



NEW YORK CITY COLLEGE OF TECHNOLOGY

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Law and Paralegal Studies
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Name
Address
City, State Zip Code

Dear:

Congratulations and Welcome

I would like to congratulate every one of you on your acceptance to City Tech and I welcome you all. Briefly, I want to talk to you about your desired major, which is the Law and Paralegal Studies. If you would like to know more information about the college there will be an orientation session and a tour of the campus where you'll have an opportunity to meet other students and professors in your desired department. There will be various clubs and organizations also present you might be interested in joining.

The Law and Paralegal program

The Law and Paralegal program at City Tech requires every incoming student to be CUNY Reading/ Writing and Math certified otherwise classes will not be available to those who aren't certified. These classes are not credit classes and are preliminary in order to register for the required classes to satisfy the degree. The Law and Paralegal program is approved by the American Bar Association and offers two degree options:

- Associate in Applied Science (A.A.S.) – 60 credits
- Bachelor of Science (B.S.) – 120 credits

A typical semester for a law student looks like having at most three law classes and two or three non-law classes such as math, English, philosophy, etc. The law professors ask students to draft legal memos and research law on Westlaw or NexisLexis which are legal databases. Students become familiar with the courts that surround the school and are asked to write a paper based on their court visit. The program also requires students to take an internship at a law office. Students become familiar with what papers to file at court and who to file them with.

Activities

The necessary steps incoming students should take to become acquainted with City Tech and its culture is to get involved. City Tech is big on events such as talents shows, guest speakers, club fairs, educational meetings, etc. You should definitely look into joining the Mock Trial Team and The Law Club at City Tech. Awesome reasons why you should join:

- The Law Club is big on trips. You'll get to visit the New York Court of Appeals and Albany and go on a trip to Washington D.C. This is a great opportunity to network with law and paralegal students.
- The Mock Trial team will prepare you for court. You will be familiar with courtroom etiquette and objections.

Services offered

City Tech has a Learning Center that offers free tutoring for students that might need extra help. You also have to take core courses, which are mandatory classes that are required no matter your major. A few examples of core courses are English Composition, Accounting and Philosophy. The college also offers a Career Placement Program. This is a free student service which will assist and advise you on writing resumes, cover letter, and provides job postings.

Students should be aware of the different services offered to City Tech students such as counseling, advisement, financial aid, and much more that can be found on the schools webpage, www.citytech.cuny.edu. The counseling services offered are extensive in the service one may be looking for. There is counseling for:

- The depressed
- Confused Students
- Relationship problems
- Dropping classes
- Performing better in school
- Studying and many more.

This program is very helpful for those who don't feel comfortable opening up to others about their problems. The counselors are professionals and are familiar with an approach for any problems one may have.

Good Luck!!!

Michelle Bistrova