



# Paralegal Technology Certificate

## Spring 2025 Entry

**Certificate – 18 Credit Hours**

**Fully online\* or Greensboro Campus**

\*Students can complete the program through a combination of virtual synchronous classes and 100% online classes. Virtual classes on Microsoft Teams meet the NC State Bar’s definition of “in-person” to maintain our status as a Qualified Program.

The Paralegal Technology Certificate program requires students to meet pre-screening requirements for entry. This packet will outline the criteria, program coursework, and the application/selection process. Before applying, it is recommended to review the [Technical Standards and Essential Functions](#) required for the program. Reading these standards carefully along with a realistic assessment of your own personality, interests, abilities, strengths, and weaknesses will ensure that you choose a program and career path that is a good fit for you.

*Please read the contents of this packet carefully and in its entirety as some requirements are time-sensitive.*

### PROGRAM ADMISSION REQUIREMENTS

- ✓ **Complete the GTCC General Admission/Readmission Process (new and returning students).**
  - *Students currently enrolled at GTCC do not need to complete a new application for admission. These students will begin with the remaining steps and make sure the NC Residency is current.*
  - *See page 2 for details on this requirement.*
  - *It is **highly recommended** to have this step completed by December 20, 2024.*
- ✓ **Provide evidence of completed Associate’s or Bachelor’s degree with at least 18 General Education credits (transcript must be on file in the Admissions Office)**
- ✓ **Submit the Spring 2025 Paralegal Technology Certificate Application**
  - *Applications can be submitted **October 14, 2024 through January 3, 2025.***
  - *See page 4 for details on application submissions*
  - *Applications may be accepted after the deadline if seats are still available.*

### PROGRAM CURRICULUM OUTLINE

Spring 2025		
LEX 110	Introduction to Paralegal Study	2 credits
LEX 120	Legal Research & Writing I	3 credits
LEX 270	Law Office Management & Technology	2 credits
Paralegal Elective	LEX 150 Commercial Law <b>OR</b> LEX 250 Wills, Estates, and Trusts	3 credits
Fall 2025		
LEX 140	Civil Litigation I	3 credits
LEX 280	Ethics and Professionalism	2 credits
Paralegal Elective	LEX 210 Real Property I <b>OR</b> LEX 240 Family Law	3 credits
<b>TOTAL CREDITS REQUIRED FOR CERTIFICATE</b>		<b>18 CREDITS</b>

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**LIMITED ENTRY ADMISSION PROCESS  
GTCC PARALEGAL TECHNOLOGY CERTIFICATE PROGRAM  
MEET PROGRAM ADMISSION REQUIREMENTS**

**Complete the GTCC General Admission Process (New and Returning Students)**

- **New and returning GTCC students must complete the GTCC general admission, including the North Carolina Residency Determination Service (RDS).** To get started, visit <https://www.gtcc.edu/admissions-and-aid/apply-now.php>
  - **Returning students** - students previously admitted to GTCC and have not been enrolled in courses for more than 12 months
- **Submit your official transcripts to the GTCC Admissions Office.** Once received, transcripts are evaluated by GTCC's Enrollment Services staff. Approved transfer credits will be added to your academic record as appropriate.
  - **Please allow a minimum of TWO WEEKS for evaluation to occur.** This process takes longer near the beginning or end of a semester. Transfer credits from an Institutionally Accredited College or University must appear on your GTCC Self-Service transcript in order to be considered for meeting program requirements.
- **Activate your GTCC Titan Account.** You should be able to do this within 48 hours of your GTCC Application being accepted.
  - **Need help with this requirement?** For assistance with activating your GTCC Titan Account, you can contact Student Tech Support 1-866-826-3748, <https://www.gtcc.edu/help-center/student-tech-support.php#>.

**Provide evidence of completion of an Associate's or Bachelor's degree with at least 18 General Education credits.**

***If you have earned a degree, but it does not include 18 General Education credits, you may be admitted to the program if you take any remaining General Education credits during your first semester along with the other required program courses. Please note, because General Education courses are not in the program, these courses will not be covered by Financial Aid, and you will be required to pay for these courses out-of-pocket.***

## **SUBMITTING YOUR PROGRAM APPLICATION: NEW PROCESS**

***Once you have completed all of the program admissions requirements, you are ready to submit the Paralegal Technology Certificate Application. Applications are to be submitted electronically via the link below and will be accepted from October 14, 2024 – January 3, 2025. You must have an activated GTCC Titan account to access the application.***

### **[Spring 2025 Paralegal Technology Certificate Application](#)**

- Only one submission will be permitted for each applicant.
- It is critical that you check your Student Planning account to confirm that all coursework is accounted for, including transfer credits. You will not be able to enroll in your Paralegal Technology courses without ENG-111 or its equivalent. If you do not meet this requirement, you will need to register for ENG-111 in your first semester.
- It is important to make sure all requirements are met BEFORE submitting your application.

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## **PROGRAM APPLICANT SELECTION AND NOTIFICATION PROCESS**

**Approximately one to two weeks after the application submission, all applicants to the *Paralegal Technology Certificate Program* will be notified of their admission status via a letter sent to their GTCC EMAIL.**

**Applicants selected for admission must either accept or decline your seat in the program by returning your Intent to Enroll Form within 5 calendar days of the date on the acceptance letter. Applicants who accept a seat in the Paralegal Technology Certificate program will be required to complete the Mandatory Online Success Seminar. (*Information below*)**

**All applicants who are not offered a space in the program may consider completing a program change form to begin the Paralegal Technology AAS degree program.**

## PROGRAM ADVISING/REGISTRATION, AND ENROLLMENT

Once a position in a program of study is accepted, the student will then register for the Online Success Seminar.

A student who enrolls in first-semester classes for the program and withdraws from the program must complete the entire program admission process if he/she wishes to apply for a future program entry.

*The GTCC Paralegal Technology Limited Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.*

### Important Notes to Paralegal Technology Program Applicants

Program faculty reserve the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, students agree to, at all times, abide by the program requirements and procedures as set forth in the Student Handbook and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the publication of the Handbook will be posted as an addendum to the Handbook.

GTCC's Paralegal Technology program is approved by the [American Association for Paralegal Education \(AAfPE\)](#) and is a North Carolina State Bar Qualified Program. All graduates of the GTCC Paralegal Technology program meet the educational requirements to take the North Carolina Certified Paralegal (NCCP) exam.

**If You Have Questions about the Paralegal Technology Limited Entry Admission Process, Please Contact:**

Limited Entry Programs Office

140 Hassell Health Technologies Center, Jamestown Campus ♦ (336) 334-4822, ext. 50439 ♦ [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu)