

Submitting Your Graduation Application*

1. Login to your Panther Portal via my.morton.edu



Sign in with your Panther Portal/Blackboard Account

[Sign in](#)

Morton College Help Desk Hours of Operation:

(708) 656-8000 Ext. 2444
helpdesk@morton.edu

Monday - Wednesday: 7:45am - 9:00pm
Thursday: 7:45am - 8:00pm
Friday - Sunday: Closed

[Emergency Notification System](#)

[Information Technology Usage Policy](#)

[Student Login Information](#)

[Click here to find my user ID](#)

[Enroll in Password Self-Service](#)

[Change Password](#) | [Forgot Password](#) | [Unlock Account](#)

Enter your username and password here



***Be sure that you visit your academic advisor prior to submitting your application to determine graduation eligibility**

2. Select “Academic Planning” under the “Student Self-Service” menu

The screenshot shows the Panther Portal website. At the top, there is a navigation bar with links: Panther Portal Home Page, Home, Institutional Effectiveness & Accreditation, Academic Life, Student Life, Course Catalog / Academic Calendar, Financial Life, Campus Services, Annual Planning Calendar, Password Self-Service, and Sign Out. Below this is a breadcrumb trail: Panther Portal Home Page > Staff & Faculty.

The main content area is divided into three columns. The left column contains: Blackboard Courses (with a 'Click Here For Blackboard Access' button), My Team Sites (Expand All / Collapse All), and My Week (Today's Date: Thursday, May 31, 2018). The middle column contains: Employee Email (You have no unread messages), Morton College Announcements (Self-Service User Profile / Emergency Information), and a 'What's NEW' chalkboard graphic. The right column contains: Applications (Colleague UI 4.5, Colleague UI 5.5 *Try Me!*), Panther Central Self-Service Menu (Student Self-Service, Financial Information, Financial Aid, Communication, Registration, Academic Planning, Academic Profile, Employee Self-Service).

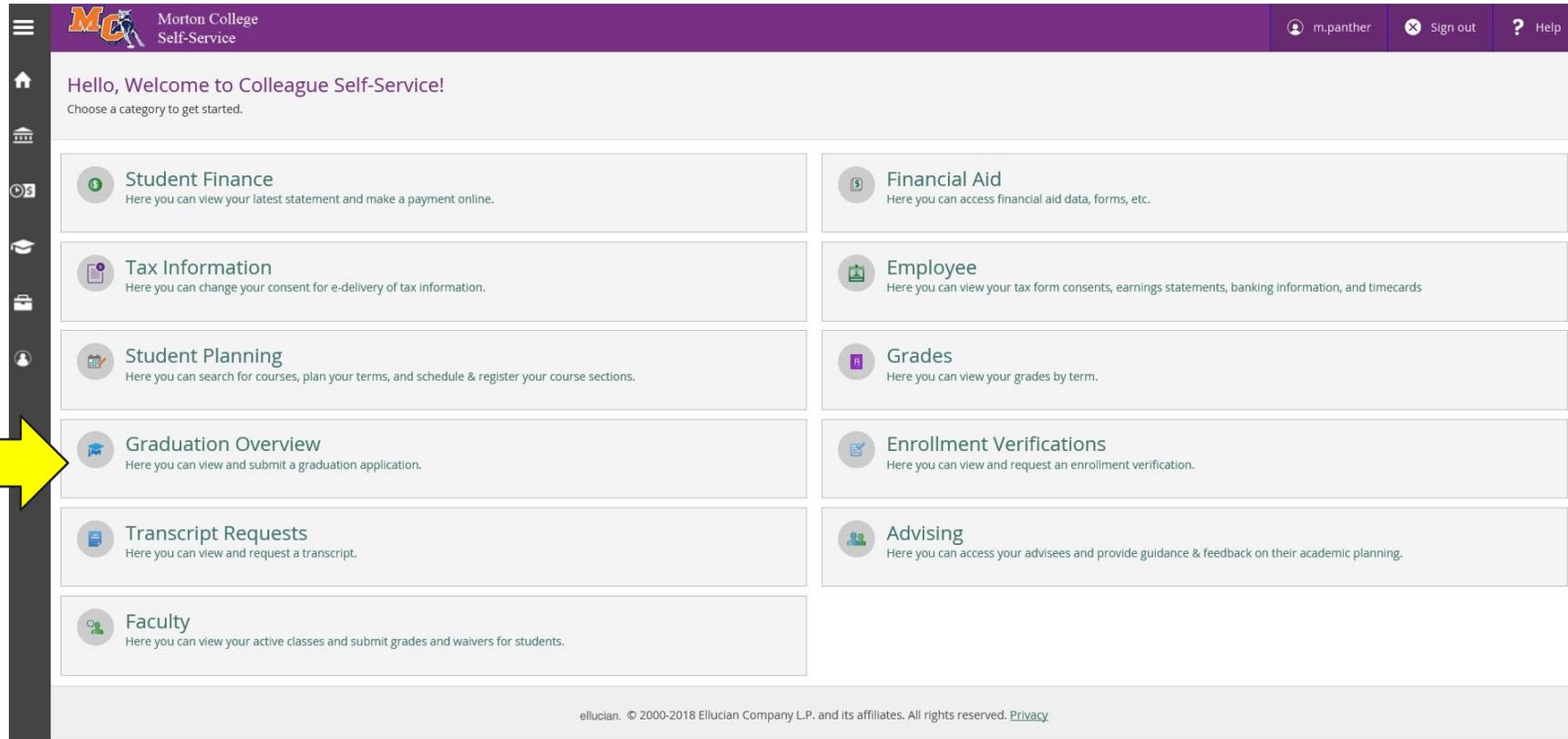
The central announcement text reads: "College Community, In order to ensure our information is up-to-date and accurate, we are pleased to announce that you can now view and confirm your home address, update and confirm your personal email address as well as your cell/home phone number in the Panther Central Self-Service Menu. Please note, you will not be able to update your home address, you will need to send an email with the new information to humanresources@morton.edu. Additionally, you can now add an emergency contact. Attached below, please find the step-by-step guide for updating your user profile as well as the emergency information. Please contact Human Resources should you have any questions! Human Resources Office Phone: (708) 656-8000 ext. 2299 - 2300 Office: 211B Documentation: Morton College Self-Service User Profile.pdf Morton College Self-Service Emergency Information.pdf"



