

# Paralegal Studies Orientation

Fall 2021

August 31, 2021



PARALEGAL STUDIES



# Program Administration Contacts

Carlos Ayon



**Dean**

Office: 310-03

714.992.7032

[cayon@fullcoll.edu](mailto:cayon@fullcoll.edu)

Michael Moore



**Paralegal Studies Dept. Director**

Office: 310-01

714.992.7208

[mmoore1@fullcoll.edu](mailto:mmoore1@fullcoll.edu)

Kelley Jones-Horwood



**Administrative Assistant II**

Office: 310

714.732.5568

[kjoneshorwood@fullcoll.edu](mailto:kjoneshorwood@fullcoll.edu)



## Program Information

- ABA approved since 1993
- Associate's and Certificate options
- Continuing education pathways
- Faculty and Administration are here to help you successfully complete the program.

# Paralegal Studies Program Requirements

Paralegal Studies Certificate - <a href="#">Link</a>	Paralegal Studies A.S. Degree - <a href="#">Link</a>
Requires at least an Associate's degree or higher from a regionally accredited college or university.*  Technical/vocational degrees <b><u>are not</u></b> accepted by the ABA.	Requires the completion of the A.S. Paralegal Studies General Education Pattern** with grades of "C" or better
Requires <b>6 units</b> of Restrictive Electives <b>(Effective fall 2021)</b>	Requires <b>6 units</b> of Restrictive Electives
Requires a total of <b>27 units</b> <b>(Effective fall 2021)</b>	Requires a total of <b>60 units</b> (27 units of coursework in the major)
Any student who has already completed paralegal classes at another institution needs to be aware that 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. 2. Must meet both the unit and content requirements of the course for which the student would like the units applied.	
<b><i>A student may work towards earning an A.S. in Paralegal Studies and the certificate at the same time!</i></b>	

\*Not all accrediting bodies are recognized by Fullerton College

\*\*The **PLEG A.S. degree** requires a General Education evaluation

# Educational Planning

## Career Education Counselors



Olivia Barajas, M.S.



Jennika Celo, M.S.



Pamela Skiles, M.S.

Career Education Counselor's Hours (Subject to Change):

<https://buscis.fullcoll.edu/faculty-and-staff-hours/>

NOTICE: All counselors provide "counseling for Paralegal Studies students" as part of your educational planning. Thus, there is no difference between the Career Education Counselors and those in other departments (Counseling Center, EOPS, etc.)

# Educational Planning

## Schedule a Counseling Appointment

For an appointment call the Counseling Center:  
**(714) 992-7084 (Dial 1, then 8)**

Appointments can also be made using the **"Ask Us" Chat** on the [Counseling Center Website](#)

Non-peak periods: **Feb, March, Sept and Oct.**

**Counseling Center Hours** (Subject to Change):

Monday	8:00 am – 5:00 pm
Tuesday (extended hours)	8:00 am – 7:00 pm
Wednesday (extended hours)	8:00 am – 7:00 pm
Thursday	8:00 am – 5:00 pm
Friday	8:00 am – 5:00 pm
Saturday	9:00 am – 2:00 pm ( <a href="#">click here for dates</a> )
Fridays & Saturdays closed during Summer session	



# "Ask Us" Chat Feature

## Link

- Request an appointment
- Ask a quick question

The screenshot displays the Fullerton College website with a yellow navigation bar at the top containing links for Students, Faculty+Staff, Alumni, Community, Site Map, Contact Us, and COVID-19 Info. A search bar and utility icons are on the right. Below this is a dark blue header with the college name and links for Admissions+Aid, Academics, Student Resources, Visit, Catalog+Schedule, and About. A red banner features a 'COVID-19 Update' and a message about remote services, with a 'VISIT ONLINE STUDENT SUPPORT' button. The main content area shows a building facade with signs for 'ADMISSIONS COUNSELING', 'EOPS', 'BOOKSTORE', and 'BURSAR'. A dark footer contains various site links. An 'Ask Us' chat window is overlaid on the right, titled 'Welcome!' and containing a text input field and a 'Submit' button.

Students Faculty+Staff Alumni Community Site Map Contact Us COVID-19 Info Search

Fullerton College

Admissions+Aid Academics Student Resources Visit Catalog+Schedule About

COVID-19 Update

College services and instruction have transitioned remotely. Please visit our website for current information.

VISIT ONLINE STUDENT SUPPORT

Ask Us

Welcome!

Type your question in the box below and press Enter to start chatting.

Type your message here...

Submit

About Home Assembly Bill 705 (AB 705) Appointments Getting Started e-Advising Student Resources Transfer/Student Support

FAQ Calendar Major Declaration Day North Orange Promise



## A.S. to B.S. Articulation Pathways

### *Plan for the Next Step in your Education:*

- National University
  - B. S. in Paralegal Studies
- University of La Verne
  - B. S. in Legal Studies



# Paralegal Studies Curriculum

Grades of “C” or better  
required

## Required Coursework (21 units):

PLEG 101 F	Introduction to Paralegal Studies	3
PLEG 104 F	Introduction to Legal Research and Terminology	3
PLEG 105 F	Introduction to Legal Writing	3
PLEG 116 F	Computers in the Law Office	3
PLEG 201 F	Civil Litigation I	3
PLEG 202 F	Civil Litigation II	3
PLEG 207 F	Computer-Assisted Legal Research	3

