

## PARALEGAL (10-110-1)

### *Admission Requirements*

#### CHIPPEWA VALLEY TECHNICAL COLLEGE

620 West Clairemont Avenue Eau Claire, WI 54701-6162  
Admissions Phone: 715-852-1300 or Toll Free at 1-800-547-2882 Ext. 1300

[www.cvtc.edu](http://www.cvtc.edu)

**START DATE:** August: Eau Claire

**LENGTH OF PROGRAM:** Associate Degree – Two Years

#### **STEPS FOR ADMISSION:**

- Applicants who satisfy all items in Phase I will be accepted to the college and assigned “pre-program” status as follows:
  - Those who have not completed all items in Phase II may satisfy these requirements and take general education classes under the pre-program status.
  - Those who *have* completed all the items in Phase II may enroll in general education and/or elective classes under the pre-program status. They will also be core course eligible (Phase III) and considered for acceptance or placement on the waiting list.
- Students with pre-program status may not register for Paralegal courses (110 numbered).
- Students with pre-program status are eligible to apply for financial aid (see “Notes” on next page).

#### **Phase I:**

1. **Submit an online [Application for Admission](#)**
2. **\$30 application processing fee** – this must be paid *at time of application*
3. **Education requirement: Applicant must be a high school graduate, or have completed the High School Equivalency Diploma (HSED) or the General Education Development Certificate (GED)**  
Note: If you have an international diploma or degree, additional admission requirements may apply.
4. **COMPASS<sup>®</sup> Pre-entry Assessment:** The COMPASS<sup>®</sup> is an un-timed, computerized test of **reading, math, and writing**.
  - Applicants must achieve a minimum score of **85 – Reading** and **40 - Writing** (refer to item No. 5 in Phase II if you do not meet any of the minimums).
  - To schedule a testing appointment: For more information and to schedule a COMPASS<sup>®</sup> appointment, visit our website: <http://www.cvtc.edu/pages/198.asp> . **Testing Fee: \$20.**

If you do not have access to the internet, please contact the Assessment Center at 1-800-547-2882 or 715-833-6200.

- **Substitutions of the COMPASS<sup>®</sup>** will be made for those that can provide proof of one of the following:
  - ~ **ACT<sup>®</sup>:** Applicants must achieve minimum scores of **18 in Reading and 18 in English** on the ACT<sup>®</sup>. If any ACT<sup>®</sup> score does not meet the minimums, applicants will need to take the COMPASS<sup>®</sup> pre-entry assessment. ACT<sup>®</sup> scores that meet minimum requirements may be used in combination with COMPASS<sup>®</sup> scores to satisfy the assessment requirement.
  - ~ **Associate Degree, Bachelor’s Degree or higher:** A transcript is required showing proof of this degree.

#### **Phase II:**

5. **COMPASS<sup>®</sup> scores below the minimum levels:** Students who score below the minimum level on the **Reading** and/or the **Writing** section of the COMPASS<sup>®</sup> will be required to meet with a program counselor to develop a Remediation Plan which may include specific coursework. "Pre-program" admissions status will be maintained while completing remediation.

**Phase III – Core Course Eligibility:** Applicants who meet all requirements in **Phase I and II will be accepted or placed on a waiting list as of the date all documentation is received.**

6. **Core Course Eligibility Form:**  
Applicants completing remedial coursework for the COMPASS<sup>®</sup> assessment must submit a completed **Core Course Eligibility Form** (CCE Form) to the Admissions Office after ALL remedial work is completed and grades for remedial courses have been processed (see next page).

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### **Phase III – Core Course Eligibility (continued):**

- Prior to the end of each term you will be notified through student email of the CCE Form submission date for that term. You are also encouraged to check with the Admissions Office prior to the end of the term in which you are completing your remedial coursework for the exact CCE Form submission date.
- The **Core Course Eligibility Form** is available online at: <http://www.cvtc.edu/pages/300.asp>, from the Admissions Office in Eau Claire, as well as all other district campus locations.
- On the form you will indicate your desired semester and year for entry into the Paralegal core courses.
- *Students completing remedial coursework will be accepted or placed on a waiting list only when the Core Course Eligibility Form is on file.*

### **Notes:**

- ▶ **Financial Aid:** Information on financial aid eligibility, procedures and deadlines may be obtained by going to the Financial Aid website at: <http://www.cvtc.edu/pages/313.asp> or by calling 715-833-6200 or 1-800-547-2882.
- ▶ **Transfer Credits:** Applicants with postsecondary credits should submit an official transcript for evaluation and possible transfer credit.
- ▶ **General Education Course Prerequisites:** Many associate degree General Education courses require a minimum COMPASS<sup>®</sup> or ACT score. Students who do not meet the minimum score must either re-test to achieve a higher score or complete an appropriate Prepared Learner course with a “C” grade or better before registering for the associate degree course. For more information on Prepared Learner courses and General Education course cut-off scores, contact an Enrollment Assistant at 715-833-6505 or 1-800-547-2882, extension 6505, or check out the College’s website at [www.cvtc.edu/pages/198.asp](http://www.cvtc.edu/pages/198.asp).

**Admission requirements are subject to change without notice.**