Your graduation application will appear under “Academic Planning”



3. Select “Graduation Overview” on your screen



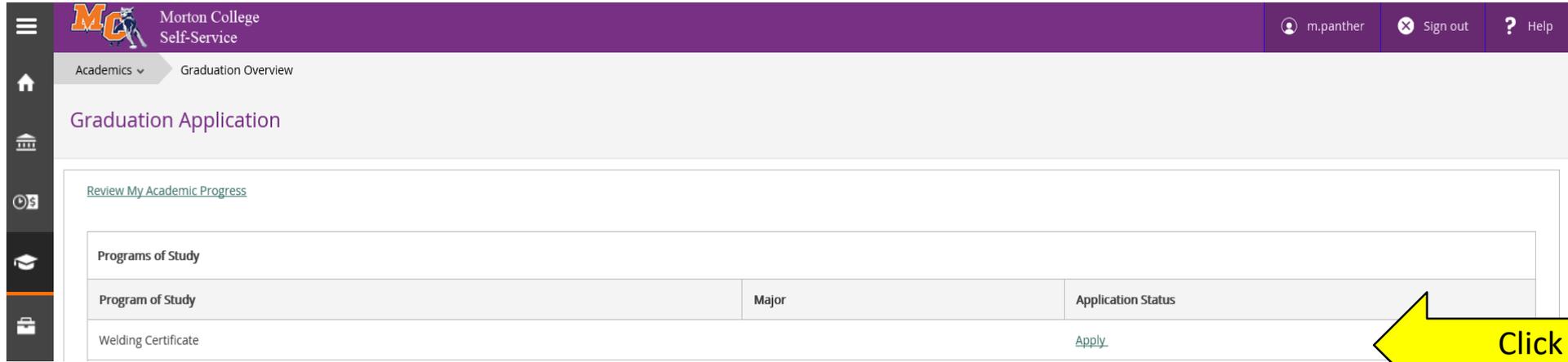
The screenshot shows the Morton College Self-Service portal. The header includes the MC logo, the text "Morton College Self-Service", and user information "m.panther" with "Sign out" and "Help" links. The main content area displays a grid of service categories:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Employee**: Here you can view your tax form consents, earnings statements, banking information, and timecards.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application. (Indicated by a yellow arrow labeled "CLICK HERE")
- Enrollment Verifications**: Here you can view and request an enrollment verification.
- Transcript Requests**: Here you can view and request a transcript.
- Advising**: Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty**: Here you can view your active classes and submit grades and waivers for students.

At the bottom of the page, there is a footer: "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)"



4. Choose the program of study that you wish to complete*



The screenshot shows the Morton College Self-Service portal. The top navigation bar is purple and contains the Morton College logo, the text "Morton College Self-Service", and user options: "m.panther", "Sign out", and "Help". Below the navigation bar, the breadcrumb trail shows "Academics" and "Graduation Overview". The main heading is "Graduation Application". A link "Review My Academic Progress" is visible. Below this is a table titled "Programs of Study".