## Restrictive Electives

(Beginning fall 2021 - 6 units required for Certificate and the AS degree):

PLEG 090 F	Contemporary Issues in the Law	1-3
PLEG 203 F	Tort Law (formerly Personal Injury)	3
PLEG 204 F	Family Law	3
PLEG 205 F	Probate, Wills and Trusts	3
PLEG 206 F	Bankruptcy Law and Procedure	3
PLEG 208 F	Workers' Compensation Law	3
PLEG 209 F	Criminal Law and Procedure	3
PLEG 210 F	Paralegal Internship	2-4
PLEG 211 F	Real Property Law and Procedure	3
PLEG 213 F	Employment and Labor Law	3
PLEG 214 F	Contract Law and Procedure	3

PLEG 215 F	Discovery in Electronic Age	3
PLEG 216 F	Computers in the Law Office II	3
PLEG 217 F	Immigration Law	3
PLEG 218 F	Entertainment and Sports Law	3
PLEG 219 F	Intellectual Property	3
PLEG 220 F	Elder Law	3
PLEG 221 F	Ethics for Paralegals (formerly PLEG 090FF)	2
PLEG 223 F	Advanced Legal Research and Writing	3
PLEG 225 F	Law Office Management	3
PLEG 226 F	Constitutional Law	3
PLEG 227 F	International Law	3

# Suggested Sequence

[Link](#)

# What do I take?

## Paralegal Studies 2021-2022

Associate In Science Degree - Fullerton College

PROGRAM CODE: 2S08434

*Program plan will depend on placement test results. This program could be adjusted.*

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.

### Degree-Oriented Paralegal Students

#### FIRST SEMESTER

PLEG 101 F	Introduction to Paralegal Studies	3
PLEG 104 F	Introduction to Legal Research and Terminology	3
PLEG 116 F	Computers in the Law Office	3
P.E. Activity		1
Area A1 (Written Communication): ENGL 100 F, 100HF, 101 F or 110 F		4-5
Total Units		14-15

# Pre-requisites

## **PLEG 105 F Introduction to Legal Writing**

**3 Units**

**Prerequisite(s):** [PLEG 101 F](#) and [PLEG 104 F](#) and [ENGL 100 F](#) or [ENGL 100HE](#) with a grade of C or better

54 hours lecture per term. This course is an introduction to the practical writing skills and necessary analytical skills required in the law office. Topics include analysis of cases, analysis of statutes and administrative regulations, drafting and generating objective documents used in the legal environment, and generating and drafting persuasive documents submitted by attorneys to the trial and appellate courts. (CSU) (Degree Credit)

*The English 100 F prerequisite for PLEG 105 F can be waived if the student has earned a bachelor's degree (including PLEG certificate approved international bachelor's degrees). This waiver does not entitle the student to credit for English 100 F on the ABA approved PLEG Gen Ed pattern.*

*Students may be cleared for PLEG 105 if they have either met the prerequisites or have them in progress.*

“Projected Course Rotation”  
<https://buscis.fullcoll.edu/paralegal/>

Catalog & Schedule of  
Classes:  
<https://www.fullcoll.edu/schedule/>

# When are courses offered?

Fall	Spring	Summer				
			Search: <input type="text"/>			
COURSE	TITLE	DAY	NIGHT	SATURDAY	ONLINE	
	REQUIRED COURSES					
PLEG 101	Introduction to Paralegal Studies	X	X	X	X	
PLEG 104*	Introduction to Legal Research and Terminology	X	X	X		
PLEG 105	Introduction to Legal Writing		X	X		
PLEG 116*	Computers in the Law Office I				X	
PLEG 201	Civil Litigation I		X	X		
PLEG 202	Civil Litigation II		X	X		
PLEG 207*	Computer Assisted Legal Research		X	X	X	
	ELECTIVE COURSES					
PLEG 203	Tort Law (Even Year - Fall)		X	X		
PLEG 204	Family Law					
PLEG 205	Probate, Wills, and Trusts (Even Year - Spring)					
PLEG 206	Bankruptcy Law and Procedure (Odd Year-Spring)					
PLEG 208	Workers' Compensation Law (Odd Year - Fall)		X	X		
PLEG 209	Criminal Law and Procedure (Odd Year - Spring)					
PLEG 210	Paralegal Internship		X	X		
PLEG 211 (w/DE 102)	Real Property Law and Procedure		X			

Program Website:  
<https://buscis.fullcoll.edu/para-legal/>

Resources:

Projected Course Rotation

Petition to Substitute  
Certificate Requirements

Certificate Application

# Paralegal Studies Program Website

## PARALEGAL STUDIES

Fullerton College's ABA-approved Paralegal Studies Program provides the education and skills necessary for graduates to work under the supervision of an attorney as a critical member of the legal support team in all areas of law. Our program aids students in finding employment in this ever-growing, fast paced, and challenging field. According to Robert Half Legal Recruiters, "Highly sought-after legal professionals are capable of receiving multiple job offers, counteroffers and even signing bonuses." While the program does not prepare the student for the practice of law, many graduates have gone on to law school curriculum, finding it easier to understand. The program offers both an Associate in Science degree and a Certificate.

