons He has in mind in sending you to PBC.

This handbook is intended to help you get the most out of your PBC experience. Although not exhaustive, it addresses some of the most common questions and issues you will face. It will help you understand and take full advantage of the PBC processes designed to assist you to become all God wants you to be during this season of your life. It will orient you to the expectations we have of you as a student so that you can be clear about important parameters during your time at PBC. It also includes faculty approved policies designed to foster learning both in and out of the classroom.

The rationale for every policy and expectation is not thoroughly explained, but in general they come from these categories: biblical absolutes, church/school values, growth goals and community standards.

A. Biblical Absolutes

There are policies that flow from the moral absolutes contained in Scripture. PBC seeks to be a place where the teachings of the Bible are applied to daily life. Submission to the Word of God is the greatest empowerment for a successful life.

B. Church/School Values

As a ministry of Mannahouse, the college reflects its values. The values that have produced a large, stable, reproducing, multi-generational church are promoted in the school. Respect is shown for other kinds of churches but the college is unhesitant in imparting the values that have proven to bear great fruit. Care is taken to distinguish between biblical principles that can be universally applied and methodology that may differ from one church context to another.

C. Growth Goals

PBC is constructed to be a place where personal and spiritual growth is accelerated. It is intended for people who are serious about becoming Christ-like, self-disciplined and effective in their calling. Comfort and ease are not valued as highly as change and growth. It is assumed that a student entering PBC is deeply committed to personal and spiritual growth and will view all instruments of this process to be allies in this pursuit.

D. Community Standards

PBC seeks to cultivate a Christian “family atmosphere” where students develop meaningful, God-honoring relationships. Also, living together necessitates guidelines for the sake of harmony and mutual benefit. Thus, there are policies that are community standards variously based on wisdom, respect for others, principles of community life and/or health and safety. At times a student’s own personal values may not be in harmony with the community standards. In those instances, we ask the student to defer to the community standards, but are certainly open to communicate regarding any areas needing clarification.

These policies and guidelines are in affect throughout the entirety of the school year, including winter break, spring break, and summer months for those who occupy residency.

II. PBC MISSION AND CORE VALUES

A. Mission Statement

Portland Bible College is an educational ministry of Mannahouse committed to the formation of servant-leaders, for local churches and societies, throughout the world. This will be accomplished through instruction in the Word of God, development of Godly character and responsiveness to the Holy Spirit in the context of Christian community in a local church setting.

B. Educational Objectives

- 1.** To give thorough and systematic instruction in God's Word, in order that each student will possess a comprehensive knowledge of the Bible and theology.
- 2.** To nurture the spiritual life and character of each student within the context of community life and Christian discipline.
- 3.** To assist the personal development of each student through scriptural exposition, mentoring and integration into local church life.
- 4.** To help each student develop and apply a sound biblical and theological worldview, in order to understand and influence society.
- 5.** To cultivate the gifts, talents and ministry potential of each student within the context of the local church in preparation for future ministry.

C. Core Values

Values deeply held provide both orientation and motivation. The following is a sampling of some of the values that define and guide our mission:

- 1. Authority of Scripture** – We believe that the Word of God is to be the final authority for all our beliefs and practices.

2. **Holy Spirit Dynamics** – We seek the effective working of the Holy Spirit in our lives, ministries and corporate gatherings.
3. **Local Church** – This is God’s instrument and therefore our context for ministry training, confident in its ultimate success.
4. **Integrity** – Godly character is the only proven platform for ministry influence.
5. **Vision** – God-given vision is the inspiration for ministry development.
6. **Self-discipline** – Harnessing one’s life resources with personal disciplines increases ministry effectiveness.
7. **Presence** – The ongoing experience of God’s presence both corporately and individually provides the atmosphere for Spirit-led ministry.
8. **Community** – Since ministry is meant to be relational, we seek to create a genuine sense of community.
9. **Heritage and Destiny** – We honor and carry forward the rich spiritual heritage God has provided us as well as seek to boldly move forward into the destiny we have not yet obtained.
10. **Authenticity** – We value substance over style, seeking genuine expression of the life of Christ.
11. **Servanthood** – We strive to exemplify Christ’s model of servant-leadership.
12. **Yieldedness** – A heart and life that is fully surrendered to God becomes His most treasured instrument.

D. Honored Virtues

Recognizing that part of the Holy Spirit’s agenda in our lives is to impart the character of Christ we strive to facilitate that transformation. The following is a sampling of some of the Christ-like virtues promoted in our programs:

- | | |
|----------------------|-----------------|
| 1. Humility | 6. Faithfulness |
| 2. Love | 7. Honesty |
| 3. Faith | 8. Self-Control |
| 4. Spiritual Passion | 9. Deference |
| 5. Purity | 10. Moderation |

III. PHILOSOPHY OF STUDENT GROWTH

It is our firm conviction that God wants every believer to become more like Christ. This necessitates prioritizing change above other interests. PBC is committed to being a place that fosters personal growth in an intentional way. Students are encouraged to identify areas that they need to improve in, implement strategies to see real change and evaluate their progress. This is done in a friendly environment where exposed weaknesses are viewed as growth opportunities rather than reasons for rejection. Serving God's purpose in your life is our highest honor.

A. Growth Goals

The programs and processes of PBC are designed to help each student:

1. Learn the Word
2. Grow spiritually
3. Cultivate Christian character and lifestyle
4. Develop personal disciplines
5. Discover calling and destiny
6. Hone ministry skills
7. Acquire a biblical worldview

B. Contributors to Growth

The following are some of the things that have proven to assist students in their development:

1. **Impartation:** We believe in the power of impartation. Often there are key moments when the Holy Spirit imparts specific grace to us through a wide variety of means. At PBC, this seems to happen regularly in classes, chapels, church services, prayer times and counseling sessions. For this reason, we ask all students to be faithful in attending all of these with an expectant heart.
2. **Accountability:** Accelerated growth usually doesn't happen without accountability outside of ourselves. This is a dynamic tool that can motivate us beyond our own limitations. Students are asked to be accountable in a variety of areas not as a sign of a lack of trust but as a proponent of progress in their lives. This involves an honor system that presumes a sincerity on the part of the student to desire integrity above merely satisfying a system's requirements.
3. **Mentoring:** Perhaps as a reminder of the necessity of humility, God has arranged things so that we often are dependent on the help of others to fulfill His purpose. In recognition of this, the PBC faculty and staff are committed to assisting students in their development through the relational processes of mentoring. Though these types of relationships cannot be artificially produced we do seek to foster their natural development. Beyond being authority figures the PBC team seeks to be friendly coaches, looking for God-arranged opportunities to speak into student's lives.
4. **Practical Involvement:** Students benefit from the opportunity to give out while they are taking in to make their learning real and meaningful. Some of the Holy Spirit's best work in us happens as we are focused on serving others. The local church provides the

ideal context for this kind of “hands-on” learning. All students are expected to serve in Mannahouse as part of the Practicum Placement Program unless their local home church is within the Portland Metro Area.

