



THE **FIRST 15**



THE **NEXT 30**



THE **LAST MILE**



PATHWAY TO PROMISE



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Student Success Coach Responsibilities

- My goal is to make sure you understand all you need to know about your degree requirements at Valencia College.
- I will provide a safe space for you to discuss your concerns and I will listen, be present, respectful, and genuine.
- Our resources are endless! I will always point you in the right direction if you connect with me.
- I will help you with your questions about colleges and universities you are thinking about transferring to and what it takes to get there.
- Helping you find a major and a career that is right for you is my goal. I will provide you with information and support you along the way.
- This is your journey, but you are not alone! I will help you select your courses, understand your prerequisites, create your plans and set goals.

Student Responsibilities

- I will connect with my **Student Success Coach** every semester.
- When I schedule an appointment, I will start thinking about what I want to talk about.
- I will bring my “note-taking tools” with me to my appointments (e.g., phones, tablets, or good old paper and pen).
- We will be going over important information, so I will keep all of it handy and refer to it often.
- If my Student Success Coach refers me to any resources, I will be sure to follow through and I will stay in touch.
- I will take responsibility, know the deadlines, ask questions, stay on track and be the one to know what to do.



Your Checklist

0-12 Credit Hour Checklist

- ☐ Check your [Student Portal](#) email daily. ∞
- ☐ Check if your degree program matches your career and academic goals and update it if needed ∞
- ☐ Learn about the resources available to you, such as the Learning Support Center, Tutoring, Counseling, Career Advising and your Student Portal. For more information and locations, go to the [Student Services](#) page on the Valencia College website.
- ☐ Explore and research your career interests by visiting the [Career Center website](#) or connecting with a career advisor.
- ☐ Discuss career credentials with your Student Success Coach; if applicable (e.g. award of credit, industry certification requirements, etc.)
- ☐ Run your [degree audit](#) and use your [catalog](#) to help you choose the right classes each term. For assistance, connect with your Career Program [Student Success Coach](#) to develop an education plan.
- ☐ Register for PLA 1003C Introduction to Legal Practices and Ethics within your first two terms at Valencia College.
- ☐ Begin to explore\verify the two specializations within the program, Litigation and Transactional
- ☐ Check Important Dates & Deadlines by visiting the [Academic Calendar](#) on the Valencia College website. ∞
- ☐ Apply for scholarships by visiting the [Financial Aid Services](#) website. ∞
- ☐ [Get Involved](#) on campus by joining student clubs and organizations such as the Paralegal Studies page in Engage, attending campus events and participating in health and wellness activities ∞
- ☐ Visit the [Career Center website](#) to learn how to create your resume and connect with a career Student Success Coach for feedback.

∞ This symbol represents actions that you should take at every credit hour benchmark.



12-30 Credit Hour Checklist

- ☐ Check your [Student Portal](#) email daily. ∞
- ☐ Confirm that your degree program matches your career and academic goals and update it if needed ∞
- ☐ Decide on your career and educational goals by the time you complete 45 credit hours.
- ☐ Research bachelor program at Valencia and other State colleges, if applicable
- ☐ Run your [degree audit](#) to confirm you are on track for graduation. For assistance, connect with your [Student Success Coach](#) ∞
- ☐ Join the [Central Florida Paralegal Association](#)
- ☐ Consider exploring advanced training, certifications and licenses.
- ☐ Check Important Dates & Deadlines by visiting the [Academic Calendar](#) on the Valencia College website ∞
- ☐ [GetInvolved](#) on campus by joining student clubs and organizations such as the Paralegal Studies page in Engage, attending campus events and participating in health and wellness activities ∞
- ☐ Apply for scholarships by visiting the [Financial Aid Services](#) website ∞
- ☐ Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing
- ☐ Keep your resume current by reviewing it every semester and consider doing a mock interview and for assistance, visit the [Career Center website](#) or connect with a career advisor.

∞ This symbol represents actions that you should take at every credit hour benchmark.



