

Dear Students:

The Spring II, 2008 term (Tuesdays: April 15, 22, 29; May 5, 6, 13, 20, 27; June 3, 10, 17) and Thursdays: April 17, 24; May 1, 8, 15, 22, 29; June 5, 12, 19) of the Paralegal Certificate Program at SMC will begin and I look forward to seeing you in the classroom! The following general (G), required (R) and legal specialty (LS) courses are being offered:

SPRING II, 2008

<u>DAY</u>	<u>CLASS DESCRIPTION</u>	<u>INSTRUCTOR</u>	<u>ROOM #</u>
Tuesdays	Civil Litigation (LS)	Lara Pettiss Harrill	Walker 303
Thursdays	Constitutional Law (LS) (G) Probate (LS)	Tony Leibert Jd. Ponda Caldwell	Walker 303 Walker 302

Civil Litigation I - This course will introduce students to the rules and procedures associated with civil litigation, emphasizing the requirements and restrictions of the Federal Rules of Civil Procedure (which apply to cases pending in federal court) and the South Carolina Rules of Civil Procedure (which apply to cases pending in state court.) This course will include instruction on the theory and practical aspects of basic civil litigation, including preliminary investigation, pleadings, motions, discovery, trial appeal and alternative dispute resolution.

Constitutional Law – This course is designed to provide an introduction to the United States Constitution and its Amendments. Students will study the allocation of powers, the system of checks and balances, and the concepts of individual rights, liberties, and protection. Through this course students will also develop a better understanding of the Bill of Rights.

Probate - This course will instruct the student in the legal basis for probate administration. It includes a study of wills, intestacy, preparation of wills and the fundamentals of estate administration from opening through closing of an estate scenario

I am enclosing a registration form, which needs to **be completed and returned by April 10.** You are welcome to email your registration to harpery@smcsc.edu or fax to 864-587-4358. If you should have any questions, please feel free to email or call me at my SMC office 864-587-4278 on Tuesday and Thursday evenings after 5 p.m. or my cell, 864-621-9738 at all other times. I look forward to helping you achieve your academic and career goals.

Sincerely,

Yvonne Harper, Director

PARALEGAL CERTIFICATE* PROGRAM AT SMC

Spring II, 2008 REGISTRATION FORM

The cost of each class is \$275. If auditing a course, students pay \$125. If enrollment is limited, students who have paid and are fully registered will be given first consideration. You may pay by check, cash, money order, Visa or MasterCard. **A payment plan is also available to qualified students.**
Refund Policy: *In the event the class is cancelled, a full refund will be given. For students who register and then decide to drop a class, the following will apply: 80% refund at the end of the first week and a 50% refund at the end of the second week. NO refunds will be given after the end of the second week. Please be aware that once you register for a class you are added to the class roll. A Drop/Add Form must be filled out when dropping a class. You can obtain this form from the Director of the Paralegal Certificate Program.*

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Name: _____ Social Security #: _____

Address: _____ Phone: (work) _____

_____ (home) _____

Tuesday class: _____

Thursday class: _____

Student Signature

Date Signed

Fax to 864-587-4358 or mail to Yvonne Harper

**The Spartanburg Methodist College Paralegal Certificate Program is a non-academic credit program.*