- 5. Peer Relationships:** Being in a close-knit community like PBC is a great advantage to someone desiring to grow. Having so many friends who are headed in similar life directions and who possess the same values is an amazing advantage while trying to grow spiritually. Mutual encouragement and accountability in relationships formed while in PBC often become strategic later in life.

As in so many life pursuits, the more we commit ourselves to something, the better its fruit. Students who fully embrace and engage in all PBC has to offer seem to benefit the most from their time here. However, if for any reason a student feels they are not receiving all they desire from PBC, the school administration would sincerely appreciate the opportunity to discuss their concerns.

IV. SPIRITUAL LIFE

Recognizing spiritual growth to be the most important key to life success, PBC places strong emphasis on this area. We seek to provide an atmosphere conducive to spiritual development. The most important area a student can grow in during their time at PBC is their personal relationship with Jesus Christ. All students are continually encouraged in their own walk with God and much of the PBC program is aimed at equipping a student’s spiritual development.

A. Personal Devotional Life

The foundation for all spiritual experience is one’s own personal relationship with God. Students are encouraged to develop a consistent, meaningful and uniquely personal devotional life. In a dynamic spiritual atmosphere like PBC, it can be easy to become too dependent on the corporate gatherings of the church and school. Students are strongly encouraged to use these times to motivate their own private devotional times rather than replace them. Our desire is that students will leave their time at PBC with a significantly more intimate relationship with God. Though there is no formal means of accountability for this area, faculty and staff are available to students as spiritual coaches to assist them in this pursuit.

B. College Spiritual Life

Equally as important as an individual walk with God is a person’s ability to flow together with other believers in the Body of Christ. PBC provides a variety of organized opportunities to foster spiritual experience. Friday chapel services are spiritually intense times of worship, prayer and ministry and often allow plenty of room for the moving of the Holy Spirit. Most courses incorporate prayer and worship into the class times. There are a variety of other prayer times on campus that are student led as well. All full-time students are required to attend chapels. Part-time students are also strongly encouraged to attend as their schedule permits.

C. Church Services

We understand that many students come from all over the world, and it can be intimidating to come to a place that one has never been before. However, our students soon find that Mannahouse becomes their “home away from home” while studying at Portland Bible College. We believe that a critical part of a student’s development comes through their involvement in church life and encourage students to become faithful, active participants. Our motto is “training leaders in the church, by the church, and for the church.”

Portland area students are welcome to participate in the services of their own home churches. Students from outside commuting range (approximately forty-mile radius) are required to attend Mannahouse. This is in no way intended to interfere with their commitment to their home church, but rather to integrate them into the church that is providing their training through PBC while they are away from home. Our goal is to send students out equipped and motivated to be a great strength to their local church.

All students are required to attend one weekend service per week. These requirements are not intended merely to be a perfunctory acknowledgment that we are a Christian institution, but are sincerely meant to enhance a student’s spiritual growth.

Students may be excused from the weekly required service on the same basis as class absences are excused.

Students from out of town will be allowed to miss only one weekend service each month from the Mannahouse services to visit their family and home church. This requirement is not intended to restrict the student’s relationship with their parents or their home church, but is required because consistent local church involvement is intended to be a part of the student’s training and education.

All students may miss one weekend service per semester to visit another local church. Exceptions will be made for those who are involved with college-sponsored or assigned ministry in other churches. This ministry must be approved by the Dean ahead of time.

D. Small Groups

Small groups are a place where students build strong, deep relationships in an environment that invites them to be truly themselves. Lasting friendships are developed as students begin to discover the value of being real, authentic and open about their struggles, fears, hopes and dreams. Small group leaders are not looking for perfection, but rather humility and openness to allow God to include people in His journey of making each one of us whole. Each small group takes on unique characteristics as student leaders encourage opportunities for close relationships, laughter, vulnerability and acceptance for each student.

E. Church Ministry Experience

The PBC practicum programs are based on the following beliefs:

1. All Christians should serve others.

2. God's primary instrument in the world is the local church.
3. Students often learn best by doing.
4. Practical application is an essential part of academic education.
5. Ministry skills are best developed in a purposeful context that includes supervision, mentoring and evaluation.

One of the greatest advantages of PBC is its relationship with Mannahouse. This provides the students with a wide variety of hands-on ministry opportunities. This translates the theory of the classroom into meaningful practical application. Mannahouse has a great heart to see PBC students equipped and released in ministry. Care is taken to help students find areas of interest and calling for their practicum requirements. Students are welcome to go beyond this basic required level of involvement as time and opportunity permit. Students from the Portland area may fulfill these requirements in their own local church unless students and their pastor agree that it would be better to fulfill this requirement at PBC.

It is our expectation that a student would begin their practicum experience at a serving/exposure level, progressing through their years here to more strategic ministry skill development and ideally finishing with an apprenticeship style experience.

*The successful completion of practicum credits is a graduation requirement. Please see the Ministry Experience Handbook for course requirements.

F. Retreats and Conferences

There are additional special opportunities during the year for spiritual impartation. The fall semester begins with a kick-off retreat at Mannahouse Youth Camp to start the school year's spiritual focus. The spring semester brings a unique opportunity for student involvement with the One Conference. One is the largest youth conference in the Northwest and brings world-class speakers, ministering to the thousands of participants. Involvement in this conference is required for all full-time students. Additionally, the normal semester schedule may occasionally be interrupted for special times of prayer and worship.

V. PERSONAL LIFE

Central to the mission of PBC is the desire to help students grow in character and Christ-likeness. We are not only an academic institution, but also a Christian community that focuses on discipleship. It is our goal to provide an environment conducive to accelerated growth. Life transformation happens best when both internal and external forces for change are in sync. There must be the "inside-out" working of the Holy Spirit to bring focus and empowerment for change. When this is active in a person's life then the "outside-in" working of coaching and accountability can be especially effective. In our view, when a student enrolls in PBC registering for academic processes, they are also enlisting the aid of a spiritual "personal training" program to facilitate their development.