**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.

### DEPARTMENT COORDINATOR

Michael Moore  
[mmoore1@fullcoll.edu](mailto:mmoore1@fullcoll.edu)  
(714) 992-7208

Introduction to Paralegal Studies  
Introduction to Legal Research & Terminology  
Introduction to Legal Writing  
Advanced Legal Writing  
Civil Litigation

### PROGRAM ASSISTANT:

Kelley Jones-Horwood  
E-mail: [kjoneshorwood@fullcoll.edu](mailto:kjoneshorwood@fullcoll.edu)  
(714) 732-5568

### Course Details and Course Rotation

Paralegal Studies Course Details

Paralegal Studies Projected  
Course Rotation

*Note: Paralegal Projected Course Rotation Subject to Change*

### Degree

Paralegal Studies Associate in  
Science Degree

Admissions and Records Degree  
Application

### Certificate

Paralegal Studies Certificate

### Certificate Application

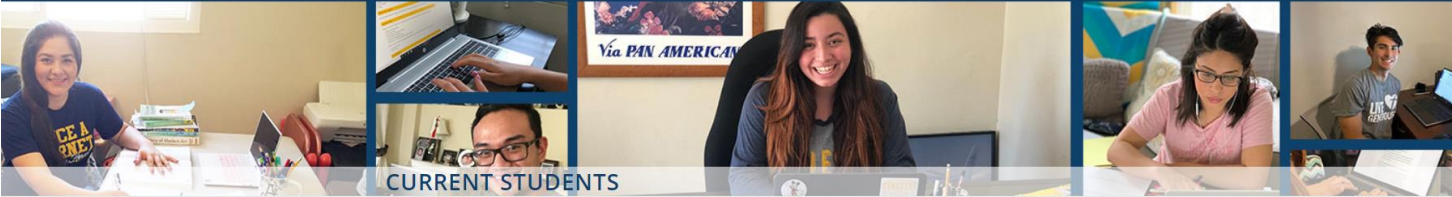
Paralegal Studies Certificate  
Application

Petition to Substitute Certificate  
Requirements

# Student Support Services & Resources Link

[Students](#) [Faculty/Staff](#) [Alumni](#) [Community](#) [Site Map](#) [Contact Us](#) [COVID-19 Info](#)

[Fullerton College](#) [Future Students](#) [Academics](#) [Current Students](#) [Visit](#) [Catalog+Schedule](#) [About](#)



### CURRENT STUDENTS

[Academic Success](#) [Support Services + Communities](#) [Student Life](#) [Health, Wellness + Safety](#) [Complaints, Conduct + Title IX](#) [News + Publications](#) [Calendars](#)

## ASSISTANCE IS JUST A CLICK OR DIAL AWAY!

Fullerton College will continue offering the majority of its courses online during the 2021 spring semester due to the COVID-19 pandemic. Additionally, support services and programs are all offered in remote formats.

If you can't find what you need on this page, please visit the college's [Directory](#), email [campus.communications@fullcoll.edu](mailto:campus.communications@fullcoll.edu) or call during business hours at 714-992-7000, and we will connect you with someone who can help.

### DISTANCE EDUCATION + TECHNOLOGY SUPPORT

Most online classes are taught through Canvas, which is a free learning management system. The Distance Education Department provides resources to help students learn how to use Canvas. Additionally, many support programs like the Library, Career and Life Planning Center, EOPS, Academic Support Center and others use Canvas to connect students with their resources. Mygateway is the student portal that provides access to do all the "business end" of things such as register for classes, drop classes, check grades, see holds, etc.

#### ONLINE TOOLS

[CANVAS](#) [MYGATEWAY](#) [FC MOBILE APP](#) [OFFICE 365](#)


#### ONLINE SUPPORT

[CANVAS SUPPORT](#) [CANVAS WORKSHOPS](#) [REGISTRATION TIPS](#) [CANVAS FAQ](#)


#### TECH SUPPORT

[ACT HELP DESK](#) [FREE WI-FI](#) [FC NET](#) [LAPTOP LOANS](#)



#### ACADEMIC SUCCESS RESOURCES

[ACADEMIC SUPPORT CENTER](#)  
[HORNETS TUTORING](#)

#### ACADEMIC COUNSELING

[ACADEMIC COUNSELING](#)

#### MORE RESOURCES

[LIBRARY](#)  
[TRANSFER CENTER](#)

[Academic Degrees & Certificates](#) [Faculty & Staff Directory](#) [Online Tutoring](#)

[Career Education Programs](#) [FC Miles \(math support\)](#) [STEM Community](#)

[Career & Life Planning](#) [Honors Program](#) [Service Learning](#)

[Catalog & Schedule](#) [Math Lab](#) [Writing Center](#)

## SUPPORT SERVICES + COMMUNITIES



### STUDENT SERVICES

The Student Services Division created this helpful summary of online resources immediately after the college campus closed due to COVID-19.



### A & R

Admissions and Records assists students with a variety of things ranging from registration, wait lists, special admits, transcripts, verifications, grades, petitions, etc.



### BOOKSTORE

The Fullerton College Bookstore is accepting all orders via its website. Orders can be shipped or picked up during scheduled curbside pickup times.

