



## PARALEGAL (101101)

Associate Degree of Applied Science

### Program Application Dates and Campus Locations

Semester	Campus	Application Available	First day of Processing	Application & Credentials Deadline
Fall 2012	Madison	September 1, 2011	October 17, 2011	July 1, 2012

### If you meet the following Unique Admission Requirements:

#### UNIQUE ADMISSION REQUIREMENTS

In order to be determined as a qualified applicant, the following qualifications must be completed prior to submitting an application.

1. **High School Graduation or GED/HSED completion.**
2. **High School Course Requirements:** Eight (8) semesters of high school English, including one (1) writing course, with a grade of "C" or better for each course. Students with GED/HSED or who have not met this requirement in their high school work may satisfy this requirement by earning a grade of a "C" or better in the Written Communication course (10-801-195) prior to the fall semester in which the student would begin Paralegal program courses.
3. **Residency:** Per Wisconsin Statute TCS-10, out of state and out-of-district residents are not permitted to be placed on a waiting list for a program that closes prior to the non-resident processing date. It is the applicant's responsibility to provide proof of residency. Please check with the Enrollment Center for assistance at (608) 246-6210 or (800)322-6282, Ext. 6210.

To be eligible for admission to the program the student must complete a Summer Orientation Course with a grade of "C" or better. This course requires demonstration of a minimum keyboarding speed of 50 wpm with no more than 5 errors.

### You should then apply:

#### APPLICATION PROCESS

##### How to Apply for a Program

Fill out the [Online Application Form](#) and submit the \$35 fee (\$30 application fee and \$5 processing fee) payable by credit card, debit card or electronic check by the [application deadline](#).

Paper applications are available by request at any Enrollment Center, or regional or metro campus office. Request a paper application from the Enrollment Center by phone at (608) 246-6210 or (800) 322-6282, Ext. 6210. In addition to the \$30 application fee, there is a \$10 non-refundable processing fee to submit a paper application.

##### Required Documents for this Program

The following materials must be on file at Madison College in order to have a complete application:

1. Completed Application form
2. One of the following:
  - a. Official high school transcript\*
  - b. Official GED/HSED transcript\*
  - c. Official college transcript showing an Associate's, Bachelor's or higher degree from an institution other than Madison College\*

If the application packet is incomplete at the time of the application deadline, the application will not be processed and the applicant will need to reapply for a future term. The online application only allows one application per term.

\*If high school, GED/HSED and/or college transcripts are on file at Madison College, they do not need to be submitted again. To obtain transcripts, contact the school(s) the student attended or, the GED/HSED Testing Center the student attended. Transcript(s) should be sent directly to:

**Madison College Enrollment Center, 3550 Anderson Street, Madison, WI 53704**

Contact the Enrollment Center at (608) 246-6210 or (800) 322-6282, Ext. 6210 to verify that transcripts are on file.

\*\*It is the applicant's responsibility to provide official transcripts to document all unique admission requirements (listed above) and/or to have previous courses transferred to meet program requirements.

**If you meet the Unique Admission Requirements and complete the application process, your application will progress to the review stage of processing to see if you are a qualified applicant for the indicated program.**

## **Qualified applicants should be aware of the following:**

### **PROGRAM INFORMATION**

1. Pay the \$50 advance reservation deposit to be placed on the wait list. This fee applies towards tuition upon registration into classes.
2. This program has approximately a one-year waitlist. To maintain waitlist status, students must take at least one 3-credit general educational course per semester while on the waitlist.

### **FINANCIAL AID**

**Students accepted into this program are eligible for financial aid.**

Begin the 2012-13 Financial Aid process online by completing the Free Application for Federal Student Aid at the [FAFSA](http://fafsa.gov) website (fafsa.gov). Madison College's School Code is 004007. To get an early estimate of Financial Aid eligibility, visit the [FAFSA Forecaster](#). The [FAFSA Tutorial](#) is available for help with filling out the FAFSA application. The 2013-14 Financial Aid process will be available starting January 1, 2013, and will require the completion of 2012 tax returns.

### **ASSESS SKILLS FOR PROPER COURSE PLACEMENT**

#### **COMPASS (Computer-Adaptive Placement Assessment and Support System)**

This is an untimed test which is taken on a computer. The purpose of this test is to assess the student's current academic skills. The test results are used for advising purposes to help students register for the appropriate level courses. Testing is available at the Commercial Avenue Education Center; no appointments are necessary. Please see the testing schedules. For questions, please call the Assessment Center at (608) 246-5220.

See COMPASS testing information, study guides and schedules at [COMPASS](#) website OR go to madisoncollege.org and the A-Z index, then click on T for Testing Schedules.

## PROGRAM ORIENTATION AND REGISTRATION

Orientation & Registration at Madison College is designed to provide a welcoming and engaging program that prepares the student to feel confident with the registration process, recognize whether any refresher or summer courses are needed, and provide the student with the resources to access more information throughout the months before classes begin.

The student will receive a letter from Madison College providing orientation information, dates, times and next steps.

## APPROXIMATE PROGRAM COST

Semester	Tuition	Other	Total
1st Semester	\$2,094	\$500	\$2,594
2nd Semester	\$1,745	\$500	\$2,245
3rd Semester	\$2,094	\$500	\$2,594
4th Semester	\$1,745	\$525	\$2,270



### CONTACT INFORMATION:

**School of Business & Applied Arts: (800) 322-6282 Ext. 6003 or (608) 246-6003**  
**CBA@madisoncollege.org**

**Program Director:** Anne Schacherl, [aschacherl@madisoncollege.org](mailto:aschacherl@madisoncollege.org)

**Program Faculty:** Norma Kropp, [nkropp@madisoncollege.org](mailto:nkropp@madisoncollege.org)