

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](#)

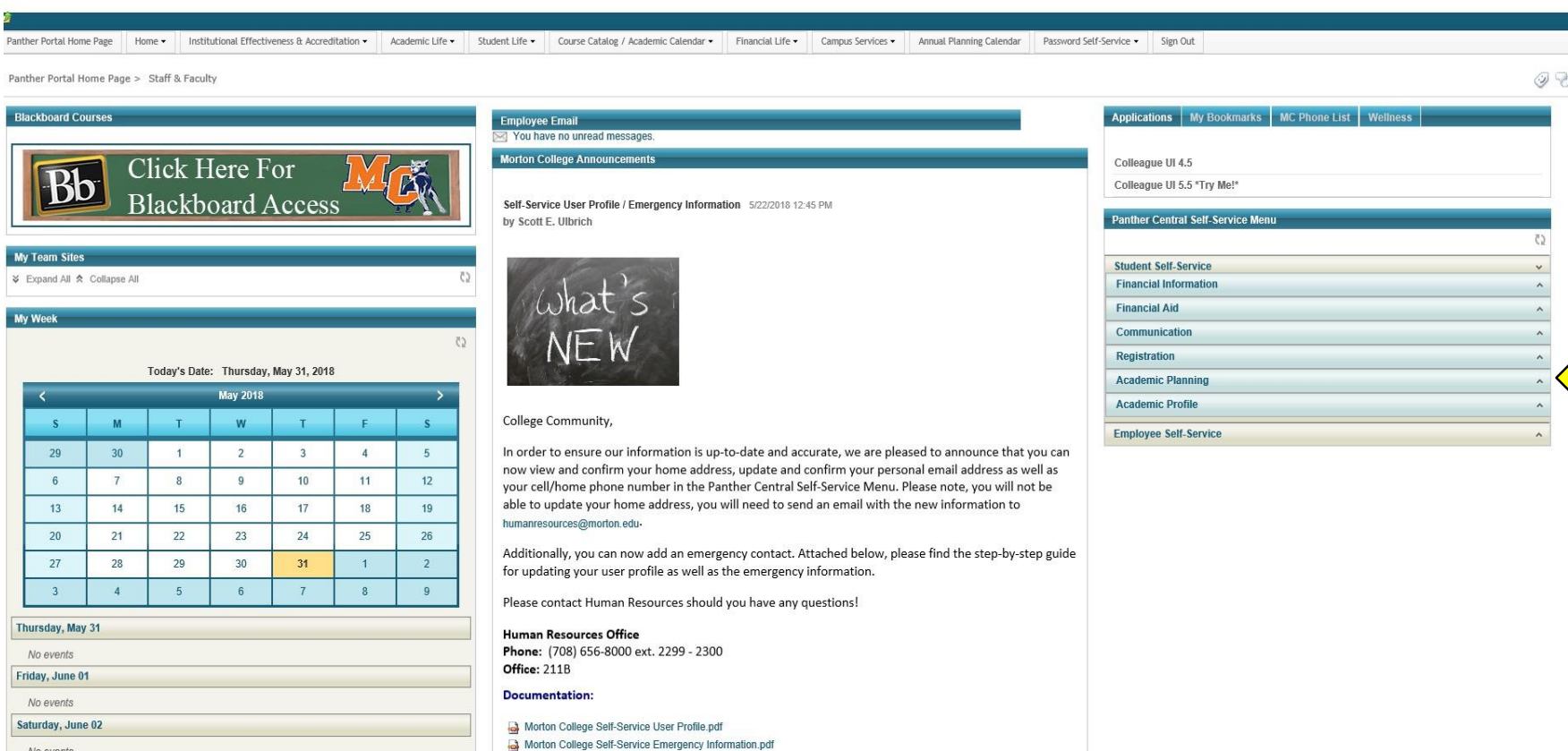
[Change Password](#) | [Forgot Password](#) | [Unlock Account](#)

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 displays the Panther Portal Home Page. The top navigation bar includes links for 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, a secondary bar shows the current path: Panther Portal Home Page > Staff & Faculty.

