Paralegal

West-MEC 2026-27

Post-Secondary Opportunities Information

POST-SECONDARY OPPORTUNITIES

- Successful completion of concurrent college credits leads to a Certificate of Completion (CCL) in Paralegal.
    - Additional college credits lead to an Associate in Applied Science (AAS) Paralegal
- Legal Paraprofessional
    - Complete AAS plus ~ 1 additional semester, sit for the AZ exam
    - AZcourts.gov

- Bachelor's in Justice Administration and Public Administration (BS) at Northern Arizona University (NAU) https://nau.edu/statewide-campuses/90-30-degree-completion-programs/
- University of Arizona, 3+3 BA Law & Juris Doctor (JD), fast forward to undergraduate & law degrees

COURSES AND CREDITS

Paradise Valley Community College Concurrent Enrollment Credits
Concurrent enrollment is not available to high school graduates and students with a GED.
YEAR 1

- 1st Semester
    - FYE First Year Experience (1 credit)
    - CIS105 Survey of Computer Information Systems (3 credits)
    - GBS120 Workplace Communications Skills (3 credits)
    - PAR101 Introduction to the Paralegal Profession (3 credits)

[Students must earn 70% or higher in ALL 1st semester courses to fulfill the 2nd semester college prerequisite.]

- 2nd Semester
    - PAR102 Paralegal Research, Analysis, and Writing I (3 credits)
    - PAR103 Paralegal Research, Analysis, and Writing II (3 credits)
    - PAR104 Ethics for the Paralegal (3 credits)

YEAR 2

- 3rd Semester
    - PAR106 Legal Foundations for Paralegals (3 credits)
    - PAR112 Civil Litigation I (3 credits)
    - PAR114 Civil Litigation II (3 credits)

[Students must earn a 70% or higher in ALL 1st semester courses to fulfill the 2nd semester college prerequisite.]

- 4th Semester
    - PAR206 Paralegal Business Law (3 credits)
    - PAR208 Introduction to Tort Law (3 credits)
    - PAR224 Law Office Technology for the Paralegal (3 credits)

The Americans with Disabilities Act requires institutions of higher education 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), each time he or she registers for a new course. All accommodations and academic adjustments are course and semester-specific and do not carry over from semester to semester or course to course.

Program information may change as West-MEC strives to provide the best opportunities for students. Refer to www.west-mec.edu for the most current information. The 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 its operations.

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COLLEGE TUITION INFORMATION

- West-MEC pays the college tuition (in-state tuition only; out-of-state students are responsible for the difference between in-state and out-of-state tuition) for students accepted to the Paralegal Program.
    - $15 registration fee **(PAID BY WEST-MEC)**
    - $97 per credit hour due soon after classes begin **(PAID BY WEST-MEC)**
        - Cost based upon meeting Maricopa residency and U.S. citizen/legal residency criteria. Must complete the "Maricopa Community Colleges Student Declaration of Citizenship or Status" form. Visit www.maricopa.edu/residency
- Additional cost for textbooks and uniforms will apply. **(PAID BY STUDENT)**
- Courses taken under concurrent enrollment may impact federal financial aid eligibility. For additional information, students are encouraged to contact the college or university where they intend to enroll.

ENROLLMENT INFORMATION

- Students who withdraw from the West-MEC program may receive college credit based on the number of completed courses.
- In a post-secondary setting, students are responsible for learning the policies of the institution to ensure that credits transfer to fulfill specific degree requirements. Visit AZTransfer for Arizona colleges and universities.
- The Maricopa County Community College District does not discriminate based on 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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