

Online Program Re-enrolling and Continuing Student Enrollment Form  
*The University of Texas at San Antonio*

**INSTRUCTIONS:** Please submit your completed enrollment form to **The UTSA Paralegal Program, Center for Professional Excellence, 6900 N. Loop 1604 West, San Antonio, Texas 78249-0634. Telephone: (210) 458-7421. Fax: (210) 458-6575. Contact: Michele Jura. Email: [onlineparalegaldirector@utsa.edu](mailto:onlineparalegaldirector@utsa.edu)**

**A. STUDENT INFORMATION**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (eve) \_\_\_\_\_

Email: \_\_\_\_\_

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

**B. COURSE INFORMATION Select one:**

I intend to register for the following online course for \_\_\_\_\_ (term):

Paralegal 2     Paralegal 3

I intend to re-enroll in the following online course for \_\_\_\_\_ (term):

Paralegal 1     Paralegal 2     Paralegal 3

**C. COURSE PAYMENT, REGISTRATION AND START**

Course Fees and Refunds

Course fees for the program are listed below. The course schedule can be found inside the program pages on the UT TeleCampus website (<http://www.telecampus.utsystem.edu/onlineparalegal>).

Fees:

Paralegal 1, Paralegal 2 or Paralegal 3 (excluding textbooks):	\$1,600
Late Fee (if course payment is received after deadline):	\$25
Deposit if loan is pre-approved but not received by payment deadline (applied to tuition):	\$160
Re-enrollment fee for students who dropped a course:	\$350

Refunds:

Refund prior to the first day of class:	\$1,550
Refund on or after the first day of class:	\$0

## Course Registration

When you have successfully completed the course in which you are currently enrolled, you will be eligible to register for the next course. To register:

1. If this is your first ONLINE paralegal certificate course, create an account in the UT TeleCampus CEO system online at <https://ceo.telecampus.utsystem.edu/>. Keep a record of the username and password you create for yourself, as you will use this for your course access. If you are currently enrolled in an online paralegal certificate course your username and password for CEO ([https://ceo.telecampus.utsystem.edu](https://ceo.telecampus.utsystem.edu/)) is the same as for your course access.
2. Request registration in the CEO system.
3. You will receive an email from the CEO system when your registration has been approved. Then, you will need to return to the CEO system to pay your tuition.

## Course Payment

Check the registration page inside the program pages on the UT TeleCampus website (<http://www.telecampus.utsystem.edu/onlineparalegal>) for payment deadlines. Register early to hold your position in class.

- You may pay online in the CEO system using a Visa, MasterCard or American Express card.
- You may pay offline with a check (held 30 days for clearance), money order or cashier's check.
- You can apply for a student loan. If approved, your loan may be applied to your tuition or paid to you (depending on the type of loan). If your loan is pre-approved but you have not received the disbursement by the payment deadline, you may make a non-refundable deposit which will allow you course access.

## Student Loans

Student loans are available to qualified applicants through two loan companies, namely SLM Financial and TERI. Apply online for the SLM Financial career training loan at <http://www.slmfinancial.com>, or call toll-free 1-888-272-5543. Apply online for the TERI continuing education loan (CEL) at <http://www.teri.org>, or call toll-free 1-800-255-TERI. Please apply as soon as possible. It can take up to six weeks to approve and process your loan and receive your check.

Tuition is due in full by the registration payment deadline. However, students seeking student loans will be allowed to attend class pending receipt of the loan check if a loan pre-approval has been received and if a non-refundable deposit has been made. It is your responsibility to insure that payment for your tuition has been made to UTSA.

- I do not intend to apply for a student loan for my next course.
- I intend to apply for a student loan for my next course.
  - SLM Financial career training loan
  - TERI continuing education loan
- I have already applied and received pre-approval for a loan for my next course:
  - SLM Financial career training loan Identify date of loan pre-approval: \_\_\_\_\_
  - TERI continuing education loan Identify date of loan pre-approval: \_\_\_\_\_

Additional Notes on Loans: On the SLM Financial on-line application, choose UTSA – ONLINE PROGRAM, and the school code is 606307-00. The school contact person is Joy Gannaway at (210) 458-7419 or [jgannaway@utsa.edu](mailto:jgannaway@utsa.edu). On the TERI online application, select the school as UTSA—Paralegal Program. Your enrollment in this program is considered at least “half time.” Your anticipated graduation/completion date is 11 months from when you begin the program.

