

Prairie Distance Education - Most Commonly Asked Questions

If I want to receive transfer credit, what do I do?

Contact the institution you want to receive transfer credit from and request that an official transcript be mailed directly to Prairie Admissions Office, Box 4000, Three Hills, AB T0M 2N0, Canada.

When and how can I enroll in a course?

You can enroll into a course any time either over the phone or by ordering off our web pages at:

http://www.prairie.edu/PDE/DE_courselist.htm

How long do I have to complete a course and what if I need more time?

Six months from enrolment date is given to complete an Online or Mail Based Correspondence course. If extenuating circumstances prevent you from completing a course by the due date, you may apply for a two-month extension or a four-month reinstatement. An administration fee is charged for these extensions, which begin on your course due date. Two extensions or one reinstatement is permitted per course. If you have allowed the course to lapse beyond the end of the allowed extension period, you must re-enroll in the course.

How long will it take me to finish a program?

This depends on if you have transfer credits from another institution, whether you wish to APPLE courses, which program you wish to take, and how many courses per year you want to take. For more information on our APPLE program see the next commonly asked question below.

Can past experiences and informal learning count in place of certain courses?

Yes. Through our Assessment Program for Prior Learning Experiences (APPLE), we can grant academic credit for learning you have done outside of the classroom. If you have learned material covered in a specific course, you can be granted credit for it. To determine if you qualify, you will be required to prepare a portfolio in which you demonstrate that you have achieved the course objectives. Students are only eligible to APPLE a course if accepted into a program. APPLE procedures are listed below.

1. First, look over the descriptions of the courses required for your program and make note of those which you think you already have the knowledge and/or experience to fulfill.
2. Second, you will need to request a copy of each course syllabi that you are interested in getting credit for to be emailed to you from the Distance Education office (1-800-785-4226).
3. You will then need to thoroughly read and look through each course objective for each course you would like to APPLE out of.
4. Then you will gather information to document how you previous outside learning have met these objective.
5. Present your documentation to Prairie Distance Education who will work with the Registrar and provide you with the assessment results.

Are Distance Education courses done through the internet?

We have two course format options: online and correspondence (paper and e-mail.) Both have the option to mail, email or electronically post your assignments.

How much does a course cost?

Tuition is \$615 per 3 credit course for students enrolled in a program. For students not enrolled in a Prairie Distance Education program, tuition is \$700 per 3 credit course. Each course will have

textbooks and course resource packs that vary in price. Please go to this link to get more information: http://www.prairie.edu/PDE/DE_courselist.htm. Click on the course you are interested in and a new window will display the textbook and any additional costs.

Where is Prairie?

Prairie Bible Institute is located in the community of Three Hills, located Northeast of Calgary, Alberta (75 minute drive from the Calgary International Airport) and close to 400 kilometers (250 miles) north of the U.S. (Montana) border. We are also a 2.5 hour drive to the Canadian Rocky Mountains.

Can I take Distance Education and come to campus later?

Yes. If this is something you want to do, or are thinking about it, it is best to be advised on which courses to take. Each program has unique requirements and some courses line up with campus programs better. Contact the Admissions Office for assistance.

What are the requirements to remain enrolled in a Bachelors degree program?

The requirements to remain enrolled in a Bachelors degree program are that you take a minimum of 13 credits per calendar year. The program can take two to ten years to complete, depending on how many credits per year you complete and how many credits you have transferred in from another institution. You will need to have a mentor, who will support you both academically and spiritually throughout the time of your program. You will need to mail or fax a Mentor Nomination Form to the Admissions Office and you can print off a form on our website at: www.prairie.edu/dedownloads.

What is a mentor?

A mentor is a person of your choosing that you will meet with once a month during the time you are completing your Bachelors degree through Prairie Distance Education. They need to be a person who is older than you and will need to have had a significant amount of experience in the ministry area that you want to enter. This person will also fill out a report on you at the end of each calendar year of your studies. You will need to fill out a Mentor Nomination form and either fax or mail it back into us. You can print off a form at: <http://www.prairie.edu/dedownloads>

Do I have to be accepted into a program to take courses?

No. You can take up to 3 courses without applying to a program, but if you desire to take a fourth course, you will need to be officially accepted into a program. Note that you can apply for a program at any time before completing your third course.

How do I apply for a program?

You can apply online free of charge at www.prairie.edu/apply. If you choose to mail in a paper application there will be a processing fee of \$35. You will also need to submit two reference forms including both a Pastor's Reference Form and a General Reference Form. Online and PDF forms are available at www.prairie.edu/forms.

Another important document that we will need from you is your official high school and any post-secondary transcripts. You will need to contact your previous institutions and have them mail an original official high school transcript to the Admissions Office. If you are a mature student and cannot access official high school records, you may be accepted as a mature student. Contact the Admissions Office for further details.

Is Prairie accredited?

Prairie Bible College is authorized by the Legislative Assembly of the Province of Alberta to grant degrees. Prairie is accredited by the Association for Biblical Higher Education (ABHE) (formerly called the AABC). The ABHE is an institution recognized by the Council for Higher Education Accreditation (CHEA) and the U. S. Department of Education. Contact information for the ABHE: 5575 S. Semoran Blvd., Suite 26 Orlando, FL 32822-1781; Phone 407.207.0808; or www.abhe.org

All of Prairie's undergraduate programs (campus-based and distance education) are accredited by ABHE. Prairie does offer several graduate courses and two graduate programs, but note that these are not accredited.

What programs do you offer?

Accredited programs:

- Bachelor of Arts in Ministry/Pastoral-129 Credits
- Bachelor of Arts in Ministry/Youth-129 Credits
- Bachelor of Arts in Ministry/Multi-disciplinary-129 Credits
- Bachelor of Arts in Intercultural Studies-129 Credits
- Associate of Arts in General Studies-63 Credits
- Certificate in Bible-30 Credits

Unaccredited programs:

- Graduate Diploma in Theological Studies-33 Credits
- Graduate Certificate in Christian Ministry-15 Credits

More information is available at <http://www.prairie.edu/PDE/programs.htm>

How can I contact the Prairie Admissions Office?

Contact Admissions if you are inquiring about starting a course or applying to a program.

Mail: Prairie Admissions Office, Box 4000, Three Hills, AB, T0M 2N0, Canada.

Email: admissions@prairie.edu

Toll-Free: 1-800-661-2425

Phone: 403-443-3007

Fax: 403-443-5540

How can I contact the Prairie Distance Education Office?

Contact Prairie Distance Education if you are enrolled or are ready to purchase a course.

Mail: Prairie Distance Education, Box 4000, Three Hills, AB, T0M 2N0, Canada

Email: distance.ed@prairie.edu

Toll-Free: 1-800-785-4226

Phone: 403-443-5511

Fax: 403-443-3099