The standards reflected here are derived from Biblical absolutes, Biblical principles and/or community standards. We believe it is our duty to uphold the standards of Scripture as well as pastor students into reflecting them in their lifestyle. We have also found it helpful to develop community standards that enhance a quality community environment, reduce distractions from spiritual growth and academic disciplines, assist those wrestling with carnality and encourage reflection regarding lifestyle choices.

We ask all students to follow the Morality, Ethics and Personal Purity standards for the entirety of their time as a PBC student. This includes Summer, Winter, and Spring breaks, even if the student is living off campus for the break.

A. Morality and Ethics

Students are expected to exemplify Christian morality and ethics both publicly and privately, aspiring to reflect the nature of Christ. This includes refraining from the following:

- a. Dishonesty in any form
- b. Sexual immorality (any sexual activity outside of marriage, whether heterosexual or homosexual)
- c. Theft
- d. Abusive behavior
- e. Felony offenses including the illegal possession and use of illegal drugs

*Students should exercise discretion in choosing employment that may require them to compromise Christian standards (i.e. bartending, dishonest business practices).

B. Personal Purity

Because the Christian lifestyle keeps a person free from contaminating influences and addictive behaviors, students are expected to abstain from the following:

- 1.** The use or possession of pornography or any morally degrading media.
- 2.** Students are asked to use Godly discretion in their choice of movies and entertainment rather than depending on secular rating guides.
- 3.** The use of tobacco or vaping products.
- 4.** The use of alcoholic beverages and marijuana. Though the Bible does not clearly prohibit the consumption of alcohol, it does prohibit drunkenness. There are also legal prohibitions of minors consuming alcohol. Our abstinence policy reflects the collective wisdom of the church leadership and school faculty that these substances pose very serious social and safety issues. Our prohibition is also in part designed to provide opportunity for thoughtful personal reflection on this issue.
- 5.** Gambling in any form.

6. Social dancing that is sensual, suggestive, or provocative in nature or is in any way inconsistent with Christian purity.
7. Going to dance clubs.
8. Being in an inappropriate or compromising situation with a member of the opposite sex.
9. The use of vulgar, profane, or suggestive language.

C. Personal Appearance

The disciplined lifestyle that college requires is to be exemplified in personal appearance. As Christians, the way we present ourselves to others affects the way they perceive Christ and may affect the impact we have upon them. The standards outlined here are designed to assist you in preparation for leadership by applying Biblical standards of cleanliness, modesty and propriety in grooming and dress. We are asking students not to draw undue attention to themselves either in dress or appearance.

All students are expected to maintain high standards of cleanliness, moderate grooming, and modest apparel. Christians should avoid any identification with any group that is in rebellion against God or society. We believe that men should refrain from any feminine appearance just as women should refrain from any masculine appearance.

1. **Male Students:** Men are asked to groom in a clean manner appropriate to the church/school context. Hair should not be styled in an extreme manner. All men are expected to wear appropriate clothing (no athletic wear, shorts or sweats) to all classes, chapels, and church services. In keeping with a standard of Christian modesty, men are asked to observe guidelines such as:
 - Inappropriately tight-fitting pants or shorts are not appropriate at any time.
 - Men must wear shirts at all times except while participating in athletic activities in designated athletic areas. This does not apply to our co-ed Fitness Center where shirts should always be worn.
 - Lycra-type shorts may be worn only under regular shorts.
2. **Female Students:** Women are asked to groom in a clean manner appropriate to the church and school context. Hair should not be styled in an extreme manner. All women are expected to wear appropriate clothing (no athletic wear, shorts, or sweats) to all classes, chapels, and church services. In keeping with a standard of Christian modesty, women are asked to observe guidelines such as:
 - All clothing must be modest in style. It may be flattering but not sensual. Clothes that are extremely tight fitting, tops with low necklines or that allow midriff exposures are not appropriate in public. This applies to both casual and formal wear.

- The length of dresses and skirts should be no shorter than approximately a hand width above the top of the knee.
- Fashionably distressed jeans with rips and holes in them are allowed, as long as the skin showing through is at the same level as required for dresses and skirts at approximately a hand width above the top of the knee.
- Lycra/spandex-type shorts may be worn only under regular shorts. Lycra-type pants may be worn with tops that extend to the fingertips when arms are extended vertically.
- Bathing suits should not have plunging necklines, cutouts in the design of the suit, or be high cut on the thigh or buttocks. They also must be styled with proper underlining. One-piece or modest two-piece suits are acceptable, but no string bikinis are allowed. Women are asked to wear a one-piece at the kick-off retreat at Mannahouse Youth Camp. If this is not an option, students will be asked to wear a cover-up or tank top over their swimsuit. No women are to wear swimsuits outside of the dorm anywhere on the PBC or Mannahouse campuses without proper cover-ups.

PBC reserves the right to ask a student to adjust their personal appearance as is deemed appropriate.

D. Respect for Authority

It is expected that all students will be responsive to those in authority, maintain good attitudes and show respect at all times for all teachers, administrators, dorm leaders and personnel in charge of a given area of leadership and responsibility. If the student feels a decision or request by someone in authority is not justified, he/she should discuss the matter first with the person directly responsible. If the situation is still not satisfactorily resolved, an appeal can be made to the one whom that person is responsible, whether it be the Dorm Leader, the Campus Pastors or the Dean.

E. Student Discipline

The principle of discipline is to associate a consequence with misbehavior to motivate better behavior. It can be an effective tool for change. At PBC, we utilize this tool as a last resort without any sense of rejection or disdain. We are here to help students change and we intend this process to be surrounded by a positive and friendly atmosphere of genuine concern. Our motivation is part pastoral and part parental, desiring to see students grow in ways that will ensure their future success.

We understand that we have set high standards and we are committed to helping students to be able to live up to them. As might be expected, a decision to violate any of these standards may result in some form of disciplinary action. A student's voluntary admission demonstrates a student's integrity and desire for change. This is always carefully considered in determining if discipline is necessary as well as deciding the nature of the discipline.

To reinforce a student's pledge to live within the PBC Code of Conduct, reminders or fines may be given. These are not intended as punishment but simply as reminders of the guidelines. A

schedule of reminders and fines will be made available to each student indicating the assessment for each specific violation. Records are kept of reminders and the more they accumulate through the semester, the more serious the consequence becomes. Students begin each semester with a clean slate.

