



PARALEGAL STUDIES

FULLERTON COLLEGE
PARALEGAL STUDIES PROGRAM
GENERAL INFORMATION

Fullerton College offers both an Associate in Science Degree and a Certificate for those students interested in becoming a paralegal or going on to law school. In this memo, I will attempt to answer any questions you might have, but I encourage you to visit the College's website (www.fullcoll.edu) where you can find registration deadlines, costs, and examine the College Catalog accessible from the main page. There is no admission process aside from signing up for the classes like you would for any other community college class. There are pre-requisites that come into play. We encourage new students to take three paralegal courses the first semester. These three courses are required for all Paralegal Studies Program students: PLEG 101, 104, and 116 respectively. They are Introduction to Paralegal Studies, Introduction to Legal Research & Terminology, and Computers in the Law Office I. These are foundational courses that give a student an initial grasp of the law, explain what a paralegal is and does, how to conduct legal research for generating legal documents, and how to use the Microsoft Office suite in a law environment.

There are four other required courses, to wit, PLEG 105, 201, 202, and 207 (Introduction to Legal Writing, Civil Litigation I and Civil Litigation II, and Computer-assisted Legal Research). The remaining units required for a degree or a certificate (see below for a further explanation of how many) are electives and can be chosen based on a student's subject interest. All classes offered in the program can be found in the catalog referenced above. Any student who has already completed paralegal classes at another institution needs to be aware only six units may be transferred into the program, and those six units must meet the following criteria:

1. Must be attained at an A.B.A.-approved school; and

2. Must meet both the unit and content requirements of the course for which the student would like the units applied.

As we are accredited by the American Bar Association (ABA), the requirements for the awarding of a degree or certificate are set by them. The Associate in Science degree requires the successful completion (a C or better in all courses) of 27 paralegal studies units (21 units of required courses discussed above and 6 units of electives). Additionally, the student must complete all required general education classes as set forth by the ABA and the College.

If a student already has an associate degree or higher they are eligible to achieve a Certificate after the successful completion of 30 units of Paralegal Studies courses (the same 21 required units, plus 9 elective units). Students who only have an associate degree should contact Olivia Barajas in the Counseling Office to set up an appointment to have their general education classes evaluated. The ABA does not accept all general education classes the College accepts for the associate degree. In rare cases, students may have to take additional general education classes to satisfy the general education requirements approved by the ABA.

If a student attends classes full-time, the associate degree can be completed in two years and the certificate can be completed in a year and a half. The vast majority of our classes are offered evenings and Saturdays. Other information on the program can be obtained via the Counseling Office, reviewing the College Catalog, or attending one of the informational meetings that are offered during the Fall and Spring semesters. Please check the appropriate class schedule for times, dates, fees, and locations.

PLEASE NOTE: THE FULLERTON COLLEGE ABA-APPROVED PARALEGAL STUDIES PROGRAM DOES NOT PREPARE STUDENTS FOR LAW SCHOOL OR THE PRACTICE OF LAW. UNDER CALIFORNIA'S BUSINESS AND PROFESSIONS CODE, SECTION 6450 et seq., A PARALEGAL MAY NOT MARKET HIS OR HER SERVICES TO THE PUBLIC, BUT MUST WORK UNDER THE DIRECT SUPERVISION OF AN ATTORNEY LICENSED TO PRACTICE LAW.