

Pasadena City College
PARALEGAL STUDIES ORIENTATION
Spring 2008

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 that any Social Security, address, or phone number information is never released from the Division Office).

If you have not already purchased a PCC *Catalog* from our Bookstore on campus, please be sure to do so as soon as possible. The catalog is a very important document that contains information that you as a student are responsible for knowing. The catalog that is in effect in the school year of the start of your continuous enrollment is the one that is usually used to determine your program requirements; when you apply for your Certificate of Achievement you will need to indicate which catalog year's requirements you have used. You can find the current year's catalog on our website at www.pasadena.edu

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

Anytime that you wish to request any deviation from the Paralegal Studies core or elective courses requirements for the certificate, you must submit a *Student Petition*, along with supporting documents (i.e., the course outline for a course taken at another college, official transcripts). This form can be obtained and must be filed in the Business Division Office, room R201.

Anytime that 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 in the Business Division Office, room R201.


Note that if you have an Associate or Bachelors' degree you do not have to complete any courses other than the *Legal core courses*. When you have completed the program attach to your Certificate application a *transcript* copy that shows the degree earned.

*Please note that if **any** course verifications are required from other colleges you must provide the Business Division with an official transcript; we do not use transcripts or copies of transcripts sent to other offices on campus.*

The Certificate application forms are *only* available and must be filed in the **Business Division Office**, Room R201. When and where to apply for your Certificate of Achievement:

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

When and where to apply for an Associate in 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 R201, phone # (626) 585-7341. *Please call the Program Director or the Division Office if you have any questions or need assistance with the requirements, forms, or procedures.*