Students will receive an email notification when each reminder or fine is given. Every attempt will be made to give reminders and fines in proportion to the seriousness of the infraction. When the student appears to be exercising a low regard for their pledge to the Code of Conduct, more serious measures will be taken which could include behavioral probation, suspension, or dismissal from school.

Students who believe that a reminder or fine was unjustified are encouraged to discuss the matter with the Dorm Leaders first and, if necessary, with one of the Campus Pastors or Deans.

Definitions:

- 1. Reminder:** A reminder of responsibility toward a specific guideline.
- 2. Reminder Allowances:** Each student will be given a number of reminders before fines accrue. The chart below describes the number of reminders a student is allowed per semester, per category.

1 st Semester	Reminder Allowances	Fines Begin On:	Discussion with Campus Pastor	2 nd Semester Freshman, Sophomore, Junior & Senior	Reminder Allowances	Fines Begin On:	Discussion with Campus Pastor
Room Duty	5	6 th	10 th	Room Duty	4	5 th	9 th
Dorm Duty	4	5 th	8 th	Dorm Duty	3	4 th	7 th
Curfew	3	4 th	6 th	Curfew	2	3 rd	5 th
Quiet Hour	3	4 th	6 th	Quiet Hour	2	3 rd	5 th
Dress Code	3	4 th	6 th	Dress Code	2	3 rd	5 th
Parking	3	4 th	6 th	Parking	2	3 rd	5 th
Other	3	4 th	6 th	Other	2	3 rd	5 th

- 3. Fines:** A student is assessed a small financial penalty. Fines will be added to the student's school bill. No transcripts or grades will be released until all fines are paid in full. A student may choose to work on campus to remove fines. Fines start at \$5 and increase with reoccurrence, and also at the discretion of the Campus Pastors or Deans.
- 4. Discussion with Campus Pastors:** Once a student is reminded a certain number of times (see chart above), an email is sent to the student asking them to schedule an appointment with one of the Campus Pastors. This is to help the student to see what help they need in order to not continue to receive fines and gain either the skills or

wisdom to no longer need reminders. Students are required to reach out to their Campus Pastor immediately after receiving a notice to do so. Fines increase if more reminders are given after meeting with the Campus Pastor.

- 5. Brief Suspension:** A student must be off campus for the duration of a suspension, which may be from one to a few days. They may not attend classes and all missed classes will be considered unexcused. All rules still apply.
- 6. Behavioral Probation:** A student who has accumulated excessive alerts in a semester and/or has demonstrated a poor spirit of cooperation, may be placed on probation. The probation will continue until appropriate improvement has been demonstrated. Probation could lead to dismissal if significant improvement does not become evident.
- 7. Full Suspension:** A student may be asked to leave school for one or two semesters. The goal of this is to motivate a student to change by having to face the consequences of inappropriate behavior.
- 8. Dismissal:** A student is removed from the college.

The student's registration is regarded as consent to abide by the standards of the college. Any serious or habitual disregard of these standards will be dealt with by the Dean, and the Dean's decision as to discipline, suspension or dismissal will be final.

VI. SOCIAL LIFE

Learning to live in community is a primary Christian virtue. At PBC, we strive to nurture a spiritual family atmosphere. Friendships formed often become strategic later for life and ministry. We seek to value people as God does and to support His work in their life.

We encourage students to relate to each other in a Christ-like manner, respecting each other, encouraging each other, deferring to each other, caring for each other, and supporting each other. We also ask them to avoid gossip, negative criticism, rejection, cliquishness, and judging others. The kind of unity that arises from mutual concern provides an opportunity for PBC to be a special place.

A. Men and Women Relationships

Because of the call of God on the students' lives, preparation for that calling is their primary purpose for being here at PBC. At times, a romantic relationship developing between young men and women can cause a shift in focus that distracts from that purpose. If it is not kept in balance with their goals, it could tend to preoccupy their time and hinder their studies. In addition, taking young people away from their homes and grouping them together in a small area like our campus, tends to abnormally promote their interest in each other at a time when they do not have the same measure of accountability to their parents and pastors. Campus life also provides much more accountability to each other than most normal life situations.

These guidelines are intended to free students to focus on their spiritual growth and to promote the development of godly relationships based on healthy, non-romantic friendships. They are therefore purposely designed to keep men and women from spending too much time together, thus preventing their becoming intimately involved prematurely. They are intended to free

students to focus on their spiritual growth and to promote the development of godly relationships based on healthy non-romantic friendships. We are supportive of students dating and discovering God's will in the choice of a life-partner in a healthy manner.

First Semester: Students attending PBC for the first time are asked not to cultivate romantic interest and may not date during their first semester. Since cultivation is more of a subjective term, it may be difficult for students to understand how to apply this. We understand that romantic feelings can arise unexpectedly.

**Students are not asked to *not* have romantic feelings,
rather to learn to not pursue relationship through
time, words and actions that cause these feelings to grow.**

Most students often find that as they adjust their behavior, their feelings follow. Once the first semester ends, students are encouraged to find both peer and pastoral accountability in pursuing romantic relationships.

Students entering school already engaged in a long-term, pre-existing relationship may discuss their situation with the Dean.

B. Dating

A date is defined as the exclusive interaction of two members of the opposite sex (who have a romantic interest in each other) off campus, whether alone or with others.

- 1.** After the first semester, students are allowed to date once a week on the weekends, limiting their time alone together to five hours.
- 2.** Dating couples are asked to limit their time spent together (whether in person or not) so as not to detract from other priority areas of responsibility. A good rule of thumb is one hour per day on weekdays. This is meant as a guideline rather than a rigid restriction.
- 3.** A student may go to the home of a person with whom he or she has a romantic interest (providing they live with their parents or host family who are present) once a week. This will not be considered a date. Exceptions to this may be discussed with the Campus Pastors or Deans.
- 4.** No development of romantic interest or dating will be allowed between PBC students and high school students.
- 5.** Students may not spend the night at the same home with any person with whom they have a romantic interest, including all breaks and vacations. Exceptions may be made if they are staying with their parents.
- 6.** A couple is not permitted to go alone to any secluded or semi-secluded area. We ask that they confine their interaction to public areas.
- 7.** It is our desire to have "family" atmosphere on the school and church campus. Therefore, we would ask couples to behave in such a manner on campus that denotes

familiar friendship rather than romantic closeness. This applies to all off-campus school functions as well.

