

# Application for admission

# Paralegal program

**METROPOLITAN**  
COMMUNITY COLLEGE

Application procedures for the Paralegal program  
*(formerly the Legal Assistant program)*

# APPLICATION FOR ADMISSION

## Paralegal associate degree program or paralegal certificate program

Prior to completing this application, students must have completed LAWS 1100 and LAWS 1101 with a C or better in both courses

Please print or type:

**Name:** \_\_\_\_\_  
(Last) (First) (Middle Initial) (Other Name)

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(Home/cell) (Alt)

**Student ID# or SS#:** \_\_\_\_\_ **Birth date:** \_\_\_\_\_

### Educational background:

High school or institution granting GED: \_\_\_\_\_

College (if applicable): \_\_\_\_\_

City/state: \_\_\_\_\_ Year of graduation: \_\_\_\_\_

**Racial/ethnic group:** Federal law requires Metropolitan Community College to report the ethnicity of all U.S. citizens and resident aliens in the following categories.

**Are you Hispanic/Latino?** \_\_\_\_\_ Yes (HIS) \_\_\_\_\_ No (NHS)

### Please select one or more race groups below:

\_\_\_\_ American Indian - Alaska Native (AN)      \_\_\_\_ Asian (AS)      \_\_\_\_ Black or African American (BA)  
\_\_\_\_ Native Hawaiian - Pacific Islander (HP)      \_\_\_\_ White (WH)

**GENDER:**      \_\_\_\_ Male      \_\_\_\_ Female

Have you ever been convicted of a felony?      \_\_\_\_ YES      \_\_\_\_ NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Please check appropriate box for the program to which you are applying:

**Program: Paralegal**

Type of degree:       associate degree program       accelerated certificate  
Requires:      high school diploma/GED      bachelor's degree

I understand that completion and submission of this application does not guarantee admission into the program for which I am applying.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For office use only:

Application complete       Accepted  
 Completed the following courses       Denied  
     LAWS 1110 Litigation       LAWS 1100 The Paralegal  
     LAWS 1101 Introduction  
    Students must have completed LAWS 1100 and LAWS 1101 with a C or better       Letter sent \_\_\_\_\_ date

There are two degree options for the Paralegal program: an associate in applied science option or a certificate option. Both options have special requirements. These **requirements must be met** before a student may register for LAWS 1110 Litigation. The course LAWS 1110 Litigation is a prerequisite for Legal elective courses in the Paralegal program.

Here are the special admission requirements:

A completed application for admission to the Paralegal program

**Paralegal associate degree program:**

Official high school transcript or GED certificate

**OR**

Official college/university transcript indicating the degree has been conferred

**Paralegal certificate program:**

- A bachelor's degree transcript showing that the degree has been conferred from a recognized college or university

**This information is required by the American Bar Association.**

**To obtain an official transcript, contact the previous institution and ask that the transcript be mailed directly to:**

**Metropolitan Community College**

**Attn: Records office**

**P.O. Box 3777**

**Omaha, NE 68103-0777**

**Completed application forms should be submitted to:**

**Metropolitan Community College**

**Associate to the Dean of Business**

**South Omaha Campus, ITC 100**

**P.O. Box 3777**

**Omaha, NE 68103-0777**

Nondiscrimination & Equal Opportunity Statement

Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability or sexual orientation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, as amended, the Age Discrimination Act of 1975, related Executive Orders 11246 and 11375 and all civil rights laws of the State of Nebraska and the City of Omaha.

Contacts:

Concerning Title VI (race), Title IX (gender equity), Section 504 (disability) and Americans with Disabilities Act/Program and Services Accessibility, and Age, contact:

Vice President for Campuses and Student Affairs: 402-457-2681 (students)

Associate Vice President of Human Resources: 402-457-2236 (employees)

Director of Facilities: 402-457-2529 (accessibility)

Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, religion, sex, marital status, age, disability, sexual orientation, retaliation or for affirmative action and diversity issues, contact:

Associate Vice President for Equity and Diversity: 402-457-2649

The address for all of the above individuals is as follows:

Metropolitan Community College

30th and Fort streets

P.O. Box 3777

Omaha, NE 68103-0777