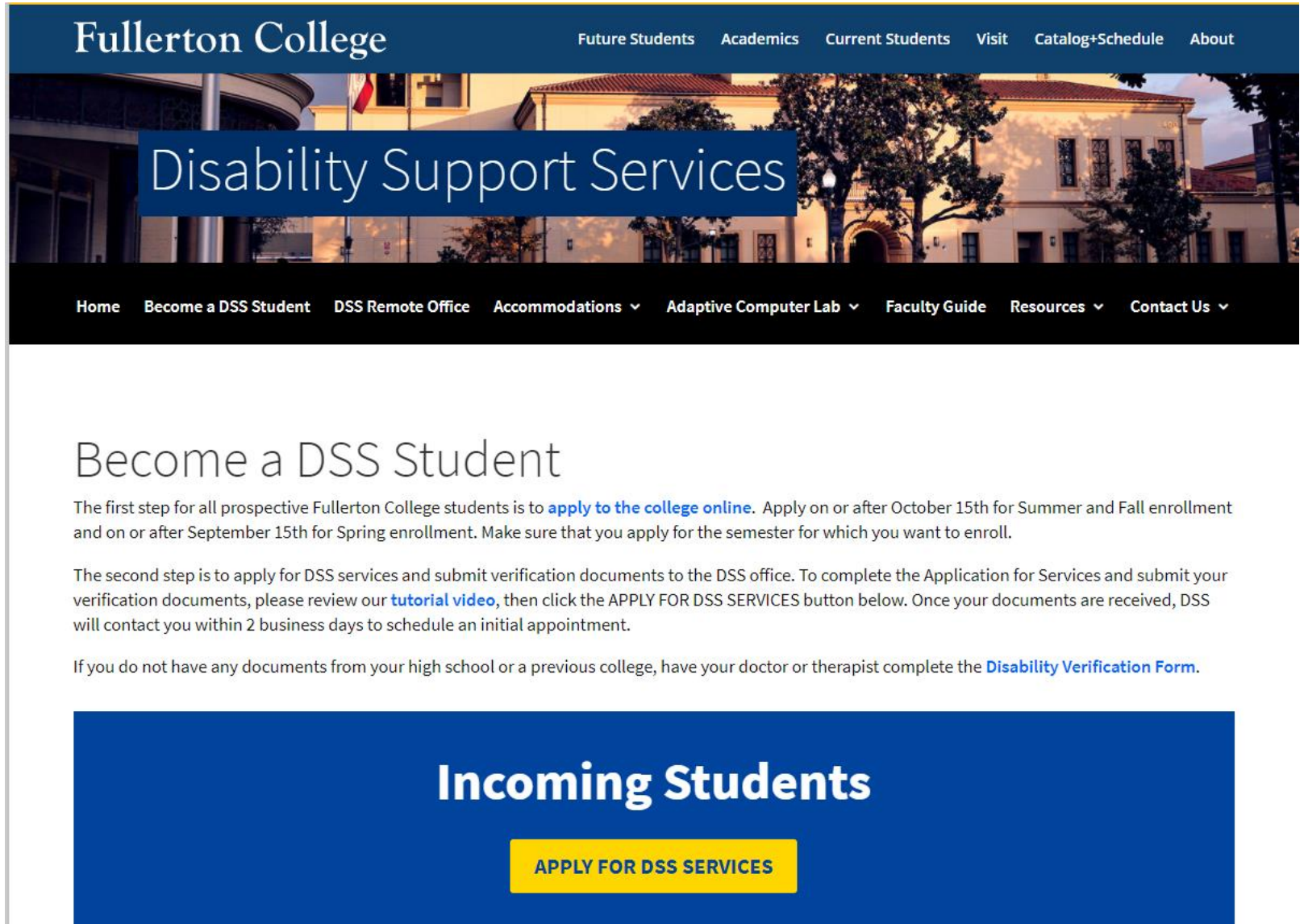


### BURSAR'S OFFICE

The Bursar's Office administers scholarships, third-party tuition payments and some Financial Aid grants. It also collects, processes, and records financial transactions.



# Disability Support Services Link



The screenshot shows the website for Fullerton College's Disability Support Services. The header is dark blue with the college name and navigation links. A large banner image of a building at sunset features the title 'Disability Support Services' in a dark blue box. Below this is a black navigation bar with white text links. The main content area is white and includes a section titled 'Become a DSS Student' with detailed instructions on the application process, including deadlines and document requirements. At the bottom, a blue banner with white text reads 'Incoming Students' and 'APPLY FOR DSS SERVICES'.

Fullerton College

Future Students Academics Current Students Visit Catalog+Schedule About

## Disability Support Services

Home Become a DSS Student DSS Remote Office Accommodations ▾ Adaptive Computer Lab ▾ Faculty Guide Resources ▾ Contact Us ▾

### Become a DSS Student

The first step for all prospective Fullerton College students is to [apply to the college online](#). Apply on or after October 15th for Summer and Fall enrollment and on or after September 15th for Spring enrollment. Make sure that you apply for the semester for which you want to enroll.

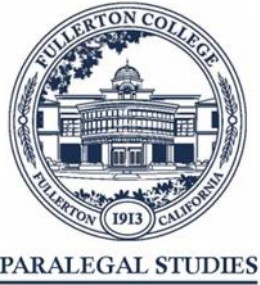
The second step is to apply for DSS services and submit verification documents to the DSS office. To complete the Application for Services and submit your verification documents, please review our [tutorial video](#), then click the APPLY FOR DSS SERVICES button below. Once your documents are received, DSS will contact you within 2 business days to schedule an initial appointment.