8. If a couple feels that a certain behavior denoting romantic affection (more than holding hands) is appropriate and commensurate with the level of their commitment, then speaking with one of the Campus Pastors or Deans regarding this action would be expected.

These guidelines are not intended to supplant parental or pastoral involvement in these matters.

C. Engagements

An engagement is a verbal consent to marry with or without evidence of a ring or public announcement. Since most young couples are away from their parents and pastors, we want to ensure that they are properly involved before an engagement decision is made. Therefore, we strongly encourage couples to include pastoral accountability within our church and/or college community.

VII. ACADEMIC LIFE

The Registrar's Office is located at the south end of the upper floor of the Administration Building. This office will help you with a variety of functions such as course registration, registration changes (add/drop), change of program, transfer questions, grade reports, transcripts, certification of enrollment, graduation issues, and veteran's benefits. You must inform the Registrar's Office if you change your address, phone number, or email address.

A. Registration

1. **Dates and Deadlines:** Registration dates are included in the academic calendar published in the school catalog.
2. **Eligibility:** Eligibility for registration is based on the following factors. For new students, your application must have already been accepted. For continuing students, you must be in good standing with the school, including having met all financial obligations from the previous semester.

You may attend and receive credit only for courses for which you have been registered. Your registration will be complete upon signing and submitting your Enrollment Agreement. The official course roster from the Registrar's Office is the only basis an instructor has for enrolling a student in their course. The only exception to this is that a student may attend a class without registering if they have already successfully completed that course for credit.

3. **Auditing:** Auditing is limited by the faculty. Special permission may be requested from the Dean's Office.
4. **Course and Employment Load:** The class schedule and fee schedule have been arranged for the benefit of students needing to work their way through school. In fact, most students graduate with no school debt.

Every student faces the challenge of balancing time demands created by classes, employment and ministry. For this reason, students must obtain permission to enroll in more than 18 credit hours or to work more than 30 hours per week.

5. Course Cancellation Policy: PBC makes every effort to offer any course required for a program, but may cancel a course if there is not sufficient enrollment. This is extremely rare in the case of required courses but happens occasionally with electives.

6. Registration Changes:

a) Adding or Dropping a Course: Within the first two weeks of a semester, a student may add or drop a course by filling out a form in the Registrar's Office. The deadline for this is noted in the catalog. If a course is dropped before the deadline there is no record of it on the student's transcript.

b) Withdrawing from a Course: After the first 2 weeks a student may withdraw from a course by completing the required form in the Registrar's Office or emailing the Registrar. Notice will be sent to the teacher from the Registrar's Office. Based on the teacher's calculation, the resulting grade will be noted on the student's transcript. The record will show that the student withdrew while passing the course (WP), or while failing the course (WF). If no forms are filled out with the Registrar's Office and approved (should the student merely cease to attend a course), the student's grade for that course will be recorded as a failure on their permanent record and will be computed into their GPA. The last day on which a student may withdraw from a course and receive a withdrawal pass designation is noted in the college catalogue. Veterans are limited by VA regulation to a 4-week withdrawal period.

c) Withdrawal from School: This is permissible only after you have consulted with the Dean, completed the withdrawal forms in the Registrar's Office, and checked out with the Finance Officer. A schedule of refunds is available from the Finance Officer. Unofficial withdrawals result in failing grades.

7. Required Courses: These must be included in your program before you register for electives. Students are required to follow the general order of a program's progression.

B. Class Attendance

We believe that regular class attendance is essential to your education. PBC credits reflect a strong attendance component. The faculty has adopted the following policies:

1. Students are expected to be at all classes for which they have registered.
2. It is understood that at times students are overly tired, have minor colds, or must make appointments during class times. For this reason, a student is allowed to have, without penalty, one unexcused absence for each hour per week that the class meets from which they are absent (i.e. a three-hour course would permit the student three unexcused absences per semester).
3. Each unexcused absence taken beyond this allowable limit will deduct three percentage points from the student's final grade and, therefore, could result in the failure of that course.
4. Missed classes due to late enrollment will be counted as unexcused unless excused by the Dean prior to enrolling.
5. If a student misses fifteen minutes or more of a class, it will constitute an absence.
6. Students are not permitted to leave a class before it is dismissed.
7. A student is considered tardy if they are not in the appropriate classroom at the time the bell rings or the official time has arrived to start the class. Three unexcused tardies will be counted as one unexcused absence.
8. After a tardy or absence from a class, an "Absence Excuse Form" should be filled out the day the student returns to class. See Page 20 for the link and instructions.

NOTE: One e-form must be submitted for each class missed. Students and instructors are then notified whether the absence or tardy will be considered excused or unexcused.

9. Items normally considered excusable are illnesses, a family wedding or a critical illness/death in the immediate family.
10. Items normally considered unexcused are minor illnesses (such as minor colds, indigestion, headache, exhaustion, mental fatigue, etc.), routine doctor appointments, routine dental appointments and counseling appointments. These appointments should be arranged in the student's own time, not during class periods.
11. Excuse forms may not be received more than fourteen days after the absence occurs.
12. Students are responsible for class content when absent, whether excused or unexcused.
13. Any student who misses more than one-third of the total classes for any course is automatically withdrawn regardless of the reason for their absences (excused or unexcused). Please be aware that our student information system does not automatically calculate absences into your grade. We encourage you to communicate

with your instructor regarding your current grade standing. It is your responsibility to calculate absences into your grade throughout the semester as the professors will not calculate it until the end of the semester.

Absence Excuse Form Procedure:

- **Online Excuse Form Link: attendance.portlandbiblecollege.org**
Path to link: attendance.portlandbiblecollege.org/Current Student/More for Current Students/Absence Form
- **Login:** Populi username and password

Once logged in, select the absences you wish to have excused and provide the reason for your absence. Please refer to the previously stated guidelines for which absences are excused. You will be emailed through Populi if your absence request is accepted or declined.

Complete this form for each class period missed. If there is a class with two back-to-back periods, an Absence Form for the same class needs to be filled out twice, indicating each class period separately.

C. Classroom Protocol

The key to effective learning in the classroom is maintaining attention. Anything that promotes consistent, active, and participative attention promotes learning. Anything that distracts or takes away from attention reduces learning.

