



- ▶ Introduction to Law
- ▶ Wills, Trusts and Estate Planning
- ▶ Real Property Law
- ▶ Civil Litigation
- ▶ Contract Law
- ▶ Criminal Law
- ▶ Personal Injury
- ▶ Effective Legal Research
- ▶ Research Writing
- ▶ Probate
- ▶ Corporations
- ▶ Domestic Relations
- ▶ Immigration Law
- ▶ CP - Certified Paralegal Review Course
- ▶ Practical Office Skills for Paralegals



Join FAU's distinguished Paralegal Certificate Program and prepare for a career that is projected by the Department of Labor to grow faster than the average for all occupations through 2022.

## FAU's program was planned for you!

12 Intensive Courses in One Year!

- Evening classes 7:10-10:10 p.m.
- Full-time or part-time enrollment
- Courses taught by practicing attorneys
- Affiliation with staffing companies to assist with job placement
- Job postings emailed to student and graduates

## TRAINING THE BEST SINCE 1976!

For more information or to apply, call us at **561.297.3648** or visit our website at <http://cdsi.fau.edu/sccj/legal-studies>



## PARALEGAL

### What is a Legal Assistant?

A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity to perform specifically delegated substantive legal work for which a lawyer is responsible.

#### THE PROGRAM

12 Intensive Courses in One Year!

The program consists of 375 contact hours of legal education and is comprised of twelve courses. Attend classes three nights a week and complete the program in one year.

Introduction to Law is a prerequisite for all courses and is offered twice a year. You may register for this course before applying for admission to the program.

The tuition for the program is \$3,660.00. Fees for each course are payable in full at the time of registration for each individual course.

#### ELECTIVES

Each year paralegals and students with special interests participate in elective courses from FAU's Paralegal Program. These courses are not part of the core courses of the Paralegal Certificate Program and can be taken by anyone. Consider these courses if you want to sharpen your skills, develop new ones, or enhance your knowledge.

No application is required for elective classes. Just call 1.561.297.3648 to register.

#### TRANSFER STUDENT INFORMATION

FAU welcomes transfer students and will evaluate and consider waivers of course work.

An official transcript from previous post-secondary educational training will be evaluated. Courses may be accepted, waiving certain requirements within our program.

#### TRANSCRIPTS INFORMATION

An official transcript and a certificate from Florida Atlantic University will be provided upon completion of the program. (Additional transcripts can be issued at a cost of \$5.00 per transcript).

#### Admissions Requirements

Completion of official application, along with a non-refundable \$45 application fee, \$120 LexisNexis fee, and a résumé.

### APPLICATION CHECKLIST

1. Complete application form (see page 9).
2. Attach \$45 application fee.
3. Attach \$120 LexisNexis fee.
4. Include résumé.

The Paralegal Certificate Program is VA-approved. Legal Courses approved in partnership with CareerSource Broward, Palm Beach, Vocational Rehabilitation and Youth-Coop.



For more information,  
call 561.297.3648

Visit FAU's homepage at [www.fau.edu](http://www.fau.edu) or call the FAU hotline 1-888-832-8695 for updates on campus operations due to hurricanes or other natural disasters.

Evening classes 7:10-10:10 p.m.

<http://cdsi.fau.edu/sccj/legal-studies>

# CERTIFICATE PROGRAM

## ■ LA-1 Introduction to Law

Begin with an examination of the history of law from the earliest known legal decision to the present. Additional topics include: the two primary legal systems in modern society; American theories of jurisprudence; and the role of law in American society. American law is studied through a comparison of Florida and Federal courts, criminal and civil law, substantive and procedural law, and trial and appellate law. Several topics that are tested by the National Association of Legal Assistants' Certified Legal Assistant Examination are studied.

If you decide to enroll in the Paralegal Certificate Program after completing this course, you will need to meet the admission requirements of the Program. *LA-1 Introduction to Law* is a prerequisite to all courses.

