

Higher Expectations

Cost of the Program

The Paralegal Certificate Program is a credit bearing program. Program participants register for classes through the university. It is important to note that some of the courses are offered through Continuing Education and some are offered directly through the University. Tuition will vary depending on the department through which the course is offered, and whether a student is enrolled on a full-time or part-time basis (For current tuition rates, go to www.uwsuper.edu/bursar). There is a \$15 enrollment fee for the program.

Credit Registration

To register for Certificate Program courses select one of the following registration options:

- If you are not currently enrolled as a student at the university, please contact Lisa Mattsson, the Paralegal Certificate Program Coordinator, via email: lmattsso@uwsuper.edu or phone: 715-394-8013 for enrollment information. You may also contact Brenda Dalpiaz at bdalpiaz@uwsuper.edu.
- If you are currently enrolled as a student at the university, you may enroll online via the E-Hive system during enrollment periods. Follow the E-Hive link at www.uwsuper.edu

Completing the Program

Upon completion of the program, you will be awarded a Paralegal Certificate. You will not be a licensed paralegal. To become a licensed paralegal, you must apply to the Paralegal Licensing Board in the state you plan to practice. Not all states license paralegals but some do. Wisconsin and Minnesota do not require licensure for paralegals so you may practice as either a paralegal or legal assistant in both Wisconsin and Minnesota.

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UNIVERSITY of WISCONSIN
Superior

002-894

Paralegal Certificate Program



UNIVERSITY of WISCONSIN
Superior

CONTINUING EDUCATION/EXTENSION

- *Expect to excel in your field*
- *Expect to reach your potential*
- *Expect to make a difference*

“The real-world experience of the instructor helped make the material clear.”

“Great class! Wish I would have taken it sooner.”

“[The instructor] was very professional in the manner in which he taught the course. At the same time, he remained very approachable to the students.”

The program consists of 30 credits of coursework in a variety of paralegal areas of theory and practice. Paralegals “have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney,” according to the National Association of Legal Assistants. This certificate will qualify you to work as a paralegal, legal assistant, and office support staff member in law firms, government agencies, private business or non-profit organizations.

Curriculum

Students who enroll in the University of Wisconsin - Superior Paralegal Certificate Program must complete a total of 30 credits (18 required core credits and 12 elective credits).

Required Core Courses (18 credits total):

- LSTU 115 - Law and Human Behavior (3)
- LSTU 117 - Introduction to Paralegalism and Ethics (3) (*Prerequisite: LSTU 115; may be waived with advisor approval*)
- LSTU 220 - Civil Procedure (3)
- LSTU 305 - Methods of Legal Research & Writing (3)
- LSTU 306 - Methods of Legal Writing & Argumentation (3) (*Prerequisite: LSTU 305*)
- LSTU 485 - Internship Capstone Experience (3)

Electives (12 credits total):

3 Credits from Category 1 – Criminal Law

- CJUS 210 - Criminal Procedure and Evidence (3)
- CJUS 211 - Criminal Law (3)
- CJUS 212 - Managing Criminal Investigations (3)

6 Credits from Category 2 – Substantive Law

- LSTU 221 - Administrative Law (2)
- LSTU 222 - Probates, Wills and Trusts (2)
- LSTU 223 - Family Law (2)
- LSTU 224 - Personal Injury Litigation (2)
- LSTU 225 - Real Property (2)
- LSTU 227 - Creditors' Remedies/Debtors' Rights (2)
- LSTU 228 - Contract Law (2)
- LSTU 497 - Special Topics (2)

3 Credits from Category 3 – Skills Development

- LSTU 261 - Contemporary Issues Law and Society (3)
- LSTU 268 - Alternative Dispute Resolution (3)

Time line for the Program

Some students are able to complete the Paralegal Certificate Program in as little as one year. However, you are free to work on your certificate on a part time basis. Many of the classes are offered in the evening to allow you flexibility in taking courses while working.

Enroll in the Program Today!

University of Wisconsin--Superior Paralegal Certificate Program

- PLEASE ACCEPT MY ENROLLMENT IN THE PARALEGAL CERTIFICATE PROGRAM - \$15
- PLEASE SEND ME INFORMATION REGARDING UW-SUPERIOR ENROLLMENT

Enrollment Benefits: Advisement throughout the program, newsletter and updates regarding the paralegal program and profession, and your completion certificate.

Name

Job Title

Company Name

Address 1

Address 2

City/State/Zip

Home Address

City/State/Zip

Work Phone

Home Phone

Fax

Email

Payment Information

(Please do not staple payment to this form)

- I am currently enrolled at UW-S:
Student ID number _____

Program Enrollment Fee: \$15

- Purchase order enclosed

PO #:

- Check Enclosed (*payable to UW-Superior*)

- Visa Mastercard Discover American Express

Expires ____/____

This card is a: personal credit card company credit card

Credit card #

Print cardholder's name

Cardholder's signature

Four ways to Register for Classes



Email bdalpiaz@uwsuper.edu to have a credit registration packet sent to you.



Call 715-394-8469 or 800-370-9882 for a registration packet.



Download a printable credit registration form at: www.uwsuper.edu/ceecredit (follow the “Register for Courses” link).



If you have previously enrolled in classes at UW-Superior, enroll online through our E-Hive system. visit www.uwsuper.edu and click on the E-Hive link.