## Course Access and Support

Prior to the first day of class you will receive an email with login information for your course. This will be sent to the email address you include in your CEO account. Most communications for the course will be by email. It is important that you login on the first day of class and continue to login frequently as course information will be in the course rather than sent to you. And, it is important for you to keep your account in CEO up-to-date with the correct email address.

Please be sure the computer you intend to use for the course meets the technical requirements outlined on the program pages on the UT TeleCampus website. Prior to the start of class, you will receive a "Getting Started" CD in the mail with browsers and applications for you to load onto your computer, if needed. During your time in the course, you will have access to the UT TeleCampus 24x7 help desk and digital library at no additional cost to you.

**D. STUDENT AGREEMENT**

I have read the program policies at the end of this form. I understand and accept them. All information I have submitted on this form is true and correct, to the best of my knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**PRIVACY NOTICE**

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

**THANK YOU FOR YOUR PARTICIPATION IN  
THE UTSA ONLINE PARALEGAL PROGRAM!**

If you have questions about this form or other program policies or processes, please call Michele Jura at (210) 458-7421 or e-mail [onlineparalegaldirector@utsa.edu](mailto:onlineparalegaldirector@utsa.edu).

*Internal Use Only*

Date received \_\_\_\_\_

Director's Review:

Date forwarded \_\_\_\_\_

Approved \_\_\_\_\_ Declined \_\_\_\_\_ Date notified \_\_\_\_\_

***Please keep this page for your records!***

UTSA ONLINE PARALEGAL PROGRAM  
POLICIES: EFFECTIVE SPRING 2004

**PARTICIPATION POLICY**

Students are expected to participate fully in the online learning environment according to the guidelines and pace of the course set by the instructor. Please be aware that online courses are not self-paced.

**GRADING POLICY**

Assignments and exams are the majority of the final course grade. Class participation through online discussions and quizzes also count toward the final course grade. The minimum passing course grade is 70%.

**EXAM POLICY**

Students take the exam when scheduled or receive a zero. Make-up exams are allowed only in extraordinary circumstances, at the instructor's discretion, and must be requested in advance or WITHIN 72 HOURS of the missed exam. Make-up exams may be ESSAY. Any student who fails to take a scheduled make-up exam automatically receives a grade of ZERO with no further opportunity to re-take the exam.

**NO ACADEMIC CREDIT**

This is a career training, professional development program awarding the UTSA Paralegal Certificate of Program Completion, recognized by legal employers, to those who successfully complete all three courses. The program is measured in clock hours, not semester hours, and awards continuing education units (CEU's), not academic credit toward any degree plan.

**REFUND POLICY**

Refunds are not given for any reason on or after the first day of class.

**RE-ENROLLMENT POLICY**

A student who drops a course may be allowed one opportunity to re-take the course during the next scheduled session, with program director approval, if extraordinary circumstances are present. A re-enrollment fee of \$350 must be paid to cover additional enrollment and participation costs. If the student does not re-take the course during the next scheduled session, re-enrollment will be assessed the standard tuition.

**POLICY ON MODIFICATIONS**

UTSA reserves the right to change certificate requirements, as well as add, drop, or substitute classes or instructors, rearrange the class schedule, modify program policies, including cost, without notice, or cancel classes due to unforeseen circumstances or insufficient enrollment.

**SPECIAL ASSISTANCE:** If you require special assistance, please notify the program director before class begins.

**POLICY ON ACADEMIC DISHONESTY**

This program enforces a ZERO TOLERANCE policy for academic dishonesty. Students who engage in academic dishonesty may be permanently dismissed from the program. In determining all matters of academic dishonesty, the program director's decision is final.

***Please keep this page for your records!***