**\$185, 18 hrs., 1.8 CEUs**

**Option 1**  
**3 Mondays and Wednesdays**  
**Jul 31 – Aug 16**  
**7:10 – 10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-1 0717-1**

**Option 2**  
**3 Saturdays**  
**Aug 5 – Aug 19**  
**9:00 a.m. – 4:00 p.m.**  
**(1-hour lunch break)**  
**Boca Raton Campus**  
**#LA1-1 0817-2**

## ■ LA-2 Wills, Trusts & Estate Planning

Focus on (i) various ways to own property and the consequences of same at death; (ii) the manner in which assets pass by intestacy; (iii) powers of attorney and advance directives; (iv) "homestead" for ad valorem tax purposes, asset protection purposes and devise and descent purposes; (v) the manner of creating valid wills and amending and revoking same; (vi) changes in circumstances after execution of a will, including marriage, divorce and after born children; (vii) spouse's elective share; (viii) grounds for contesting a will, including lack of testamentary capacity and undue influence; (ix) the purpose and use of revocable and irrevocable trusts; (x) constructive and resulting trusts; and (xi) federal gift, estate and generation-skipping transfer taxes and means of reducing tax liability through the use of life insurance trusts, qualified personal residence trusts, grantor retained annuity trusts, charitable trusts and family limited partnerships.

**\$380, 45 hrs., 4.5 CEUs**

**15 Wednesdays**  
**Aug 30 – Dec 13**  
**(no class 9/20)**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-2 0817**

## ■ LA-3 Real Property Law

All phases of real estate practice are studied. Topics include: residential and commercial contracts; the process from listing a piece of property through closing; various forms of property ownership and restrictions; financing (types of mortgages); types of title insurance matters (liens vs. permitted acceptable

items); construction-related matters (liens/notices required); types of deeds; taxation; homestead; loans; residential and commercial leases; eviction proceedings; foreclosure; litigation; and preparation of closing statements. The goal is to give you the knowledge to understand a basic residential contract, understand a title insurance commitment, prepare all documentation relating to closings, and the various issues involved in a real estate practice.

**\$380, 45 hrs., 4.5 CEUs**

**15 Mondays**  
**Aug 28 – Dec 11**  
**(no class 9/4)**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-3 0817**

## ■ LA-4 Civil Litigation

The primary focus is on civil litigation in Florida. Included are: sources of law, jurisdiction, venue, statutes of limitations, pleading requirements in civil actions, motion practice, third party practice, all aspects of discovery, trial preparation, trial procedure, post-trial motions and appeals, and post-judgment enforcement. The course will provide an understanding of civil litigation as it is practiced in Florida, with emphasis on practical aspects of litigation. In addition, you will learn how to prepare for a trial and how to assist the attorney in handling a civil matter from initial interview through trial.

**\$365, 42 hrs., 4.2 CEUs**

**14 Thursdays**  
**Aug 31 – Dec 14**  
**(no class 9/21 & 11/23)**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-4 0817**

## ■ LA-5 Contract Law

The broad application of contract law is kept in mind during the exploration of what makes some promises enforceable. Areas of discussion include: how the concepts of offer, acceptance and consideration are combined to create enforceable contracts; what happens when one or more elements is missing; and the performance and breach of contracts. You will be invited to apply your learning to real-world situations through discussions of contract disputes in the news, hypothetical situations based on current events and by drafting exercises that challenge you to create unambiguous provisions..

**\$285, 27 hrs. 2.7 CEUs**

**9 Wednesdays**  
**Jan 3 – Feb 28**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-5 0118**

### ■ LA-6 Criminal Law

This course involves the study of both substantive and procedural criminal law. Substantive criminal law is introduced first by focusing on the criminal justice system itself. We then examine the elements of the various offenses and defenses. We conclude the first part of the class by studying factual, statutory, and constitutional defenses to crimes. The second part of the class focuses on criminal procedure. We study the constitutional aspects of search and seizure law, interrogation, pre-trial process and discovery, trial, sentencing, and appeal.

