LEXIS ID POLICY
SINCLAIR PARALEGAL PROGRAM

The paralegal program believes it is important for students to become competent in computerized legal research. All students enrolled in the paralegal program are required to purchase a Lexis ID. The ID is good for one academic school year beginning in August. If an ID is purchased in the middle of an academic year (i.e. January), a new ID will be required to be purchased when the new academic year starts in August. Purchasing the Lexis ID is the responsibility of each Paralegal student.

Paralegal Principles students
New students enrolled in Paralegal Principles (PAR 1101) will automatically be charged for the Lexis ID on their fee bill. If the Lexis ID fee is not charged on the fee bill, it is the student’s responsibility to purchase an ID at the Sinclair Bookstore. Students enrolled in Paralegal Principles do not need to go to the bookstore to pay for a Lexis ID.

Instructions for self-registering will be emailed to each new student within two weeks of the first day of the semester. Once you have registered, refunds may not be made, even if you drop paralegal classes.

All other Paralegal students
All other returning paralegal students who register for PAR classes must go to the bookstore and pay for their Lexis ID no later than ten days after the first day of class. Prior to going to the bookstore to purchase the ID, students must come to the Paralegal office in Room 5-141 to get a Lexis ID permission slip. If an ID is not purchased within that time period, the students ID will be deactivated and they will not have access to Lexis until a new ID has been purchased.

Students who fail to pay for a Lexis ID within thirty days from the first day of the semester may receive an incomplete grade for all PAR classes in which they are enrolled and will not be able to enroll in additional PAR classes. Purchasing the ID will remove the Incomplete and renew the student’s ability to enroll in other PAR classes. An Incomplete grade will become an “F,” unless the fee is paid. This applies only to an Incomplete grade received as a direct result of not purchasing the Lexis ID.