

FREQUENTLY ASKED QUESTIONS

1. Do I need to complete the General Education requirements portion of the Certificate of Achievement requirements before I take the Paralegal Studies core courses? **NO**
2. Do I need to complete my AS Degree before I take the Paralegal Studies core courses? **NO**
3. May I take any of the Certificate of Achievement requirements at another college? **YES**

There are two categories of courses we accept from another college; following are the categories and procedures for requesting acceptance:

- a. Paralegal core courses:
 - 1) Pick up a Student Request for Course Substitutions form in the Business Division office, room R201, or in room L112.
 - 2) File that form in the Business Division Office, room R201
 - 3) Attach supporting documentation, i.e. course descriptions, official transcripts.
 - b. General Education requirements:
 - 1) Pick up a Request for Evaluation of General Education Courses in the Business Division office, room R201, or online at www.pccparalegal.com
 - 2) File that form in the Business Division Office, room R201
 - 3) Attach the supporting documentation as listed on the Request, i.e. course descriptions, official transcripts.
4. If I to take courses at another college toward my PCC Certificate of Achievement, does that college have to be ABA approved? **NO**