**\$325, 33 hrs., 3.3 CEUs**

**11 Thursdays**

**Jan 4 – Mar 22**

**(no class 3/8)**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-6 0118**

### ■ LA-7 Personal Injury

This course includes an in depth examination of the elements making up a cause of action based on negligence; the study of intentional torts such as assault, battery, and intentional infliction of emotional distress, actions based on strict liability and product liability, as well as other aspects of personal injury. Topics of discussion include: the various documents used in personal injury cases (complaints, answers, affirmative defenses); discovery documents used in preparation for trial (interrogatories, requests to produce and requests for admission); and the use of other pre-trial and trial documents and exhibits and how they are used in personal injury actions. You will learn the fundamental elements of personal injury causes of action, settlement negotiations, mediation, and arbitration. The goal of the course is achieved through both the text and the use of actual case documents and experiences, with an emphasis on practical application.

**\$310, 30 hrs., 3.0 CEUs**

**10 Mondays**

**Jan 22 – Apr 2**

**(no class 3/5)**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-7 0118**

### ■ LA-8 Effective Legal Research

Students will become acquainted with the fundamentals of legal research and citation. Students will also learn to use and locate primary and secondary sources and will gain exposure to various resources of legal research.

NOTE: This course is a prerequisite to LA-9 Research Writing.

**\$310, 30 hrs., 3.0 CEUs**

**10 Wednesdays**

**Mar 14 – May 16**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-8 0318**

### ■ LA-9 Research Writing

Research Writing is a continuation of Effective Legal Research and includes exercises in grammatical construction and legal writing. Students will become acquainted with the fundamentals of legal writing and learn to present legal analysis in a logical concise format. Prerequisite: Effective Legal Research.

**\$275, 24 hrs., 2.4 CEUs**

**8 Wednesdays**

**May 23 – Jul 18**

**(no class 7/4)**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-9 0518**

### ■ LA-10 Probate

You will be introduced to the principles of probate law in Florida. Topics for study include: the role of the attorney and personal representative, probate vs. non-probate assets, testate vs. intestate estates, creditor and beneficiary rights, accountings, probate litigation and federal estate taxes as well as trust administration. You will learn to administer an estate from beginning to end, including formal, summary and ancillary administrations, and you will be required to prepare pleadings after a study of the Florida probate code.

**\$310, 30 hrs., 3.0 CEUs**

**10 Mondays**

**Mar 29 – May 31**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-10 0318**

**Be Smart—Register Now!**

**1.561.297.3648**

<http://cdsi.fau.edu/sccj/legal-studies>

To register for LA-1 Introduction to Law starting July 31 or August 5, 2017, call **1.561.297.3648**.

# CERTIFICATE PROGRAM

## ■ LA-11 Corporations

You will study sole proprietorship and general and limited partnerships, with a special emphasis on corporations. Topics include: corporate formation, articles of incorporation and by-laws, sub-chapter S, corporate financial structure, operation, meetings, dividends, distributions, employment, steps after formation, foreign corporations, and corporate taxation.

**\$310, 30 hrs., 3.0 CEUs**

**10 Mondays**

**Apr 9 – June 18**

**(no class 5/28)**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-11 0418**

## ■ LA-12 Domestic Relations

Addresses the issues of family law in the U.S. Included topics are: valid marriages, annulments, divorce, property distribution, paternity, child custody, and support. Adoption may also be covered. Students will develop a working knowledge of the pleadings, motions, discovery involving, jurisdictional and venue issues relating to and involving family law.

**\$225, 21 hrs., 2.1 CEUs**

**7 Thursdays**

**June 7 – July 19**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1 – 12 0618**

## Legal Nurse Consultant Certificate Program

Legal nurse consultants bridge the gap between medicine and the judicial system, analyzing important medical information in solving cases. They help interpret and translate the subtleties involved in medical evidence and can play a huge role in case outcomes.

At the completion of the course, you will receive 33 nursing continuing education contact hours that may be used toward state RN licensing renewal.

This course provides you with the fundamental skills necessary to advise law firms, health care providers, insurance companies, risk management departments, and governmental agencies regarding medical issues, and provide testimony in court as expert witnesses.

