

Pasadena City College
PARALEGAL STUDIES ORIENTATION
Fall 2018



This paper should be kept for future reference.

Welcome to the Pasadena City College Paralegal Studies Program! During this orientation session you will complete a Program Application form that contains information we will compile and use in tracking your progress through our program. This information is required in order to maintain our American Bar Association approval of the program. (Please note: Any information provided is never released from the Division Office)

The PCC Catalog is a very important document that contains information that you as a student are responsible for knowing, and it can be accessed online at www.pasadena.edu. When you apply for your Certificate of Achievement you will be asked to indicate which catalog year's requirements you have used; you may use any year's requirements starting with the catalog in effect in the school year of the start of your continuous enrollment, through the year you complete the program.

You may obtain a Paralegal Studies Certificate of Achievement alone, *or* complete all of the requirements in order to obtain an Associate in Science (AS) Degree in Paralegal Studies. (You do not have to qualify for an AA or AS Degree in order to receive a Certificate of Achievement.)

Note: If you have an Associate Degree or higher you are not required to complete any courses other than the *Paralegal core courses*. When you have completed the program, **attach** proof of your Degree to your Certificate Application.

If you wish to request any deviation from the core courses requirements for the Paralegal Studies Certificate of Achievement, you must submit a **Student Petition**, along with supporting documents (i.e., the course description from the school catalog, and *official* transcripts). This form may be obtained and filed by the student, in the Business Division Office, room C121. Please note: a maximum of two core courses may be transferred from another college.

If you wish to have the Business Division of PCC accept General Education requirements for the Certificate from another college (for the purposes of the Paralegal Studies Certificate of Achievement **only**) you must file a **Request for Evaluation of General Education Courses** form, and provide the requested documentation. This form is obtained, and must be filed by the student, *in the Business Division Office, room C121 only*.

* Please note that if any course verifications are required from other colleges, you must provide the Business Division, room C121 with an official transcript, **or** make a note that those transcripts have been submitted to the Records Office.

When you are ready to apply for your Paralegal Studies Certificate of Achievement the application forms are available as follows, and **✦Please use Business Division Application form only:**

- Online at pccparalegal.com *or*
- in the Business Division Office, room C121

When to apply for your certificate:

- **Certificate-only** applicants - apply after you have completed your last final examination, in your last qualifying semester.
- **Certificate + AS Degree** applicants - if you will qualify for your *Degree* at the end of the same last qualifying semester as your *Certificate of Achievement*, apply after you have completed midterm exams in that last semester.

When and where to apply for an **Associate in Art/Science Degree**: the deadlines are posted in the current semester's Schedule of Classes Calendar; see your counselor for details and application procedures.



Counseling and guidance for the Paralegal Studies Certificate of Achievement Program is provided through the Program Director, Carol D. Kellogg, room R308, phone # (626) 585-7817. The Business Division Office is in room C121, phone # (626) 585-7341. *Please call the Program Director or the Business Division Office if you have any questions or need assistance with the requirements, forms, or procedures.*