Paralegal

West-MEC 2027-2028

PARADISE VALLEY COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

TWO-YEAR PROGRAM - 550-hour program
IN PARTNERSHIP WITH PARADISE VALLEY COMMUNITY COLLEGE

PARALEGAL

- Learn substantive and procedural areas of law, including legal ethics, civil procedure, legal research, and legal writing.
- Acquire legal skill sets and prepare for industry certification and employment in a multitude of legal settings.
- Develop critical thinking, problem-solving, and communication skills essential for success in any legal career.

PROGRAM REQUIREMENTS*

- Current **Sophomore** students may apply (Juniors, Seniors and early graduates may not apply)
- One credit of English with a C or better.
- One credit of Math with a C or better.
- A Rubric Score of 42 or above (70 points possible). Rubric scores are calculated by the student's high school counselor.
- **10th Grade**: Unofficial transcript with an unweighted GPA of 2.0 or greater. If **BELOW** a 2.0 must submit one **SET** of the following test scores listed below:

  - EdReady Critical Reading & Thinking: 75 or higher
    *(A 75 Score is required for ALL **Homeschool** students)*
  - EdReady English Placement: 80 or higher
    *(A 75 Score is required for ALL **Homeschool** students)*
  - Accuplacer Next Gen Reading: 249 or higher
  - WritePlacer: 5 or higher

Click Here For College Placement Testing Guide

- Copy of unofficial transcript
- Proof of residency in West-MEC district boundaries
- Copy of birth certificate and immunizations/State Exemption Form due at the time of enrollment
- Transportation is not provided by West-MEC. Families are responsible for providing transportation to and from West-MEC
- Student State-issued ID, driver's license, or driver's permit due at the time of college enrollment
- Student Proof of Citizenship & 1 year of Arizona residency due at college enrollment (non-resident is responsible for the difference between in-state and out-of-state tuition)
- If you are a high school student from outside the U.S. and plan to attend a Maricopa Community College in Arizona, you must have an **ACTIVE** F-1 Student Visa. The U.S. government requires that foreign nationals who wish to study in the U.S. for academic credit — including associate degree programs — must have an F-1 (F student) visa. (CLICK HERE FOR MORE INFORMATION)

*Program requirements are subject to change per industry age restrictions, certification requirements, and administrative discretion.

*Students who do not meet program requirements or have a rubric score of 41 or below will be placed on a Student Success Action Plan (SSAP). High School counselors will work with the student to develop an SSAP for consideration of acceptance at the end of semester two, based on program availability.

The Accuplacer & EDReady tests are available at no charge at:
**Paradise Valley Community College 602.787.7000
For resources to help with Accuplacer or EdReady, visit: https://www.paradisevalley.edu/students/testing-services/course-placement-assessments

Meeting program requirements does not guarantee enrollment.

COST REQUIREMENTS

Upon acceptance into the program:

- $150.00 non-refundable registration fee includes enrollment processing. Registration fees are non-refundable.
- College textbook(s)- approximately **$250**
- All students must have a cell phone to access and authenticate their college accounts for course content, assignments, and testing.

Optional Costs:

- It is recommended students have access to a personal computer and reliable internet outside of class to complete assignments and projects.

Tuition requirements apply to the following students. Details regarding tuition costs are available at Tuition Fees on the West-MEC website.

- Empowerment Scholarship Account (ESA) recipients. West-MEC is an approved vendor.
- Student Tax Credit (STO)/Private School Scholarship recipients.
- Junior applicants who will become a senior in a two-year program
- Will graduate from high school before completing their West-MEC program
- General Educational Development (GED) recipients
- Foreign Exchange students
- Residents outside of West-MEC boundaries

INDUSTRY CREDENTIALS

If eligible, students will have the opportunity to test for the following credentials.

FEES PREPAID BY WEST-MEC; It is the responsibility of the student to maintain copies of all earned credentials.

- Successful completion of concurrent college credits leads to a Certificate of Completion (CCL) in Paralegal.

Proof of Citizenship or Legal Permanent Residency may be required for credential testing. Students with a documented disability may request credential testing accommodations through the individual testing entity.

ACCREDITED cognia

Program information may change as West-MEC strives to provide the best opportunities for students. Refer to www.west-mec.edu for most current information. Program is taught by industry certified instructors. West-MEC does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

Revised 07/28/2026

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CAREER PATHWAYS

No criminal record and high ethical standards are prioritized by employers in hiring

- Paralegal, Legal Assistant, Legal Secretary, Legal Paraprofessional*, Attorney*
- Entry-level salary range: $18.28- $29.36 per hour**

*with additional education in this pathway | **Bureau of Labor Statistics, Occupational Employment & Wages

LOCATION & HOURS

Paradise Valley Community College
18401 N. 32nd Street
Phoenix, AZ 85032

Monday - Thursday
1st Year: 1:00 PM – 3:10 PM
2nd Year: 1:00 PM - 3:10 PM

NOTE: College & high school calendars do not align & all transportation is provided by the student/parent.

ENROLLMENT INFORMATION

- Acceptance into West-MEC programs is competitive.
- Students may only be enrolled in **one** West-MEC Central Program at a time.
- The order for filling seats by grade level is as follows:
  - Current Sophomores
- Applications are ranked in part by attendance, GPA, discipline, and career choice (ECAP)
- Program hours are not excused for participation in extracurricular activities, athletics, vacation, or employment.
- West-MEC's priority application submission date is in the beginning of the second semester. Contact your counselor for your Priority Application Deadline.
- West-MEC students served under an IEP/504 will need to self-advocate for reasonable accommodations through the Paradise Valley Community College Disability Resource Office. Approved accommodations may differ from those provided in the high school. The Americans with Disabilities Act requires higher education institutions to provide reasonable accommodations to those with documented disabilities, provided an undue hardship is not created. It is the student's responsibility to inform the Disability Resource Services (DRS) Office directly of his or her need for accommodation(s).

STUDENT SUCCESS INDICATORS

- Strong interest in chosen career pathway.
- History of good attendance and discipline, and on track for graduation.
- Ability to work well with others and cooperate with the instructor.
- Ability to work accurately/follow procedures to an industry-standard.
- Strong technical reading and study skills; the textbook for this course is written at a college reading level.
- Dress code is reviewed to meet professional industry standards. Dress code is business casual for this program. Dress code requirements are addressed before the start of classes.
- Aptitude for technology
- Critical thinker, analytical, and strong time management skills
- Confident writing skills

GRADING SCALE

Grade	A	B	C*	D**	F
Percent	90%-100%	80%-89%	70%-79%	60%-69%	59% or below

*A 70% grade or better is required for each Paralegal course in order to obtain college credit and be eligible to progress to the next level course.
*Students must earn a grade of "C" or better in **ALL** courses of the program in order to receive their Certificate of Completion (CCL) from the Community College.
**A 60% grade or better is required to obtain high school credit.

CREDITS ISSUED BY WEST-MEC

- High School - 4 High School Elective Credits (2 credits per year)
- This program satisfies AZ University's admissions requirements. (AZ Board of Regents CTE/Fine Arts credit)
- A student who withdraws during the West-MEC program may receive concurrent enrollment college credit based on the number of completed courses. (see post-secondary opportunities)

EARLY COLLEGE PATHWAYS (OPTIONAL)

West-MEC offers a faster way forward through early college pathways, and we strive to provide robust post-secondary opportunities for students. More information on Early College Pathways is available on our website:

- Early College Pathways

MARICOPA COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal-opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit **http://www.maricopa.edu/non-discrimination.**

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