Program of Study	Major	Application Status
Welding Certificate		Apply

A yellow arrow points to the "Apply" link in the table, with the text "Click on 'Apply'" next to it.

*If your program is not listed or if this screen does not reflect your intended program of study, please contact the Admissions or Academic Advising departments so that your program may be updated. Once your program is updated, you may proceed with the next steps of the application.

Please note that you can only apply for two programs each semester.



5. Complete all required fields indicated on the application

Morton College Self-Service

m.panther Sign out Help

Academics > Graduation Overview

Graduation Application

[Back to Programs of Study](#)

Full Name: Morty Panther

Welding Certificate: CCD, Career Certificate

GraduationTerm *

Preferred Name on Diploma *

Phonetic Spelling *

Hometown and State/Province *

Commencement Details

Will you attend commencement? * YES

Do you plan to pick up the diploma? YES

Include name in commencement program? * YES

Number of Guests (Maximum 100) *

What is your military status? *

Do you or your guests need any special accommodations? *

Cap and Gown: Gown size

Items with an asterisk symbol must be completed



6. Select your payment method for graduation at the bottom of the page

Payment Details

Click Proceed to Payment to pay the graduation application fee.

Amount Due \$25.00

Payment Methods * 

[Cancel](#) [Proceed to Payment](#)

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Use the drop down menu feature to select payment method

Click here to complete page 2 of application



7. Enter your information on the payment screen

Morton College
Tuition & Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Payment Amount
\$ 25 .00

Payment Method
New Card

Card Number **Expiration Date** **Security Code** [What is this?](#)

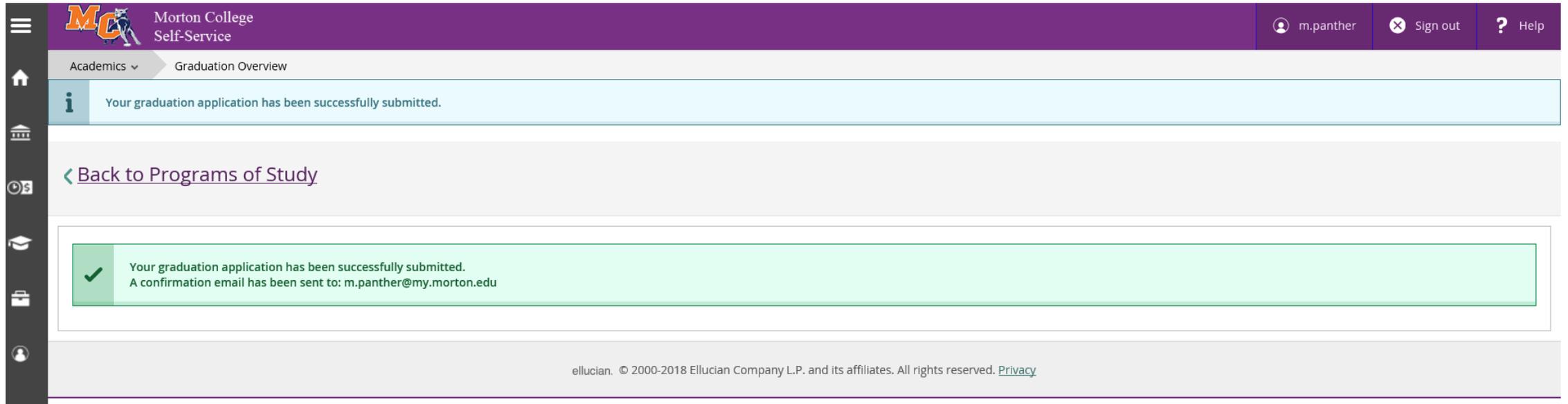
[Cancel](#) [Continue](#)

Please note you will not be charged until you Submit at end.

This page supports 128-bit SSL encryption as verified by DigiCert.



8. Congratulations! You have successfully completed your application!



The screenshot displays the Morton College Self-Service portal. The top navigation bar is purple and contains the Morton College logo, the text "Morton College Self-Service", and user options for "m.panther", "Sign out", and "Help". Below the navigation bar, the breadcrumb trail shows "Academics" and "Graduation Overview". A light blue information banner states: "Your graduation application has been successfully submitted." Below this, there is a link: "< Back to Programs of Study". A green success banner with a checkmark icon states: "Your graduation application has been successfully submitted. A confirmation email has been sent to: m.panther@my.morton.edu". The footer contains the text: "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

Please check your Morton email account for a confirmation email and additional information regarding graduation and degree eligibility.

