

MONROE COMMUNITY COLLEGE
POST-DEGREE CERTIFICATE PROGRAM IN PARALEGAL STUDIES

**INFORMATION AND DEPARTMENT RECOMMENDATION FORM
FOR NON-BACCALAUREATE CANDIDATES**

The MCC Post-Degree Certificate Program is a unique, self-contained professional credential. The Program is fifteen months, classes start every fall and are taught every Tuesday and Thursday evenings and Saturday mornings (This is done so that our students can continue to work while taking courses). *A Bachelor's Degree in any area, or an Associate's Degree with 18 credit hours in broadly based liberal arts courses together with significant law-related experience, is REQUIRED for entry into this program. If you have a Bachelor's degree, you can matriculate directly into the program, but if you do not have a Bachelor's, please fill out this form and call for an interview with the Program Director.*

Students must attend all scheduled classes, complete all course work (including an internship) and achieve a grade point average (GPA) of 2.0 (C) in order to successfully complete the program and receive a certificate. A Certificate will not be conferred if any incomplete courses remain on a student's transcript.

The initial step to enter the program is to apply for admission to MCC. The formal MCC application must be completed and the \$20 fee remitted to Monroe Community College. An applicant with a Bachelor's Degree will be admitted directly into the program. An individual with an Associate's Degree or an individual applying to be admitted as an exemption, needs Department Recommendation to enter the program. To receive Department Recommendation this form must be filled out and you must interview with the Program Director, Elizabeth Clifford.

If you have any questions, please call the Director of the Program, Elizabeth Clifford, Esq. (585-262-1769) or the secretary of the Law and Criminal Justice Department, Phyllis Shirano (585-262-1770).

1. Name: _____

Home Address: _____

City, State and Zip: _____

Telephone: day (____) _____ - _____
Night(____) _____ - _____

E-mail address: _____

Social Security Number ____ - ____ - ____

2. Employer: _____
 Address: _____

 Telephone _____ () _____ - _____
 Title/Position: _____

3. List all law-related experience:

4. List all secondary and vocational schools, colleges, and universities you have attended. Include professional schools; adult education courses and *all job-related* courses of study, including current programs.

| Name and Address Of School | Date of Entrance Mo./Yr. | Date of Leaving Mo./Yr. | Credits Rec'd | Diploma, Degree or Cert. Rec'd |
|-------------------------------|-----------------------------|----------------------------|------------------|--------------------------------------|
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Please provide a transcript for all degrees. (An unofficial college transcript may be included for preliminary assessment purposes; however, an official transcript is required prior to acceptance into the Program.)

5. Please evaluate your personal expertise in computers. Would you class yourself as a: Beginner _____ Intermediate _____ Expert _____

What word-processing programs have you used? _____

Do you have working knowledge of spreadsheet programs (such as Lotus 1-2-3, Excel or Quattro-Pro)? _____

Are you familiar with Database Management Systems? _____

If so, which one(s) _____

A personal interview with Elizabeth Clifford, Esq., the Director of the Paralegal Program, is required for admission into this program. Please call 262-1769 to set up an appointment and bring this form with you at that time.

Signature of Applicant _____ Date: _____