At the successful conclusion of the program, you will be able to:

- Review medical records, hospital policies and other documents to determine their relevance to a case
- Develop chronologies of medical events and clarify how these events fit into the overall case analysis
- Interview and prepare expert witnesses

- Identify the elements of negligence in a negligence action
- Identify the laws that impact medical malpractice
- Collaborate with legal experts to develop case strategies

Legal Nurse Consultant Certified (LNCC) exam is a discretionary test separate from this course that experienced registered nurses graduating from this class may decide to sit for. LNCC test eligibility requirements are discussed during this training course; however, RNs graduating from this course need not take the LNCC in order to practice as legal nurse consultants.

Admission requirements: Prospective students must complete an application form and submit it along with a copy of RN license and proof of three years of clinical nursing experience.

**\$795, 30 hrs., 33 Nursing Continuing Education Contact Hours**

**5 Saturdays**

**Oct 7 – Nov 4**

**9:00 a.m. – 4:00 p.m.**

**Boca Raton Campus**

**#LA-100717**



For more information or to register, visit <http://cdsi.fau.edu/sccj/legal-studies> or call 1.561.297.3648

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# Elective Courses

## Open Enrollment

Each year paralegals and students with special interests participate in elective courses from FAU's Paralegal Program. These courses are not part of the Paralegal Program; they are available for those who wish to sharpen their skills, develop new ones, or enhance their knowledge. No application is required for elective courses. **Just call 1.297.3648** to register.

### ■ LA-14 Immigration Law

Immigration Law begins with the topic of American citizenship and continues with the study of admissibility, inadmissibility, naturalization and removal. In addition to the complex constitutional laws, statutes and regulations involved in the various processes and steps, the course will cover the context of the broader historical and political forces that shaped the body of immigration law. You will get skills training in the interpretation of difficult statutes and regulations, a working knowledge of the many forms required by the DHS/USCIS for the working practitioner, and an understanding of how our immigration policies fit into the study of civil rights and liberties.

**\$285, 24 hrs., 2.4 CEUs**

**8 Tuesdays**  
**Oct 24 – Dec 12**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA-14 1017**  
**or**

**8 Tuesdays**  
**Apr 17 – June 5**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA-14 0418**

### ■ LA-23 Practical Office Skills for Paralegals

This course introduces students to practical skills used in a law office including legal timekeeping and billing, docket control and litigation support. Other specialized legal software is introduced as appropriate. Students will have hands-on training with office procedure programs to complete complex operations and save time in the law office. Students will demonstrate knowledge by completing legal assignments routinely performed in a law office or any organization involved with legal processes under the supervision of an attorney.

**\$155, 12 hrs., 1.2 CEU's**

**4 Saturdays**  
**Oct 7 – Oct 28**  
**10:00 – 1:00 p.m.**  
**Boca Raton Campus**  
**#LA – 23 1017**

### ■ CP-Paralegal Review Course

THE FAU CP 27-Hour Classroom course is a nine-week course offered prior to NALA's CP examination testing periods.

The course provides a comprehensive overview of each general and substantive law area tested by the CP examination. Effective test-taking skills applicable to the CP examination are covered. Focus is placed on writing assignments that provide practice in memorandum drafting—a skill that figures prominently in the judgment and analytical ability portion of the CP examination. At the end of the course, a mock examination of the written portions of the exam) is administered for those wishing to experience realistic CP examination test-taking conditions.

Visit [www.nala.org/cert.htm](http://www.nala.org/cert.htm) to get more information and to register for the exam.

#### TEST DATES

**Jan 1 – 31, 2018**

**May 1 – 31, 2018**

**Sept 1 – 30, 2018**

**\$295, 27 hrs., 2.7 CEUs**

**9 Tuesdays**  
**June 27 – Aug 29**  
**(no class 7/4)**  
**7:10 – 10:10 p.m.**  
**Boca Raton Campus**  
**CP062717**

**Or**

**9 Tuesdays**  
**Oct 17 – Dec 12**  
**7:10 – 10:10 p.m.**  
**Boca Raton Campus**  
**CP101717**

**Or**

**9 Tuesdays**  
**Feb 13 – Apr 17**  
**(no class 3/6)**  
**7:10 – 10:10 p.m.**  
**Boca Raton Campus**  
**CP021318**

To register for LA-1 Introduction to Law starting July 31 or August 5, 2017, call **1.561.297.3648**.