The following protocol for our classrooms is designed simply to increase attention and learning:

1. Please be on time and ready to learn by the beginning of the class period.
2. You may bring an appropriate drink with a secured lid to class. Please do not bring food.
3. Do not mark the roll sheet for other students (unless you are the designated attendance taker). Please only put a check by your name with no other mark.
4. You may use your laptop computer, cell phone or other digital device in class only for the purpose of note taking or Bible reference. These devices are generally not allowed in the back row or sides of a classroom. Please keep your cell phone silenced during class.
5. Appropriate interaction can increase learning in the classroom. However, irrelevant conversation with classmates decreases learning. Please stay focused on the topic being discussed.
6. Please do not work on assignments or study for exams during the class period.
7. Please do not leave the classroom during the class period unless it is a biological emergency. Do not leave class early even for chapel preparation.

8. Every classroom has an optimum “zone of concentration.” To maximize learning, please do not sit on the periphery of the room unless necessary.
9. While it may be appropriate to study for an exam as a group, making and distributing copies of an exam review takes away the value of the review process.
10. Study notes should not be taken into an examination. If you are more than 15 minutes late for an exam, you will not be allowed to take it. All electronic devices are to be turned off during an exam.

D. Coursework and Grading

1. **Academic Honesty:** The Bible is clear concerning the need for honesty and integrity in all things. This certainly applies to students preparing for ministry. Honesty and integrity are essential for learning and accomplishing your educational goals. Since dishonesty moves you out of the realm of reality it becomes impossible to know if you are really learning.

Academic dishonesty involves things such as:

- a) Plagiarism, which is claiming the work of others as your own without specific acknowledgment. Making minor changes in wording does not make the work your own. No written assignment should quote another source without appropriately documenting that source.
- b) Submission of a paper that is primarily a compilation of the works of others. Over half the words in any paper must be the words of the student writing the paper.
- c) Collaboration (e.g. writing a paper with someone else so that the resulting paper is not the product of the person submitting it) unless specifically allowed by the instructor. Unless noted on the course syllabus, a student should assume that the required work is meant to represent their own efforts written in their words alone.
- d) Submission of the same or essentially the same work to more than one course without prior consent of the instructors involved.
- e) Submission of work completed earlier as new work.
- f) Submission of work as your own which has been significantly edited by another person.
- g) Allowing another student to use your work for his/her assignment or helping another student in any way to be dishonest.
- h) Giving or receiving unauthorized test information prior to the exam.
- i) Using unauthorized sources for answers during an exam.

Academic dishonesty is a serious matter as it violates the student’s commitment to real learning and destroys academic trust. The consequences may range from a failing grade for the

assignment or exam, a lowered course grade, a loss of course credit, to dismissal from school. A student's coming forward to clear their conscience may lighten the level of consequence. When a faculty member becomes aware of possible academic dishonesty they are asked to consult with the Dean to consider appropriate action.

2. Late Work Policy: This chart represents how turning in an assignment late will affect the final grade given to the work. It is based on what happens to an assignment that would have received an "A" grade had it been turned in on the original due date. Assignments turned in on time that would have received a "B" grade or lower must be adjusted accordingly. Late work due to an excused absence must also be calculated from the time the student returns to class.

Days Assignment is Late	100 level courses	200 level courses	300 level courses	400 level courses
1 - 7 days	B	C	C	D
8 - 14 days	C	D	D	Maximum 70%
15 - 21 days	D	Maximum 70%	Maximum 70%	Maximum 50%
22 - 28 days	Maximum 70%	Maximum 70%	Maximum 50%	0 grade
29 or more days	Maximum 70%	Maximum 70%	0 grade	0 grade

3. Grading: Faculty members are responsible to inform a student as to the effect coursework has on the student's final grade for the course. They are also individually responsible for evaluating the quality of student work and assigning grades. This is done according to the system described below.

- A - (100 - 94%) Superior Scholarship
- B - (93 - 86%) Above Average
- C - (85 - 78%) Average
- D - (77 - 70%) Below Average
- F - (Below 70%) Failing

If a student believes that a grade for an assignment or course is inappropriate, they should discuss the matter with the instructor. If a student believes the grade is inappropriate due to issues unrelated to the quality of the work, then they may appeal in writing to the Dean. This appeal must be made in a timely manner from which the student was notified of the grade in question. The Dean may make the final decision or refer it to the faculty, particularly if the Dean is the instructor involved. In this case, the faculty's decision is final.

4. Grade Point Average: A student's semester and cumulative grade point average (GPA) is calculated accordingly:

- a)** The number of credits of a course is multiplied by the numerical value of the grade to determine the grade points for each course.

b) The sum of the grade points for all of the student's courses is then divided by the total credits attempted to obtain the GPA.

c) The total credits attempted include the hours for F and WF grades as well as the hours of credit earned. Letter grades are assigned the following grade points:

Grade	GPA	Grade	GPA
A+	4.00	C	2.00
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33		

5. Grade Reports: Instructors submit their final course grades to the Registrar's Office. The student's grade report is issued from that Office to students who are in good financial standing with the college. Grade reports, transcripts and degrees are not issued until all outstanding balances (including fines & fees) have been cleared.

E. Academic Probation

Good academic standing requires a grade point average of 2.0 or better on all course work. The college expresses concern about a student's low scholarship by placing the student on academic probation if any of the following apply:

1. The student's cumulative GPA falls below 2.0 at the end of any semester.
2. The student's semester GPA falls below 2.0 at the end of any semester.
3. The student is admitted on probation.

Academic probation is designed to assist students in evaluating their progress in school. This status is essentially a warning that a student must meet scholarship standards to remain in PBC. If a student is placed on academic probation they are not allowed to register for their next semester until meeting with the Dean. He will help them assess their performance, identify areas needing improvement and determine a strategy for improvement. This may include limiting course load, limiting employment, limiting co-curricular involvement and other activities. In addition, the student will be expected to participate in an academic accountability program designated by the Dean.

The student will remain on academic probation until such time as the Dean deems that the quality of work meets the minimum GPA of 2.0. At the end of the semester, the Dean will determine if the student should continue or be suspended for unsatisfactory progress. It will be necessary for a student to earn both a semester and cumulative GPA of at least 2.0 to be taken off of academic probation. Those receiving VA benefits must meet these requirements by the end of their probationary semester or the VA will be notified.

A suspended student must wait at least one semester to re-enroll. At that time, they may appeal for re-instatement by writing a proposal as to how they intend to address their previous

academic deficiencies. If accepted, they re-enter school on academic probation. If they fail to raise their GPA to 2.0 or better, they will be dismissed for unsatisfactory progress and must wait at least one year to apply again.