If you do not have any documents from your high school or a previous college, have your doctor or therapist complete the [Disability Verification Form](#).

## Incoming Students

APPLY FOR DSS SERVICES





# Library Resources

library.fullcoll.edu

Students Faculty+Staff Alumni Community Site Map COVID-19 Info

Search

Fullerton College

Admissions+Aid Academics Visit Catalog+Schedule Donate About

Fullerton College Library

Curbside Pickup Fall 2020  
Place Hold. Park. Pickup.

Home Borrowing ▾ Research ▾ Hands-On-Help ▾ Faculty Resources ▾ Technology ▾ Programs & Workshops ▾ About ▾

OneSearch Catalog Databases Journals

Search Everything

Enter Search Term(s):

Select Search Type:  
Keyword Search ▾

Search

Library building is closed for Fall 2020  
Please enjoy our online library.

Welcome to the Library

The campus may be closed but the online library is open.  
We're here to help you research, check-out books, and connect  
with other students.


Take the Orientation Workshop



PARALEGAL STUDIES

# Books

<https://library.fullcoll.edu>  
(use the *Catalog* search box)



Fullerton College  
Library

COURSE  
RESERVES

NEW  
SEARCH

BROWSE  
SEARCH

Paralegal

that contain my query words anywhere in the record

☐ 0 selected PAGE 1 69 Results

Sort by Relevance

Availability

Subject

Author/Creator

Location

Publication Date

1



BOOK  
**The paralegal**  
Deming, Richard, author.  
2018  
Available at General Collection - 2nd Floor (KF320.L4 D45 2018)

2



BOOK  
**CAPA guidebook for the utilizations of paralegals**  
California Alliance of **Paralegal** Associations (CAPA).  
2015  
Available at Reference Collection - 1st Floor (KF320.L4 C35 2015)



PARALEGAL STUDIES

# Curbside Pickup

<https://library.fullcoll.edu/curbside-pickup/>



## LOCATE

For books: find your item in the [library catalog](#). For other supplies: double check our [loan period page](#).



## PLACE HOLD

Place Items On Hold



## PARK

Park at **Staff Parking Lot C East (between 700 and 800 buildings)**. Do not go to the library. Instead, call us on the number provided on your confirmation email.



## PICK UP

Items **must be picked up at the next available pickup date** following the request. Library staff can either deliver your items to your trunk or you can pick up your items at the Walkup Holds table in Staff Parking lot C East.



# Library Databases

<https://fullcoll.libguides.com/az.php>

[Fullerton College Library](#) / [LibGuides](#) / [Fullerton College Library Databases \(A-Z\)](#)

## Fullerton College Library Databases (A-Z)

Find the best library databases for your research.

All Subjects

All Database Types

All Vendors / Providers

All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) <#>

72 Databases found

### A

#### [Academic Search Complete](#)

Popular

Full-text coverage in Biology, Chemistry, Engineering, Physics, Psychology, Religion & Theology, and more subjects; abstract & indexed journals; full text journals.

#### [AHFS Consumer Medication Information](#)

AHFS Consumer Medication Information is a trusted source and recognized standard for patient drug information, available in both English and Spanish. Published by the American Society of Health-System Pharmacists, AHFS includes more than a thousand drug information monographs written in lay language for consumers and has been a Top Ten Award Winner in the Department of Health and Human Services National Consumer Education Materials Contest. This content is updated monthly.

#### [America's Historical Newspapers - 1690-2000](#)

Use America's Historical Newspapers to find news articles covering topics in American history including government, politics, social issues, culture, discoveries, inventions and more from hundreds of primary sources. Search using either the timeline or topic search to easily find news and eyewitness accounts and pro/con articles of events, issues and daily life in the colonies or during the Revolutionary War, westward expansion, the Civil War, Reconstruction, industrialization, the Progressive Era, World War I and other time periods.

#### [America: History and Life with Full Text](#)

America: History & Life with Full Text is the definitive database of literature covering the history and culture of the United States and Canada, from prehistory to the present. With selective selective indexing for 1,700 journals from 1955 to present, this database is without question the most important bibliographic reference tool for students and scholars of U.S. and Canadian history. America: History & Life with Full Text also provides full-text coverage of more than 200 journals and nearly 100 books.

#### [American Antiquarian Society \(AAS\) Historical Periodicals Collection: Series 1](#)

The AAS Historical Periodicals Collection: 1691-1820 presents over 500 titles from 1691 through 1820. Representing over two centuries of print culture from early colonial imports to titles published on American soil during the Revolution and early republic, Series 1 is first of the five series created from periodical holdings from one of the premier repositories





PARALEGAL STUDIES

# Ask a Librarian

<https://library.fullcoll.edu/ask-a-librarian/>

## Ask a Librarian

Have a question about a library policy? Want to know how to access our databases? Need a few tips about getting the right resources? Librarians will be available as often as possible, but if you catch us offline, leave a message and we'll respond as soon as we are able.

### Quick Research Help

For burning research questions, start a chat conversation. If you're more comfortable on Zoom, just let the librarian know!



#### VIA EMAIL

Email Your Reference  
Questions



#### TEXT

714-909-1742

### LIBRARY CHAT

Type your question in the box below and press 'Chat.'