# CERTIFICATE PROGRAM

## Testimonials



Make the commitment to yourself and your future and select Florida Atlantic University's Paralegal Program!

Changing careers after 20 years was significantly less challenging than I expected due to the education I received at Florida Atlantic University's Paralegal / Legal Studies Program. The Professors, Administrators, legal courses, and fellow students, challenged and helped prepare me for a career as a paralegal within the legal field. The knowledge and learning experiences I acquired from my professors and courses are the cement blocks of my foundation and has helped make me invaluable to my employers.

In summary, I am so grateful and appreciative to FAU because I am a successful paralegal today because of their program, and my hard work and dedication.

*Jody Kling*



The Paralegal Certificate Program offered by Florida Atlantic University provided me with so many opportunities. After I had graduated from FAU ('13) with my B.A. in Political Science and gone out into the work force, I realized that I needed something more, something that would provide me with a career, not a job. Through the Paralegal Certificate Program, I was challenged through twelve different courses, all in different areas of law, that opened my eyes to the broader legal field.

The instructors in the program challenged me in ways I had not been challenged before and because of their efforts, I was awarded a scholarship through the Palm Beach County Chapter of the Paralegal Association. Furthermore, the continuous job openings that the program provides to us students during the course of our studies allowed me to go out on real world interviews and get a better understanding of what real employers needed from candidates seeking employment. Thankfully, I now work for a great law firm right here in Boca Raton and about to sit for the National Association of Legal Assistants Certified Paralegal Exam.

*Howard Rudnick*



It's hard to imagine that after achieving a bachelor's degree with honors and graduating with a master's degree in my chosen field of International Business that getting a job would ever be a challenge.

I applied for the Paralegal Certificate at Florida Atlantic University and out of all my degrees, achievements and accomplishments in life, to this day I tell everyone this achievement was a turning point for me and the catalyst for my success.

I had the utmost respect for the faculty who were all Attorneys in the field of law that they taught. I honestly believe that teaching as theory is one thing but when you have a professor who not only explains the theory but can give you real life scenarios, it becomes priceless. The networking possibility is further enhanced as today I still keep in contact with a few of my professors who I now consider dear friends. I was also able to network with students who are very close friends of mine and doing quite well in the field.

Today I am working as a Paralegal for the senior partner at a very successful Personal Injury law firm Baker and Zimmerman, P.A. as well as in my third year of law school at Nova South Eastern University. None of what I have achieved thus far in my legal career would ever have been possible without this FAU Paralegal Certificate. So I encourage you to take this opportunity and run with it and once you cross that finish line the prize would be worth it all.

*Tanecia Natto*



The Paralegal Certificate Program at Florida Atlantic University was by far one of the greatest courses I have ever taken. The program gave me the skills and knowledge to be hired as a caseworker at the Human Rights Institute because the classes are taught by practicing attorneys. With this program on my application and a beautiful letter of recommendation, I applied to law school and graduated attorney at law in 2013. As soon I passed the Bar, I opened Riano & Associates, my own law firm due to the experience and skills acquired during the legal assistant/ paralegal course. This program helped me achieve my goals so if you have the opportunity to take this course... DO IT, you will never regret it!!!!

*Kathy Riano-Lopez*



# PARALEGAL PROGRAM ADMISSION FORM APPLICATION

## Personal Data

Last Name	First Name	Middle
Social Security #	Date of Birth	
Street Address	Apt/Suite #	
City	State	Zip
Home Phone	Work Phone	Cell Phone
E-mail		

## Educational Data

High School	Degree/Credits	GPA	Year
College	Degree/Credits	GPA	Year

## Employment Data

Employer	Position	Dates (from/to)
Employer	Position	Dates (from/to)

Are you currently or have you ever been charged with or subject to disciplinary action for scholastic (such as plagiarism or cheating) or any other type of behavioral misconduct at any educational institution? You do not need to disclose academic dismissal, suspension, or probation for poor grades.

Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or, if still pending could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license (you are not required to include traffic violations which only resulted in a fine)?

When do you plan to begin the Legal Assistant Certificate Program? \_\_\_\_\_

Do you plan to go full-time (three nights a week)? \_\_\_\_\_

Do you plan to get your Certificate of Completion from us? \_\_\_\_\_

How did you hear about the Program? \_\_\_\_\_

I understand that this application is for admission only to the PARALEGAL CERTIFICATE PROGRAM and all information contained herein will be held in confidence as provided by law.

I certify that the information given in this application is complete and accurate and if admitted, I hereby agree to abide by the rules and regulations governing said Program and Florida Atlantic University.

Applicant's Signature

Date

Send application form and the \$45 non-refundable application fee to:

### Paralegal Certificate Program

**Florida Atlantic University, 777 Glades Rd., Social Science Building, Room 272, Boca Raton, FL 33431**

Please make checks or money orders payable to FAU

To register online or for more information, call **561.297.3648**

## FAU LEGAL STUDIES PROGRAM FALL 2017

COURSE	DATE	DAY	TIME	LOCATION	PRICE	COURSE	NO CLASS
LA-1 Introduction to Law*	Jul 31 - Aug 16	M, W	7:10 - 10:10 p.m.	Boca Raton	\$185/18 hrs.	LA1-1 0717-1	
LA-1 Introduction to Law*	Aug 5 - Aug 19	S	9:00 - 4:00 p.m.	Boca Raton	\$185/18 hrs.	LA1-1 0817-2	
<b>*Introduction to Law must be taken prior to enrollment in the courses that are part of the certificate program.</b>							
LA-2 Wills, Trusts, Estate Planning	Aug 30 - Dec 13	W	7:10 - 10:10 p.m.	Boca Raton	\$380/45 hrs.	LA1-2 0817	9/12/17
LA-3 Real Property Law	Aug 28 - Dec 11	M	7:10-10:10 p.m.	Boca Raton	\$380/45 hrs.	LA1-3 0817	9/4/17
LA-4 Civil Litigation	Aug 31 - Dec 14	TH	7:10-10:10 p.m.	Boca Raton	\$365/42 hrs.	LA1-4 0817	9/21/17 11/23/17
LA-5 Contract Law	Jan 3 - Feb 28	W	7:10-10:10 p.m.	Boca Raton	\$285/27 hrs.	LA1-5 0118	
LA-6 Criminal Law	Jan 4 - Mar 22	TH	7:10-10:10 p.m.	Boca Raton	\$325/33 hrs.	LA1-6 0118	3/8/18
LA-7 Personal Injury	Jan 22 - Apr 2	M	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA1-7 0118	3/5/18
LA-8 Effective Legal Research	Mar 14 - May 16	W	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA1-8 0318	
LA-9 Research Writing	May 23 - July 18	W	7:10-10:10 p.m.	Boca Raton	\$275/24 hrs.	LA1-9 0518	7/4/18
LA-10 Probate	Mar 29 - May 31	TH	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA1-10 0318	
LA-11 Corporations	Apr 9 - June 18	M	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA1-11 0418	5/28/18
LA-12 Domestic Relations	June 7 - July 19	TH	7:10-10:10 p.m.	Boca Raton	\$225/21 hrs.	LA1-12 0618	
<b>Elective Classes-Open Enrollment</b>							
LA-14 Immigration Law	Oct 24 - Dec 12	T	7:10 - 10:10 p.m.	Boca Raton	\$285/24 hrs.	LA - 14 1017	
LA-23 Practical Office Skills	Oct 7 - Oct 28	S	9:00 - 12:00 p.m.	Boca Raton	\$155/12 hrs.	LA - 23 1017	
LA-14 Immigration Law	Apr 17 - June 5	T	7:10 - 10:10 p.m.	Boca Raton	\$285/24 hrs.	LA - 14 0418	
CP Review Course	June 27 - Aug 29	T	7:10 - 10:10 p.m.	Boca Raton	\$295/27hrs	CP062717	7/4/17
CP Review Course	Oct 17 - Dec 12	T	7:10 - 10:10 p.m.	Boca Raton	\$295/27hrs.	CP101717	
CP Review Course	Feb 13 - Apr 17	T	7:10 - 10:10 p.m.	Boca Raton	\$295/27hrs.	CP021318	3/6/18
<b>Legal Nurse Consultant Program</b>	Oct 7 - Nov 4	S	9:00 - 4:00 p.m.	Boca Raton	\$795/30hrs.	LA-100717	

