

EDMONDS COMMUNITY COLLEGE

From: Paralegal Department Faculty
To: Paralegal Students
Re: Requirements for the Paralegal Program

I hope all is going well in your studies. There are several things to be aware of in your work towards completion of the Paralegal Program.

1. All students, before program completion, must fill out and sign a Computer Skills and Traditional On-Campus Course(s) Verification Form. This form can be found in the information pockets on the 2nd floor of Snohomish Hall across from the Division Office. Do not send the form to faculty, drop it in faculty boxes or slide under office doors. Students should meet with their faculty advisor in person to get the form signed before taking it to Enrollment Services. Please note that full-time faculty do not keep regular office hours in the summer. Faculty contact information is listed below for your use in setting up a time to get your form signed.
2. All paralegal students should contact the Advising Office (425-640-1458) to make an appointment for academic/career advising. Each paralegal student should have a full-time paralegal faculty member as your assigned advisor.
3. Read and follow the Program Requirements Sheet for your degree or Certificate. If you also want to transfer credits to a four year school or a Bachelor Degree, you should work with a transfer advisor.
4. If you are transferring in credits to the Paralegal Program, be sure to work with Enrollment Services to properly send for official transcripts as soon as possible and complete the Request for Transcript Evaluation.

Good luck in your work,

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