Type your message here...

Chat

**Chat Tips:** Please be patient, it may take a moment to receive a response. Please use proper netiquette and follow the "Standards of Student Conduct" listed in the college catalog.

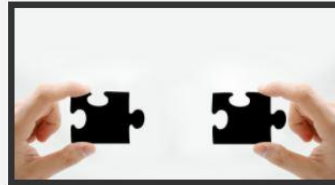


PARALEGAL STUDIES

# Book a Librarian

<https://fullcoll.libcal.com/appointments>

## Book a Librarian - Online Research Consultations



**Schedule a one-on-one appointment with a librarian for research guidance via video chat.**

For quicker assistance, you can also: 1) Chat or Zoom with a librarian on the homepage, 2) Text a librarian (714) 909-1742, or 3) Email your research questions.

### 1. Select a Librarian

Virtual Assistance (30 minutes)

☒ No preference

☐ Anya Shyrokov

☐ Val Macias



### 2. Select Date:

1	Jun	2021	2			
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### 3. Select Time:

Wednesday, June 9, 2021

Time Zone: Pacific Time - US & Canada ([change](#))

1:30pm

2:00pm

2:30pm

3:00pm

3:30pm

Continue



PARALEGAL STUDIES

# Research Guide

<https://fullcoll.libguides.com/legalresearch>

Introduction

Secondary Sources

Primary Sources

Citations

Books & Journals

Associations

Nexis Uni

Legal Writing

Get Help

## LexisNexis and Westlaw

This guide contains links to *LexisNexis* and *Westlaw* databases. As a Paralegal Studies student at Fullerton College, you will need to purchase an individual license to both *LexisNexis* and *Westlaw* in order to access these links and the full content of *LexisNexis* and *Westlaw*. **Please speak with your instructor for more information.**

The Icons Key below will help you identify the different types of links and associated access restrictions.

## About Primary Sources

When we use **primary resources** for legal research we are looking at the law itself. This can include cases, codes and various

This page lists primary print and electronic resources for legal research at the federal and state level.

## Primary Sources: Federal Law

Constitutional Law

Codes and Regulations

Cases

Federal Trial Courts

Federal Circuit Courts of Appeals

### Additional Resources

- [U.S. Constitution](#)   
From **Nexis Uni**
- [FindLaw](#)   
Website that lists the U.S. Constitution with annotations.
- [U.S. Constitution \(United States Senate website\)](#) 

## Primary Sources: State Law

Constitutional Law

Codes and Regulations

Cases

California Trial Courts

California Appellate Courts

- [California State Constitution](#)   
From *Deering's California Codes Annotated* through **Nexis Uni**





PARALEGAL STUDIES

# Academic Support Center Services



**Sarah B.**

**PLEG: 101, 104, 105, 116, 201,  
202, 207, 226**

Tues. 4-7PM

Thurs. 11AM-1PM



**Contact**

Dsarabia@fullcoll.edu

Cbarnette@fullcoll.edu

**Paralegal  
Studies  
TUTORING**

Fall 2021

FULLERTON  
COLLEGE

**TUTORING  
CENTER**

*Join us  
for 50-min  
Live Tutoring  
Sessions on  
Zoom!*

**Sign in to ASC Online Tutoring  
[asc.fullcoll.edu](https://asc.fullcoll.edu)**

**See tutor schedules to book  
appointments**

**Fall 2021 Hours**

**Monday-Thursday  
8AM-9PM**

**Fridays 8AM-4PM**

**Saturdays  
10AM-2PM**

FULLERTON  
COLLEGE

**TUTORING  
CENTER**

**Tutoring  
appointments  
available for:**

Accounting, Anatomy, Anthropology,  
Biology, Business, Chemistry,  
Chinese, CIS, CSCI, DART, Earth  
Science\*, Economics, Engineering,  
Environmental Science\*, Ethnic  
Studies\*, Food/Nutrition, French,  
Geography\*, German, History\*,  
Japanese, Math, Music Theory,  
Paralegal Studies, Physics,  
Political Science\*, Psychology,  
Sociology\*, Spanish,  
Statistics,  
Women's Studies\*



**50-min  
Live Zoom  
tutoring**  
(for most classes)  
or **Submit a question**  
to a tutor  
(for select subjects\*)

**Contact**

Dsarabia@fullcoll.edu

Cbarnette@fullcoll.edu

**Sign in to ASC Online Tutoring  
[asc.fullcoll.edu](https://asc.fullcoll.edu)**

**See tutor schedules to book  
appointments**

# Academic Support Center Services



## Tutoring Center services

- The Tutoring Center offers Fullerton College students 50-minute one-on-one online tutorial sessions with trained and faculty-recommended peer tutors for most subject areas.
- The mission of the Tutoring Center is to assist students in becoming independent learners. This work is accomplished through a caring staff of peer tutors dedicated to fostering a positive, respectful, and growth-oriented learning environment. Tutors share their knowledge with students, explaining difficult concepts and serving as a sounding board to illuminate course content, while helping students to develop the critical thinking skills needed to solve their own problems and find their own solutions. Tutors impart encouragement, inspiration, motivation, and confidence, empowering students to successfully complete their courses.