Be Smart—Register Now!  
1.561.297.3648  
<http://cdsi.fau.edu/sscj/legal-studies>

To register for LA-1 Introduction to Law starting  
July 31 or August 5, 2017  
call **1.561.297.3648**

**To register in person**, visit us at: Social Science Building, Room 272

**To register online**, visit <http://cdsi.fau.edu/scj/legal-studies>. **It's that easy!**

**To register by phone**, call 1.561.297.3648 and use your Visa, MasterCard, Discover or American Express. Please have your credit card information ready.

**To register by mail**, complete the form below and mail it to Florida Atlantic University, 777 Glades Road, Paralegal Certificate Program, Social Science Building, Room 272, Boca Raton, FL 33431

**Payment for courses\***, can be made by Visa, MasterCard, Discover, American Express, check, cash or company purchase order. Payment is due at the time of enrollment. **Make checks payable to Florida Atlantic University.** Cash payments (exact amounts only) may be made in person.

**CEUs:** Florida Atlantic University awards CEUs (Continuing Education Units) to participants in our courses. One CEU is awarded for each 10 hours in class.

**Flexible registration:** FAU offers continuous enrollment opportunities by telephone, mail, online and in person, right up to the day your continuing education course begins, if space is available.

**Discounts:** Receive a 10% team discount on selected courses when three or more people from one company enroll in the same non-credit course. We ask that you enroll at the same time and use one method of payment

**Cancellations:** If you must cancel, please notify us by phone or fax at least 48 hours before the course begins. You will receive a full refund minus a \$15 processing fee for each course. No cancellations will be accepted **AFTER** a course begins. If a course is cancelled by us for any reason, you will receive a full refund.

**Enrollment office hours:** 8 a.m.-5 p.m., Monday-Friday. Please call our office at 1.561.297.3648 a minimum of five working days in advance of an event if a reasonable accommodation of a disability is needed.

**Parking:** Parking fees are an additional charge per semester. Please purchase your parking decal from the Traffic and Parking Office prior to your first class. call 561.297.2771.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Business Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Cash (Exact Amount Only): \_\_\_\_\_

Check/Name on Check: \_\_\_\_\_

Co. PO#: \_\_\_\_\_  
(copy of P.O. required)

Bill to the Attn. of: \_\_\_\_\_



exp. : \_\_\_\_\_ / \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Security Code#: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

COURSE NUMBER	COURSE NAME	DATE	LOCATION	FEE

**FOR OFFICE USE ONLY**

Agent: \_\_\_\_\_ Date: \_\_\_\_\_ Registration Verification: \_\_\_\_\_

Source: \_\_\_\_\_ Finance Verification: \_\_\_\_\_

CC#: \_\_\_\_\_ Auth. #: \_\_\_\_\_ Finance Stamp: \_\_\_\_\_

\*Fees collected from non-credit programs in this catalog are used to support the administration of the division and to pay for food items as appropriate. Please feel free to copy this form and pass it along to your friends!