F. Student Classification

A “full-time student” is one who carries 12 or more semester credit hours. A “part-time student” is one who carries less than 12 credit hours. Classification of students is according to the following:

- **Freshmen:** Those having completed less than 28 semester credits
- **Sophomores:** Those having completed between 28 & 59 semester credits
- **Juniors:** Those having completed between 60 & 91 semester credits
- **Seniors:** Those having completed a minimum of 91 semester credits
- **Advanced:** Those having completed a minimum of 128 semester credits

G. Graduation

A graduation ceremony is held the Friday evening of the close of the Spring semester. All students are expected to attend unless there is an extreme emergency or other similarly difficult circumstance.

Students must communicate with the Registrar’s Office their intention to graduate at the beginning of their final semester. The transcript of any course credits from another institution that a student intends to transfer into PBC and apply toward their graduation requirements must be received in the Registrar’s office by May 1st.

Academic Honors	GPA
Cum Laude	3.50 - 3.74
Magna Cum Laude	3.75 - 3.89
Summa Cum Laude	3.90 - 4.00

H. Student Records

The student’s academic file is handled in a confidential manner. Student records are made accessible to certain authorized state and federal personnel. School officials in the performance of their professional responsibilities may also access records.

I. Student Resource Center

PBC maintains a library to support the student’s academic pursuits. Considerable effort is made to provide strategic resources for student use. It is expected that students respect the following guidelines:

1. All books taken from the library must be properly checked out.
2. General reference books (marked R) may not be removed from the library at any time.
3. Books in reserve for a particular course may not be used by students not enrolled in that particular course.

4. Out of respect for others, students are asked to refrain from talking or any disrupting conduct while in the library.
5. Violation of library policies may result in the suspension of library privileges, fines or both.

Library fines are due throughout the semester when they are accrued. Fines can be paid in person to the Librarian. Fines need to be paid in order to check out books or renew them. If at the end of the semester the student has not paid these fees, they will be automatically added to the student's financial tab. Accounts must be paid in full in order to graduate, receive transcripts or matriculate for the next semester.

Books can be checked out for two weeks at a time. The student can renew each book twice either online or in person at the Student Resource Center. Late book fines accrue at \$.25/day with a maximum fine of \$100.00.

Music Keys (including Chapel, Orchestra Room and Studio B) can be checked out for twenty-four hours. Late key fines accrue at \$5.00/day with a maximum of \$100.00. Only students on the music key list can check out these keys.

VIII. COLLEGE LIFE

A. Student Advisor/Mentor Program

The faculty and staff of PBC are committed to being available to students outside the classroom. An advisor/mentor program is implemented each year to help facilitate this. Students are encouraged to contact faculty and staff members for help in any matter, personal or otherwise.

B. Student Leadership Team

In keeping with the school's objective to train leadership in the Body of Christ, student leaders are nominated by the students and appointed by the church and school leadership to assist in providing natural and spiritual leadership on campus. This team is formed each year under the direction of the Deans and Campus Pastors. Student dorm leaders are also chosen in a similar manner and serve the students in their dorm.

C. Facilities

All school facilities are generously provided by Mannahouse and some of them are also used for church functions. We ask all students to respect this generosity and to cooperate when church events interrupt normal space usage. Care is taken in space planning to consider the needs of the students as well as the needs of church ministries. All group instrumental, vocal music practice or rehearsals in the Chapel must be scheduled through the church office. This is particularly important in the evening.

D. Finance Office

PBC desires its students to graduate with their education paid in full. The class schedule and fee schedule have been arranged to allow students to work their way through school. Most students are able to find a good part-time job in the Portland area and the city bus line runs within one block of campus.

The cost per semester is specifically determined at registration. However, a good estimate for a full-time, on-campus student is about \$4900. The cost for music students tend to be a little higher due to private music lessons. The cost for a full-time, off-campus student is about \$2500.

PBC is happy to finance a student's education at 0% interest. To take advantage of this financing opportunity, the student will be required to electronically sign a financial contract at enrollment. Stipulation in the contract include, but are not limited to, completing the payment plan as scheduled in order to avoid being sent to a collection's agency or being reported to the credit bureaus. Co-signers will be required for underage students and those requiring further assistance.

- 1. PBC Payment Plan:** PBC offers an interest free payment plan to all students consisting of a down payment and subsequent monthly payments. The down payments for each student enrollment type are as follows:

Fall Semester Down payment		Spring Semester Down Payment	
Full-time, On-campus	\$2,500	Full-time, On-campus	\$1,500
Full-time, Off-campus	\$1,300	Full-time, Off-campus	\$850
Part-time, Off-campus	50% of total	Part-time, Off-campus	33% of total

After a down payment is made, the remaining balance is then divided equally between four months in the Fall or five months in the Spring semester and placed on an equal monthly payment plan.

Statements are available through Populi and payments are due on the 20th of each month.

Payments can be made by cash, check, money order or online with a debit or credit card. A 3% Convenience Fee will be separately invoiced to the student for paying online with a debit or credit. This fee is to cover the cost that the Credit Card Company or bank will charge us for accepting such payments.

Populi has the ability to send statements for online payments to third parties (parents, organizations) that will pay on the student's behalf. However, if a third party requires us to discuss information regarding a student's account, the finance office will only do so if the third party has access to the student's online record. For instance, if your parent wants to review your financial record with us, you will need to provide them with your username and password in order for us to freely speak with them regarding the matter.

If a payment cannot be made by the 25th for any reason, a late fee of \$20 will be incurred. **If payment is not made within 30 days after the 20th, the student will be forced to withdraw from school as agreed upon when the financial contract was signed at enrollment.**

PBC's preferred form of payment is through electronic check. This is done through Populi by entering your Bank Name, Routing Number and Account Number. Your bank can provide you with this information, and it must be entered exactly as provided to avoid a \$20 NSF fee. This payment option is free of charge.

If you prefer to pay in cash, there are special cash envelopes available for you in the Administration Building. There, you can fill one out and deposit the money in the safe box. Payments received in the safe box are processed daily by a limited number of staff members and the safe box is emptied twice a day. Students are encouraged to check Populi often to verify that the payment was processed. You are encouraged to request a receipt for cash payments from the receptionist. Please contact the Administration Office after you have checked your Populi account need further clarification.

