



PARALEGAL CERTIFICATE PROGRAM

A Quick Guide to Reviewing & Confirming Your Acceptance

STEP 1: Click "Sign In".

This screenshot shows the "Welcome to the FAU Legal Studies Program Self Service Center" page. At the top, there's a blue header with the FAU logo and "CENTER FOR ONLINE AND CONTINUING EDUCATION". Below the header, the title "Welcome to the FAU Legal Studies Program Self Service Center" is displayed in red, with "Paralegal Certificate Program Entry Application" in smaller text below it. A message "Please sign in or create an account to register" is centered. The page is divided into two main sections: "Sign In" and "Create Account". The "Sign In" section has fields for "Username" and "Password", a red arrow pointing to the "Sign In" button, and a link "Forgot Username/Password?". The "Create Account" section has fields for "Username" (with a "6-50 characters" hint), "First Name", "Last Name", "Email", "Date of Birth" (with a "MM/dd/yyyy" hint and a calendar icon), "Contact Postal Code", "Password" (with a "Minimum 6 characters" hint), and "Re-enter Password" (with a "Minimum 6 characters" hint). A "Create Account" button is at the bottom right of the "Create Account" section.

STEP 2: In the "Applications" section, click "Summary".

This screenshot shows the "Welcome to the Self Service Center" page. At the top, there's a blue header with the FAU logo and "CENTER FOR ONLINE AND CONTINUING EDUCATION". Below the header, the title "Welcome to the Self Service Center" is displayed in red. The page has a navigation bar with "Applications" and "John Doe". Below the navigation bar, a message "This is the application section. You will be able to manage your applications, make payments, and see your invoices." is displayed. The "Applications" section is highlighted with a dark header. Below the header, the following information is displayed: "SWCJ-CCJ", "SWCJ-CCJ Paralegal Certificate Program Entry - Spring 2021 - 11/1/20 1:00 AM EDT", "Status: **Registration Completed - Not Yet Paid**", "Submitted On: 9/23/20 1:51 PM EDT", and "Decision: [Accept FAU Students Only - 9/23/20 1:55 PM EDT](#)". Below the decision, there is a "Summary" button with a red arrow pointing to it.

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STEP 3: In the “Decisions” section, click the blue link to view your decision letter.

FLORIDA ATLANTIC UNIVERSITY
CENTER FOR ONLINE AND CONTINUING EDUCATION

Welcome to the Self Service Center

ApplicationsJohn Doe

This is the application section. You will be able to manage your applications, make payments, and see your invoices.

Summary - SWCJ-CCJ - SWCJ-CCJ Paralegal Certificate Program Entry - Spring 2021

Registration Completed - Not Yet PaidPrint

Submitted On: 9/23/20 1:51 PM EDT

Requirements

Type	Name	Description	Status	Deadline	Action
Upload	Resume		Received		Update
Upload	High School Diploma		Received		Update

Decisions

Decision Status	Decision Letter	Enrollment Status	Created Date/Time
Accept FAU Students Only	SWCJ-CCJ Paralegal Program - Acce..		9/23/20 1:55 PM EDT

STEP 4: Review your decision letter, and then click “Respond” in the top right corner.

FLORIDA ATLANTIC UNIVERSITY
CENTER FOR ONLINE AND CONTINUING EDUCATION

Welcome to the Self Service Center

ApplicationsJohn Doe

This is the application section. You will be able to manage your applications, make payments, and see your invoices.

Decision Letter



09/23/2020 01:56 PM

Dear John,

Congratulations on your acceptance into the **Spring 2021 Paralegal Certificate Program** in the School of Criminology and Criminal Justice at Florida Atlantic University. On behalf of our instructors and staff, I wish to welcome you to our program and congratulate you on your decision to become a Paralegal. I know your future career will be rewarding and challenging, as well as intellectually stimulating.

RespondPrint

Paralegal Certificate Program
School of Criminology and Criminal Justice,
Room 272
777 Glades Road
Boca Raton, FL 33431
Tel: 561.297.3648
Fax: 561.297.2438

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STEP 5: Under "Intent to Enroll" select "Accepted" as your "Enrollment Status" and then click "Next" in the bottom right corner.

The screenshot shows the 'Enrollment Form' with a sidebar containing 'Enrollment Form' and 'Charges and Additional Items'. The main form has two sections: 'Contact Details' and 'Intent to Enroll'. In 'Contact Details', 'First Name' is 'John' and 'Last Name' is 'Doe'. In 'Intent to Enroll', 'Enrollment Status' is a dropdown menu with 'Accepted' selected. A red arrow points to the dropdown arrow. At the bottom are buttons for 'Save', 'Logout', 'Cancel', and 'Next'. A red asterisk indicates required fields.

Contact Details	
* First Name	John
* Last Name	Doe
* Email	

Intent to Enroll	
* Enrollment Status	Accepted

Buttons: Save, Logout, Cancel, Next

STEP 6: Select your payment method and then click "Submit".

The screenshot shows the 'Enrollment Form' with a sidebar containing 'Enrollment Form' and 'Charges and Additional Items'. The main form has three sections: 'Program Charges', 'Your Total Balance Due', and 'Payment Information'. 'Program Charges' is a table with columns: Item, Description, Quantity, Cost, and Total. It lists 'LexisNexis Fee' with a quantity of 1 and a cost of \$130.00. 'Your Total Balance Due' is \$130.00. 'Payment Information' has a dropdown menu for 'Select a payment method' with a red arrow pointing to it. At the top are buttons for 'Previous', 'Save', 'Logout', 'Submit', and 'Cancel'. A red asterisk indicates required fields.

Item	Description	Quantity	Cost	Total
LexisNexis Fee		1	\$130.00	\$130.00
Total Program Charges:				\$130.00

Your Total Balance Due: \$130.00

Buttons: Previous, Save, Logout, Submit, Cancel

UP NEXT: You will now receive your official welcome letter from the Legal Studies Coordinator via email and the link to register for your first Paralegal class. Congratulations and welcome to FAU!