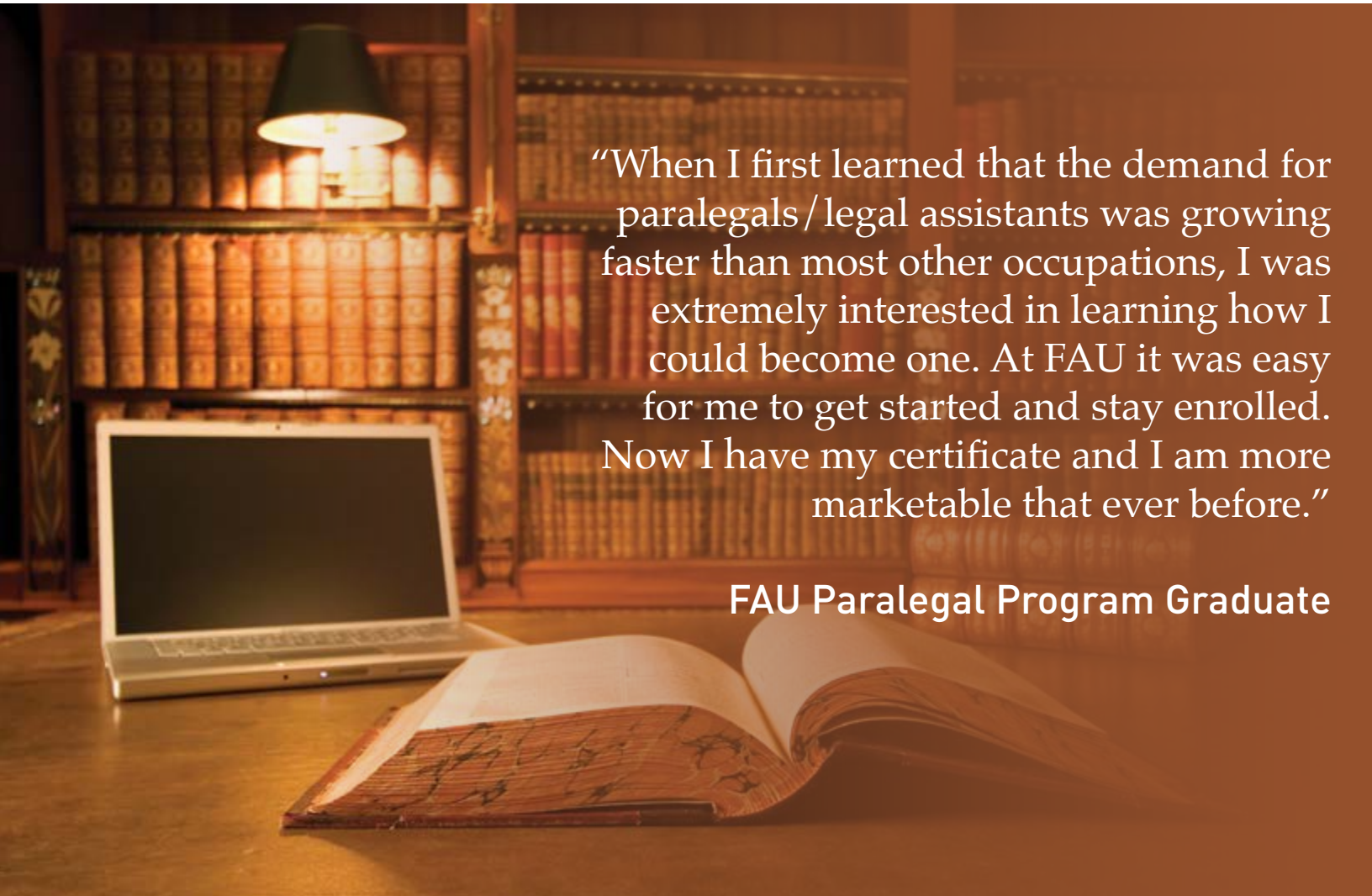


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A photograph of a library or study area. In the foreground, a laptop is open on a desk, and next to it is a large, open book with a wooden cover. The background shows bookshelves filled with books, and a lamp is lit, casting a warm glow over the scene.

“When I first learned that the demand for paralegals / legal assistants was growing faster than most other occupations, I was extremely interested in learning how I could become one. At FAU it was easy for me to get started and stay enrolled. Now I have my certificate and I am more marketable than ever before.”

FAU Paralegal Program Graduate

2017-2018

Florida Atlantic University