The associate of applied science degree in paralegal studies prepares students to enter the legal profession as a qualified paralegal and is approved by the American Bar Association. The program trains students to assist in the delivery of legal services under the supervision of a practicing lawyer, and provides continuing education and upgrading of skills for paralegals already employed. Paralegals conduct client and witness interviews, engage in basic fact-finding and investigation, and assist in trial preparation and discovery. In addition, the program offers a minor for bachelor degree seeking students in areas of study such as political science or justice to provide practical law-related topics to enhance the major of study.

Paralegals are in high demand in private law offices, local, state and federal agencies, and within legal departments of large corporations. Employment opportunities exist both in Alaska and nationwide in private law offices, large and small; in a myriad of government offices and agencies, local, state and federal; and with corporations that retain in-house legal departments.
PARALEGAL STUDIES

COURSES INCLUDE
• Introduction to the Law
• Practical Paralegal Skills
• Paralegal Ethics
• Civil Procedure
• Computers in the Law Office
• Legal Research and Writing for Paralegals
• Advanced Legal Writing
• Introduction to American Government
• Torts
• Criminal Law for Paralegals
• Contracts/Real Property
• Family Law
• Employment and Administrative Law
• Probate Law
• Business Organizations

PROGRAM HIGHLIGHTS
The Paralegal Studies AAS degree is approved by the American Bar Association. The Paralegal Studies Program provides training for paralegals/legal assistants who are authorized to perform substantive legal work under the supervision of a lawyer. The program does not train lawyers or legal administrators and graduates are not authorized to provide direct legal services to the public. The minor for bachelor degree seeking students is not designed to prepare students to work as paralegals and is not approved by the American Bar Association.

OTHER DETAILS
Students interested in the paralegal studies degree should consult the program head before enrolling in paralegal courses. Transfer credits for paralegal courses completed at other institutions are subject to approval by the program coordinator. No more than 15 credit hours of paralegal courses completed at other institutions will be applied toward completion of the degree. Students planning to go on to a bachelor’s degree are advised to select courses meeting remaining core requirements and courses designated within bachelor’s degree major and minor. Students who plan to transfer to another institution to continue their studies should work closely with that institution on their degree requirements.

APPLICATION PROCESS
• Review admission requirements with an advisor by calling 907-455-2835 or email uaf-ctc@alaska.edu
• Apply for admission to UAF: www.uaf.edu/admissions
• Apply for financial aid: www.uaf.edu/finaid/ or call 907-455-2832
• Find classes & register: www.uaf.edu/coursefinder/
• Get your books & class materials organized - UAF Bookstore: www.uaf.bkstr.com
• Start your journey at UAF CTC!

PROGRAM CONTACT
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