



FREQUENTLY ASKED QUESTIONS

ATLANTA TECHNICAL PARALEGAL STUDIES PROGRAM

Below are questions frequently asked about the program. Click on the hyperlinks to go directly to the website page that addresses the question. If after reviewing the website you have additional questions, feel free to contact Ms. Keisha D. Hudson, JD, Program Coordinator, at either 404-225-4534 or khudson@atlantatech.edu.

[What program should I apply for?](#)

The ATC ABA Approved Paralegal Studies program has 2 programs. The degree (Applied Associates of Science) is 60 credit hours or 2 years for full-time students. Students applying for the TCC (post-baccalaureate certificate) must have earned an undergraduate degree from an accredited institution. The curriculums for both programs can be found on the website.

[How long does it take to complete your program?](#)

It typically takes full-time students two (2) years or 6 semesters to complete the degree program. Full-time students in the certificate program can complete it in 1 year or 3 semesters. Students who attend part-time (less than 12 credits or 4 classes), withdraw from courses, and/or sit out a semester will take longer.

[What classes do I need to take?](#)

You can view the paralegal studies curriculum and learn more about the program on the ATC website. Each class is listed along with credit hours.

[How do I apply for financial aid?](#)

You can learn how to complete the FAFSA and watch a short video on the website. In general, if you plan on going to school at any time during the fall year, you should complete your FAFSA along with your taxes.

[How to I apply to Atlanta Technical College?](#)

The application process is online. The entire process including, program information, deadlines, transcripts is explained on our website.

[I filled out the application, but am not sure if I have been admitted. How can I find out?](#)

Conveniently check your Admission Status online by using the hyperlink above.

[Is your program accredited?](#)

Yes. Atlanta Technical College is accredited by the [Commission on Colleges of the Southern Association of Colleges and Schools \(SACS COC\)](#) a regional accrediting body for 11 states in the Southern United States. -

The ATC Paralegal legal program is approved by the [American Bar Association](#). Granting of approval represents that the program meets the rigorous guidelines of the ABA which represents the highest standards of paralegal education.



How many classes do I have to take each semester?

This decision is completely up to the student. Everyone's personal and work responsibilities are different. An individual's ability to balance both is unique.

Full-time is 12 credits (4 classes). Part-time is 6 credits (2 classes). Students may take a maximum of 18 credits (6 classes). To qualify for financial aid students may take no less than 6 credit hours. Students should contact financial aid to understand the consequences of doing so.

Will my credits transfer from my previous institution?

You can learn about admission for transfer students here: Currently ATC does not do unofficial transfer credit reviews, you must apply and be admitted prior to the review. However, the College typically accepts credits from other accredited institutions that have been passed with a grade of 'C' or better. This most likely means you will NOT have to retake any general education courses. There is also a statewide website that can be accessed by prospective students www.gafutures.org. They will need to create an account, but once in the can access GAtracs, a database of colleges that allows students to see what colleges will accept their credits.

Do you offer evening and weekend classes?

Yes, but which classes are offered during these time slots changes each semester. We also offer Saturday courses most semesters.

Do you offer online courses?

Yes, but we are not a completely online program. You must take at least credits 9 credit hours (3 classes) either in person or online synchronously (set virtual lecture hours).

How much does the program cost?

The estimated program cost is \$12,650.

When do semesters begin?

Fall begins in *August* ♦ Spring begins in *January* ♦ Summer begins in *May*. Follow the hyperlink to the online calendar.

Do you require an internship?

Yes, paralegals in the degree program must complete 200 internship hours. Students are required to secure their own site; however, the program works very closely with local paralegal associations, local employers, and other career search resources to make this process as easy as possible for students who take advantage of the opportunities.

Do I need to take a placement test to be admitted to Atlanta Technical College?

No, Atlanta Technical College uses multiple measures to determine eligibility for admissions. Please review the Future Students information page for more information at the hyperlink above.