



Paralegal Programs

Information for Applicants for Spring & Fall 2012
Paralegal Associate Degree - Career Option
Paralegal Associate Degree - Transfer Option
Paralegal Certificate

Dear Prospective Student:

Thank you for your interest in the **Paralegal Programs** offered at Northern Essex Community College. **Paralegal Studies** is an exciting career to pursue. The admission process involves a number of requirements. Your admission file will be complete only after **all** of the required documents are on file with Admissions. **Please read this packet carefully and completely and keep a copy for future reference.**

There are three Paralegal Options:

Paralegal Degree - Career Option

Paralegal Degree - Transfer Option

Paralegal Certificate - The Certificate is available only to students who have completed at least 36 college credits in general studies/liberal arts courses in a minimum of four disciplines.

Admission Requirements & Documentation

IMPORTANT – See enclosed checklist

Admission Review Process

It is the applicant's responsibility to submit required documentation. It is to your advantage to submit your completed documentation as early as possible. Review of an applicant will not take place until all materials are received and all admission criteria are met, including attendance at a Paralegal Information Session with the Program Coordinator. Admission decisions are made on an ongoing basis.

Applicants who do not meet the minimum requirements will not be admitted to a Paralegal Program, but, will be admitted to NECC into General Studies. This will allow applicants to continue to take general courses towards Paralegal Studies to improve their chances for acceptance the following semester.

Additional Important Information:

NECC awards transfer credits for courses taken at other colleges. Credit is awarded for comparable courses completed with a grade of "C" or better.

Upon acceptance, information regarding health requirements will be sent to you by Student Health Services.

Please see Applicant Checklist on Other Side →



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Admission Requirements & Documentation

Applicant Checklist:

All applicants **must complete the following** to be considered for admission to one of the Paralegal Programs:

Please check off any criteria you have completed and check off additional criteria as you complete them.

- NECC Admission Application or Change of Major Form
- 1st Priority: Attend a Mandatory Paralegal Information Session. Call Judi Ciampi, Paralegal Coordinator, at 978-738-7409 to register to attend a session.
- Submit official college transcripts from the colleges previously attended, if applicable.
- Take the Academic Skills Assessment in reading, writing and mathematics. It is possible to be waived out of the assessment if an applicant has successfully completed specific college courses previously. Please submit official transcript(s) to the Registrar for evaluation. Applicants must demonstrate sufficient skills/knowledge at or above the level of English Comp I for acceptance. To schedule the Assessment call 978-556-3872.

Paralegal Certificate applicants must submit the following in addition to what all Paralegal Degree applicants must submit:

Official College Transcripts from all colleges attended showing proof of successful completion (grade of "C" or better) of at least 36 college credits in general studies/liberal arts in a minimum of four disciplines.

Please complete the above as soon as possible!