# Smarthinking Online Tutoring

Via Canvas or  
FC website:  
<https://academicsupport.fullcoll.edu/smarthinking/>

← → ↻ [services.smarthinking.com/student/services/](https://services.smarthinking.com/student/services/) ☆

Fullerton College  
Excellence. Elevated.

Writing Center + Tutoring + Study Aids Support + Kelley + 0

## Welcome to Smarthinking!

I want to ...

- Work with a Tutor or Career Coach
- Submit My Writing or Career Documents
- Submit a Question
- Review My Sessions and Submissions



# Academic Support Center Services



## Fall Hours

Mon-Thurs 8AM-9PM

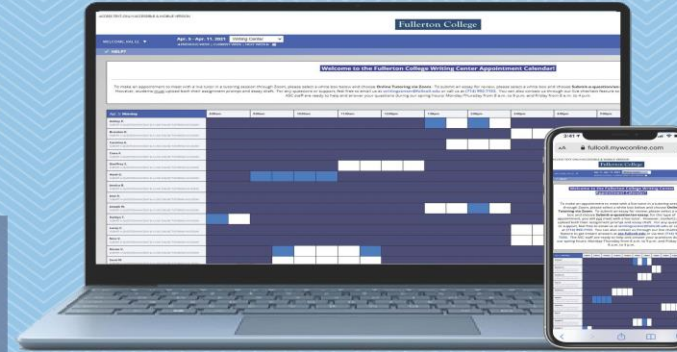
Fri 8AM-4PM

Sat 10-2PM

## How to connect to ASC Online Tutoring?

Log in to ASC Online Tutoring  
at [asc.fullcoll.edu](http://asc.fullcoll.edu) to:

- make tutoring appointments
- submit papers for feedback
- sign up for virtual workshops



## We Offer:

- Help during any stage of the writing process
- One-on-one live Zoom tutoring or submit an essay for feedback (4-hour turnaround time service)
- Half-hour appointments and one-hour appointments for qualifying DSS students
- Faculty-led virtual workshops on various writing topics
- Series of video workshops available on [ASC Canvas page](#)

## Contact

Phone:  
(714) 992-7153

Email:  
[writingcenter@fullcoll.edu](mailto:writingcenter@fullcoll.edu)

Text/Chat:  
(714) 316-7256



# Academic Support Center Services



## Writing Center services

- The Writing Center offers Fullerton College students 30 minute one-on-one online tutorial sessions with trained peer tutors or with English and ESL instructors
- The Writing Center also offers a **Submit-an-Essay** feature where students can schedule and then drop off their written assignment online for a tutor to review. After reviewing the written assignment, the tutor will email the student back with written feedback and suggestions within **4 hours** of the scheduled drop off.
- The Writing Center faculty offers online writing workshops during the semester on essay structure and grammar/mechanics. Be on the lookout for specific times/dates.
- The Academic Support Center Canvas shell includes handouts and video workshops on the writing process/strategies, grammar/sentence structure, and citing.



# Academic Support Center Services

To make an appointment to meet with a live tutor in a tutoring session through Zoom, please select a white box below and choose **Online Tutoring via Zoom**. To submit an essay for **question/an-essay**; for this type of appointment, you will not meet with a live tutor. However, students must upload both their assignment prompt and essay draft. For an appointment, email [writingcenter@fullcoll.edu](mailto:writingcenter@fullcoll.edu) or call us at (714) 992-7153. You can also contact us through our live chat/text feature to get instant answers at [asc.fullcoll.edu](https://asc.fullcoll.edu) or via text (714) 316-2 p questions during our fall hours: Monday-Thursday from 8 a.m.-9 p.m., Friday from 8 a.m.-4 p.m., and Saturday from 10 a.m.-2 p.



# Paralegal Professional Organizations

**American Bar Association (ABA):**

**<http://www.americanbar.org/groups/paralegals.html>**

**California Alliance of Paralegal Associations (CAPA):**

**<http://www.caparalegal.org>**

**National Association of Legal Assistants (NALA):**

**<http://www.nala.org>**

**Orange County Paralegal Association (OCPA):**

**[www.ocparalegal.org/](http://www.ocparalegal.org/)**

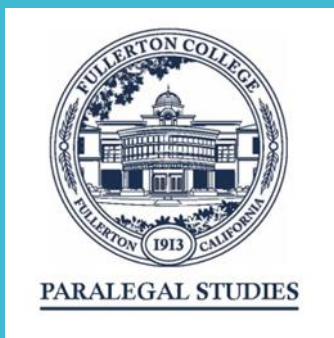
**Los Angeles Paralegal Association (LAPA):**

**<http://www.lapa.org/>**

**Inland Counties Association of Paralegals (ICAP):**

**<http://www.icaponline.org>**





## Scholarship Opportunities

### Fall Scholarships:

- Orange County Paralegal Association \$500 x two
- Los Angeles Paralegal Association \$1,000

### Spring Scholarships:

- AAFPE-LEX: \$1,500 to winner and \$500 to runner up

Application information available on program Canvas course or by email to: [kjoneshorwood@fullcoll.edu](mailto:kjoneshorwood@fullcoll.edu)

# LEX National Honor Society



## LAMBDA EPSILON CHI (LEX)

### National Honor Society in Paralegal Studies

- Lambda Epsilon Chi (LEX) is a national honor society established to recognize students who demonstrate superior academic performance in an established program of paralegal and law-related studies. LEX derives from the Latin root meaning "pertaining to the law" or "legal."
- Students in the Fullerton College Paralegal Studies Program qualify for membership if they:
  - Have completed two-thirds of their required coursework; and
  - Have a cumulative G.P.A. of 3.25 in their required coursework.