30-45 Credit Hour Checklist

- ☐ Check your [Student Portal](#) email daily. ∞
- ☐ Confirm that your degree program matches your career and academic goals and update it if needed ∞
- ☐ Decide on your career and educational goals by the time you complete 45 credit hours
- ☐ Research bachelor program at Valencia and other State colleges, if applicable
- ☐ Run your [degree audit](#) to confirm you are on track for graduation. For assistance, connect with your [Student Success Coach](#) ∞
- ☐ Verify which of the two specializations within the program, Litigation and Transactional you are following
- ☐ Consider exploring advanced training, certifications and licenses
- ☐ Check Important Dates & Deadlines by visiting the [Academic Calendar](#) on the Valencia College website ∞
- ☐ [Get involved](#) on campus by joining student clubs and organizations such as the Paralegal Studies page in Engage, attending campus events and participating in health and wellness activities ∞
- ☐ Apply for scholarships by visiting the [Financial Aid Services](#) website ∞
- ☐ Enhance your work experience and skills by volunteering, part-time employment, [internships](#), service learning and job shadowing
- ☐ Keep your résumé current by reviewing it every semester, consider doing a mock interview and for assistance, visit the [Career Center website](#) or connect with a career advisor

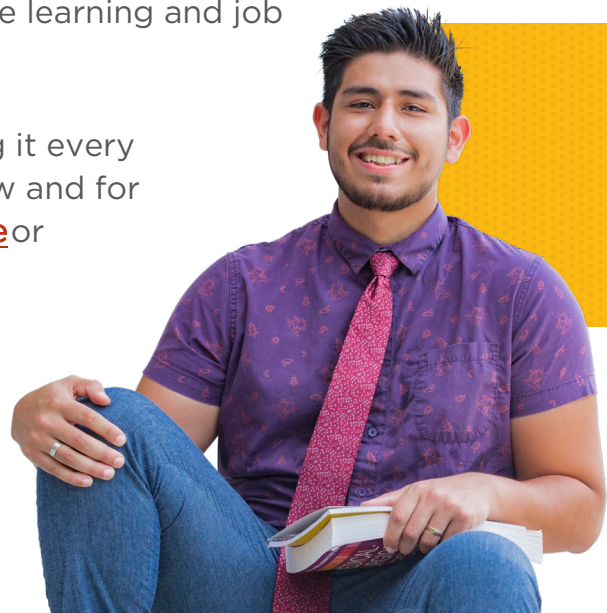
∞ This symbol represents actions that you should take at every credit hour benchmark.



45-60 Credit Hour Checklist

- ☐ Check your [Student Portal](#) email daily. ∞
- ☐ Confirm that your degree program matches your career and academic goals and update it if needed ∞
- ☐ Run your [degree audit](#) to confirm you are on track for graduation. For assistance, connect with your [Student Success Coach](#) ∞
- ☐ Verify technical certificate completion if applicable ∞
- ☐ Submit your [graduation application](#) by deadline, if you are ready
- ☐ Start your job search using Navigator, the Valencia College job search tool
- ☐ Submit your admissions applications early to Valencia or other state colleges of interest, if furthering your education is in your plan
- ☐ Check Important Dates & Deadlines by visiting the [Academic Calendar](#) on the Valencia College website ∞
- ☐ Apply for scholarships by visiting the [Financial Aid Services](#) website ∞
- ☐ **Get involved** on campus by joining student clubs and organizations such as the Paralegal Studies page in Engage, attending campus events and participating in health and wellness activities ∞
- ☐ Enhance your work experience and skills by volunteering, part-time employment, [internships](#), service learning and job shadowing
- ☐ Keep your résumé current by reviewing it every semester, consider doing a mock interview and for assistance, visit the [Career Center website](#) or connect with a career advisor

∞ This symbol represents actions that you should take at every credit hour benchmark.



What is the A.S. Paralegal Studies Degree?

- The Paralegal Studies Associate in Science (A.S.) degree at Valencia College prepares you to go directly into a specialized career as a paralegal.
- Students will also develop a strong background in areas such as civil litigation, real property, business organizations, legal research and legal technology. Paralegal students will also gain an understanding of the ethical framework within which they work and be able to effectively analyze and communicate in these areas
- Valencia's Paralegal Studies program is approved by the American Bar Association. The program will be 50 years old in 2023 and enjoys an outstanding reputation in the Central Florida law community, as the largest program in Florida.

