



SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

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What is a paralegal?

A 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, who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals work under the supervision of an attorney.

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What duties does a paralegal perform?

A paralegal's responsibilities often include:

- Interviewing clients
- Drafting pleadings and other legal documents
- Conducting legal research
- Locating and interviewing witnesses
- Assisting in conducting discovery
- Assisting lawyers at trial and real estate closings

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Where does a paralegal work?

A paralegal may work in a:

- Law office
- Corporation
- Government agency
- Real estate office
- Bank

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What is the income potential for a paralegal?

Income varies depending on the type of paralegal position. The median income for the U.S. is \$43,000 and the median income for the Memphis Metropolitan area is \$40,000.

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What will the paralegal studies degree allow me to do?

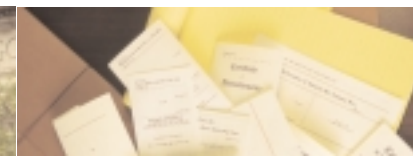
Earn an Associate of Applied Science Degree at Southwest and enter the job market immediately after graduation, or

- Transfer the credits earned in the paralegal studies program to a four-year college and earn your bachelor's degree
- With your bachelor's degree, apply to law school

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What is Southwest's employment rate for graduates of the paralegal studies program?

Southwest's employment rate for paralegals generally exceeds 95 percent each year.



Q Why choose the paralegal studies program at Southwest?

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- Fully accredited programs by the Commission on Colleges of the Southern Association of Colleges and Schools
- Small classes for more personalized attention
- Flexible class schedules available at multiple campuses, centers, sites; and distance learning opportunities
- Affordable tuition
- Support services, including career counseling, free tutoring and career services, financial aid, job opportunity assistance and on-site child care services

Paralegal Studies Program
(901) 333-4130
www.southwest.tn.edu

Q How do I apply for admission to Southwest?

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- Complete application for Southwest.
- Submit your application and pay \$5 application fee to Bursar's Office.
- Request that an "official" copy of your high school/GED scores, college transcript(s) be sent to:
*Southwest Tennessee Community College
P.O. Box 780, Memphis, TN 38101-0780*
- Apply for financial aid (if applicable).
- Complete testing requirements.
- Complete new student orientation, either online or on campus.
- Review the College's academic calendar or printed schedule of classes for registration dates, times and locations.
- Meet with academic advisor.
- Register for classes online, via TRAVIS or in person.
- Pay your fees or ensure that your financial aid is in place for your course.

Admissions, Records and Recruitment
(901) 333-5924

Financial Aid
(901) 333-4184 • (901) 333-5960

Advising, Counseling, and Articulation
(901) 333-4594 • (901) 333-5122

Southwest Tennessee Community College

P.O. Box 780

Memphis, TN 38101-0780

(901) 333-5000

1-877-717-7822 (out-of-state)

www.southwest.tn.edu

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