# Work Experience: Internship Opportunities

Email program director for  
available placements:  
[MMoore1@fullcoll.edu](mailto:MMoore1@fullcoll.edu)



## Fullerton College Internship Program

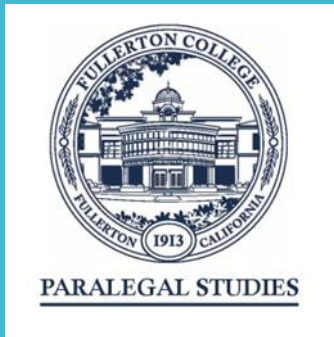
The Business and CIS Division is offering two courses, Business Internship (BUS 295 F) and Computer Information Systems Internship (CIS 295 F), that allow registered Fullerton College students the opportunity to receive college credit while working with a local employer in a career-related position. The Career and Life Planning Center provides administrative support, offering FCCareerConnect as the management tool for the Fullerton College Internship Program.

For interested students, please click [Student Internship Program Information](#) to learn more.

For interested employers, please click [Fullerton College Internship Network](#).

<https://careercenter.fullcoll.edu/internships/>





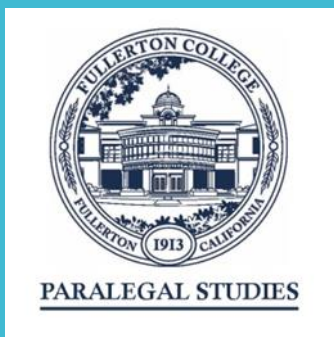
# Diverse Student Support – Cadena Cultural Center

A screenshot of the Cadena Cultural Center website. The browser address bar shows "cadena.fullcoll.edu". The website has a yellow header with navigation links: "Students", "Faculty+Staff", "Alumni", "Community", "Site Map", "Contact Us", and "COVID-19 Info". Below this is a dark blue banner with the "Fullerton College" logo and more navigation links: "Future Students", "Academics", "Current Students", "Visit", "Catalog+Schedule", and "About". The main content area has a colorful mosaic background. A dark blue box in the center contains the text "AAPI Communities Statement of Solidarity" and a link "Please CLICK HERE for our full statement of solidarity with the AAPI communities." Below this is another dark blue banner with links: "Home", "Anti-Racism Resources", "Contact Us", "Campus Diversity Calendar", "Resources", and "Programs &amp; Events". The bottom section features a large image of a stone tablet with a circular design. Overlaid on this is a white box with a blue border containing the text "Welcome to the Cadena Cultural Center", a paragraph about the center, and sections for "Vision" and "Mission". To the right of this box are three blue buttons: "Contact Us", "Hours", and "Semester Events". At the bottom right are two input fields labeled "Name" and "Email".



# Diverse Student Support – FC UMOJA Community

A screenshot of the Fullerton College Umoja Community website. The browser window shows the URL "umoja.fullcoll.edu/about/". The website has a yellow header with navigation links: "Students", "Faculty/Staff", "Alumni", "Community", "Site Map", "Connect Us", and "COVID-19 Info". Below the header is a dark blue banner with the "Fullerton College" logo and a navigation menu: "Future Students", "Academics", "Current Students", "Visit", "Catalog+Schedule", and "About". The main content area features the "Fullerton College umoja community" logo, which includes a stylized map of Africa. To the right of the logo is a photograph of a diverse group of people standing under blue tents. Below the main content area is a dark grey footer with navigation links: "Home", "About", "Our Program", "Our Network", "Our Events", "Gallery", and "Connect". The main content area also includes a section titled "Who we are" with a paragraph of text and a small image of a globe on a stand. The text reads: "Umoja, (a Kiswahili word meaning unity) is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. We believe that when the voices and histories of students are deliberately and intentionally recognized, the opportunity for self-efficacy emerges and a foundation is formed for academic success. Umoja actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African and African American Diasporas." In the bottom right corner, there is a small notification: "24 of 24 - Clipboard Item not collected. Larger than clipboard capacity."



# Diverse Student Support – FC LGBTQIA+ Website Visit the LGBTQIA+ Canvas shell





DIVERSE

INCLUSIVE

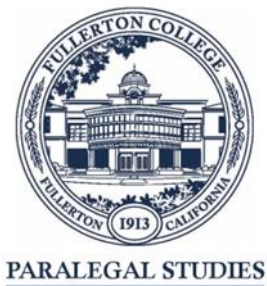
ACCEPTING

WELCOMING

SAFE SPACE

FOR EVERYONE





# Program Administration Contacts

Carlos Ayon



**Dean**

Office: 310-03

714.992.7032

[cayon@fullcoll.edu](mailto:cayon@fullcoll.edu)

Michael Moore



**Paralegal Studies Dept. Director**

Office: 310-01

714.992.7208

[mmoore1@fullcoll.edu](mailto:mmoore1@fullcoll.edu)

Kelley Jones-Horwood



**Administrative Assistant II**

Office: 310

714.732.5568

[kjoneshorwood@fullcoll.edu](mailto:kjoneshorwood@fullcoll.edu)