Learn How To

- Assist in trial preparation
- Draft contracts, court pleadings and related documents
- Maintain corporate records
- Perform legal research and informal investigations
- Prepare real estate documents and assist in real estate closings
- Note: Paralegals cannot give legal advice, represent a client, or provide legal services directly to the public, except as permitted by law

Prepares students to work in the legal field within:

- Law firms
- Banks
- Corporations
- Government agencies

Specializations Available:

- Litigation (prepares students to work with trial attorneys)
Requires PLA 2223 Advanced Civil Litigation and either PLA 2560C Insurance Case Management Or PLA 2465C Debtor, Creditor, Bankruptcy.
- Transactional (prepares students to work with real estate and probate attorneys). Requires PLA 2612 Advanced Real Property and PLA 2601C Wills, Trusts and Estates.
- Students can earn both specializations by completing 3-6 additional credit hours. This would be two individual AS degrees in Paralegal Studies.

Job Outlook

Employment for Paralegals is projected to grow much faster than average, as employers try to reduce costs and increase the efficiency of legal services by hiring qualified Paralegals to perform essential support services and complete tasks once completed by lawyers.

Potential Careers

- Legal Assistant
- Paralegal

Career Information and Resources

Research the average salaries for common careers in the paralegal field using some of the resources listed below. Remember that salaries can vary based on factors such as experience, job responsibilities and location.

- Bureau of Labor Statistics <https://www.bls.gov/> - for national averages
- O*NET OnLine <https://www.onetonline.org/> - for national and state averages
- Job Interview help: <https://valenciacollege.edu/students/career-center/employment-readiness/before-the-interview.php>
- Ferguson's Career Guidance Center: <https://fcg-infobase-com.eu1.proxy.openathens.net/>
- You can also use Big Interview to learn and practice your interview skills. Create your **FREE Big Interview account** using your Valencia e-mail address.

Who is my Student Success Coach?

Follow the steps below to find your assigned Student Success Coach:

- Login to your Student Portal account
- Click the Courses tab on the left
- Look under the Academic Profile area box
- Find your Coach's name in the Student Success Coach section

Questions to Ask Your Student Success Coach

- What's the difference between dropping a class and withdrawing from a class, and how does this impact me?
- What are some things I should consider before withdrawing from a class?
- What are some important academic policies that I should be aware of? (e.g., grade forgiveness, academic probation)
- What are some resources that I should be using at Valencia College if I'm struggling in my classes?
- What are some resources that will help me explore different majors and careers?

- How can I raise my GPA?
- What are some things I should consider when creating my class schedule?
- What are the prerequisites for my major?
- What are the admission requirements for my program at my transfer college/university of interest?
- How do I choose my electives?



- Is my major limited or restricted access? If so, what does that mean?
- How do I know that I'm on track for graduation?
- How do I know that I've met all my graduation requirements for my major?
- How do I apply for graduation?
- How do I apply to my college/university of interest?
- How do I request/submit my college transcripts?

How Do I Run My Degree Audit?

The degree audit is a great tool to help you plan out your courses. It is a summary or audit of your degree. It will show you the classes that you have completed and the ones you have yet to complete. Here are the steps on running a degree audit. We encourage you to consult with your Student Success Coach

1. Log in to **Student Portal**.
2. Click on Students on the left hand side.
3. Look for the Path to Graduation box and click on My Academic Progress (Degree Audit).
4. Click on Generate New Degree Audit.
5. Select the term you are currently in, click submit.
6. Click on the button next to the name of your degree.
7. Click on Generate Request.



The path
to promise
takes you
from
“what is”
to
“what can be.”

Valencia College Resources

Need more information? Check these out!