- **Online Fall & Spring:** Four equal monthly payments, due on the 1st of the month, September through December in the Fall and February through May in the Spring.
- **Online Summer:** Two equal payments due on June 1st and July 1st. Students taking "live" classes on campus, as well as online classes, will have two main separate invoices, one for their live classes and one for their online classes. Each invoice has different due dates and monthly amounts. Care should be given to make sure that correct payments are made separately to each invoice. Please note what invoice you are intending to pay so that we can apply your payment appropriately.

Students may feel free to bring any questions or concerns regarding payments to the Administrator's Office in the Administration Building.

- 6. Destiny Scholarships:** The school currently has a fund designed to help continuing students (who have a proven track records personally and academically) who are facing severe financial difficulty. To gain approval to apply for this particular scholarship, one can pick up an application form at the Administration Office and then submit it to the Dean. The amount awarded is determined on a case-by-case basis.
- 7. Outside Scholarships:** PBC accepts money from outside scholarships. However, it is up to each individual student to determine his/her qualification and application for the scholarship. The student then needs to let the Finance Officer or Registrar know if there are any requirements on the school's part in order to obtain the funds.
- 8. Withdrawal Procedures:** If a student needs to withdraw for any reason, he/she must follow the correct procedure:
 - a) Talk with the Dean
 - b) Officially withdraw from classes with the Registrar and notify the Finance Officer.
 - c) Students living on-campus need to communicate with the Campus Pastors to follow appropriate check-out procedures.

A withdrawal within the first two weeks of classes will result in an 80% tuition refund and pro-rated refund for room and board. Book returns can only be made up to a certain date which is made clear at Registration. Withdrawal during the 3rd and 4th weeks results in a 60% tuition refund, at 5th and 6th weeks 40%, and at 7th and 8th weeks 20%. After the 8th week of school no tuition refund will be given but room and board will be pro-rated for a refund. This refund will first go against any balance owing, and if it is more than the balance owing, the student will receive a check in the mail. If the refund is less than the balance owing, the student is still obligated to pay off the remaining balance by the end of the semester. After that, collection efforts will be made.

Please visit the Current Students section of the website for video tutorials on important financial transactions in Populi.

E. Mail Services

All students, commuters and residents, are issued a mailbox when they enroll. Mailboxes are required as this is our main form of non-electronic communication with our students.

1. **Student Mailboxes** are located in the Classroom Building.

a) Incoming mail: Packages and mail are received from all carriers and distributed Monday through Friday. There is no delivery on Saturday or Sunday.

b) Outgoing mail: A letter drop-off box is located near the rear entrance of the Administration Building. Outgoing packages can be processed in the Administration Building.

c) Campus mail: Campus mail from PBC and Mannahouse offices, faculty or students is delivered daily, Monday through Friday. Campus mail requires no postage, but does require sender's name, recipient's name and box number. Campus mail can be dropped off in the drop slot available next to the student mailboxes. For security reasons, please do not drop mail containing cash or items of value in campus slot.

2. **Mailbox Keys:** Keys are distributed on move in day, or can be picked up at the Student Resource Center. Mailbox keys are provided for all students attending the Portland Campus, whether on or off campus, full or part time. There is no initial cost unless the key needs to be replaced or for late renewals. The assigned box and address will remain the same for each consecutive semester the student is enrolled, and students may keep their key over breaks if they are returning.

a) Key Loans: Mailbox keys have a loan period of 120 days (roughly a semester). Students are notified through Populi when their keys need to be renewed. Late key fines accrue at \$.25/day with a maximum of \$50.00.

b) Key Replacements: Key replacement orders may be placed on Populi in the library tab under Replacement Items. The fee is due and payable upon purchase.

c) Key Returns: Key Return Envelopes are available in the Student Lounge. All keys must be returned by filling out the envelope and dropping the sealed envelope in the Campus Pastor's door slot.

3. Student Addresses: On-campus student addresses should appear as follows:

Name of Student
Portland Bible College
9150 NE Fremont # _____
Portland, OR 97220

On-campus students utilizing their mailboxes as their primary mailing address (temporary or permanent), must file a change of address form with the United States Postal Service at <https://moversguide.usps.com> for \$1.00 (payable directly to the USPS website). Failure to complete this form will result in mail being returned to sender.

4. Forwarding Services: An address change form must be completed by every student at the end of each school year and at the time of graduation or withdrawal from PBC to allow for forwarding of mail.

a) Continuing Students – Mail will be held through all breaks including the summer break unless a forwarding address is left with the office.

b) Non-Continuing Students – Mail will be forwarded for 30 days if a forwarding address is left with the office. After 30 days, all mail will be returned to the sender. Students must submit a forwarding address or lose their deposit.

5. Student Resource Center (Library) mail services:

a) Sale of stamps and basic letter envelopes.

b) Pick-up of incoming packages and mail requiring a signature and photo ID (notices will be placed in student's mailbox).

Hours of operation: Monday through Friday, 8:30am – 9:30pm. Letters and packages received by 2:00pm will be sent out the same day.

F. Vehicles and Parking

Having a vehicle on campus is considered a privilege of those who clearly exhibit self-control and maturity in its operation. Failure to observe these guidelines may result in reminders, fines, and ultimately in the suspension of vehicle privileges.

- 1.** All vehicles, including those of part-time students, must be registered with PBC and insured throughout the school year to comply with state law. Insurance must be verified at registration and the office notified of any changes.
- 2.** Obey all posted signs, including traffic flow and parking restrictions. Campus speed limit is 15 MPH.
- 3.** Please park only in areas designated for you.
- 4.** Vehicles may not be driven on the grass at any time, including moving in or out of dorms.

5. No major vehicle repairs are to be made on campus. Students must make their own arrangements for an alternate location for all such work or for storing inoperable vehicles.
6. Because of legal liability, students are strongly discouraged from lending vehicles to others.
7. No student vehicles are permitted beyond the sign on the road to the upper campus residences without the permission of the Campus Pastors.

These policies will be in effect throughout the year, including all breaks. Failure to cooperate could result in a vehicle being towed. In such a case, the student will be responsible for all charges associated with the towing.

Parking Passes can be purchased through the Student Resource Center. All students must register their vehicles when matriculating. Passes must be displayed on the driver's side of the rear window. Vehicles parked on campus without permits will result in fines or towing. Students parking in areas marked for "Staff" or "Faculty" will be fined or potentially towed.

Parking Pass Costs:

- On-campus student vehicle permits \$29.00
- Off-campus student vehicle permits \$5.00
- Replacement student vehicle permits \$10.00