VALENCIACOLLEGE

Internship and Workforce Services

Find an internship and
be ready for the job



Engage in about over
150 clubs and organizations



Learn more about over 150 clubs
and organizations

VALENCIACOLLEGE

Learning Support

Get help with your studies



Build academic and
emotional fitness

VALENCIACOLLEGE

Veterans Affairs

Essential resources
and support for veterans



Free fitness and
recreational sports



Get help with behavioral health
and more by calling **800-878-5470**
Student Support Resources

VALENCIACOLLEGE

Career Center

Explore careers and prepare
for what's next

Academic Resources

Writing is a big part of this area of study. Here are some great resources to help you improve your skills.

Valencia Writing, Reading & Speech LibGuides <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7351775> provides writing resources, research and citation guides, grammar and punctuation practice, and more.

Valencia Learning Support <https://valenciacollege.edu/students/learning-support/> provides resources for online and face-to-face tutoring

No Red Ink: <https://www.noredink.com/>

Grammarly <https://www.grammarly.com/> is a free online assistant that scans your text for grammatical mistakes.

Hemingway App <http://www.hemingwayapp.com/> highlights lengthy, complex sentences and common errors.

Ginger Software <https://www.gingersoftware.com/> takes into account full sentences to suggest context-based corrections.

Academic Writing Guide <https://www.onlinecolleges.net/for-students/academic-writing-guide/> reviews different types of academic writing and basic grammar rules to help you with your written assignments.

Valencia Writing, Reading & Speech LibGuides <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7351775> provides writing resources, research and citation guides, grammar and punctuation practice, and more.

Valencia Learning Support <https://valenciacollege.edu/students/learning-support/> provides resources for online and face-to-face tutoring

Research

Westlaw:

[https://1-next-westlaw-com.eu1.proxy.openathens.net/Search/Home.html?rs=IWLN1.0&vr=3.0&sp=005216731-2100&transitionType=Default&contextData=\(sc.Default\)&bhab=0&bhav=&bhqs=1](https://1-next-westlaw-com.eu1.proxy.openathens.net/Search/Home.html?rs=IWLN1.0&vr=3.0&sp=005216731-2100&transitionType=Default&contextData=(sc.Default)&bhab=0&bhav=&bhqs=1)

Valencia Library <https://libguides.valenciacollege.edu/quickstartlibraryguide>

Pathways to Transfer to Bachelor's degrees and Beyond

The A.S. degree will transfer to a BAS degree at Florida State Colleges. If you plan to transfer to UCF for a Bachelor's degree, you will need to add the AA General degree as a secondary program. Here are some of the most popular transfer options and resources for after you finish your degree:

- Valencia College BAS Business and Organizational Leadership <https://net1.valenciacollege.edu/future-students/degree-options/bachelors/business-and-organizational-leadership/index.php>
- UCF Bachelor's Legal Studies (AA General degree needed to transfer to UCF) <https://www.ucf.edu/degree/legal-studies-bs/>
- UCF Legal Studies articulation <https://valenciacollege.edu/academics/programs/aa-degree/articulation/documents/UCF-Legal-Studies-Articulation-Transfer-Guide.pdf>
- UCF Pre Health and Pre Law Advising <https://academicsuccess.ucf.edu/phpladvising/>

Professional and Career Associations

Joining professional associations is important to expand your knowledge of current trends in the field and build your professional network. Below are examples of associations.

- National Association of Legal Assistants (NALA): <https://nala.org/>
- Florida Registered Paralegal:
<https://www.floridabar.org/about/paralegal/frp-program/>
- Orange County Bar Association <https://orangecountybar.community.lawyer/>
- Central Florida Paralegal Association <http://cfpainc.org/>
- American Bar Association (ABA):
<https://www.americanbar.org/membership/join-now/>
- Law School Admissions Council (LSAC): <https://www.lsac.org/>
- Florida Bar: <https://www.floridabar.org/>





WHAT'S NEXT?

Valencia College is an equal opportunity institution. We provide equal opportunity for employment and educational services to all individuals as it relates to admission to the college or to programs, any aid, benefit, or service to students or wages and other terms, conditions or privileges of employment, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender sexual orientation, genetic information, gender identity, pregnancy, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.