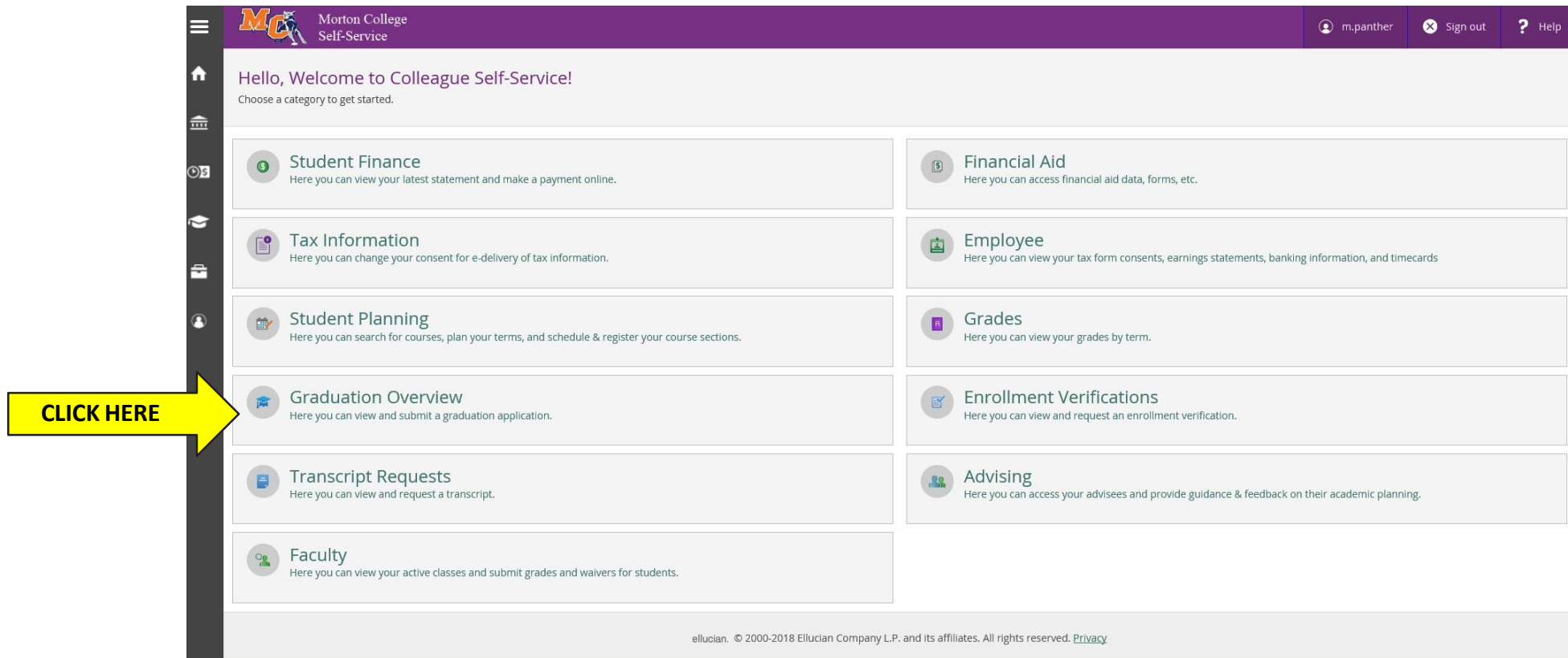
The main content area is divided into several sections:

- Blackboard Courses:** A banner for Blackboard Access with the MC logo.
- My Team Sites:** A section with expand/collapse controls.
- My Week:** A calendar for May 2018. The date Thursday, May 31, 2018, is highlighted. Below the calendar, a list of events for Thursday, May 31, Friday, June 01, and Saturday, June 02 is shown, all indicating "No events".
- Employee Email:** A section with a message icon and the text "You have no unread messages."
- Morton College Announcements:** A section titled "Self-Service User Profile / Emergency Information" dated 5/22/2018 12:45 PM by Scott E. Ulbrich. It includes a "What's NEW" chalkboard graphic and a message to the College Community about updating user profiles and emergency information. It also provides contact information for the Human Resources Office and links to documentation.
- Applications:** A section with links for My Bookmarks, MC Phone List, and Wellness.
- Panther Central Self-Service Menu:** A vertical menu with the following options: Student Self-Service, Financial Information, Financial Aid, Communication, Registration, Academic Planning, Academic Profile, and Employee Self-Service. A large yellow arrow points to the "Academic Planning" option.

Your graduation application will appear under “Academic Planning”



3. Select “Graduation Overview” on your screen



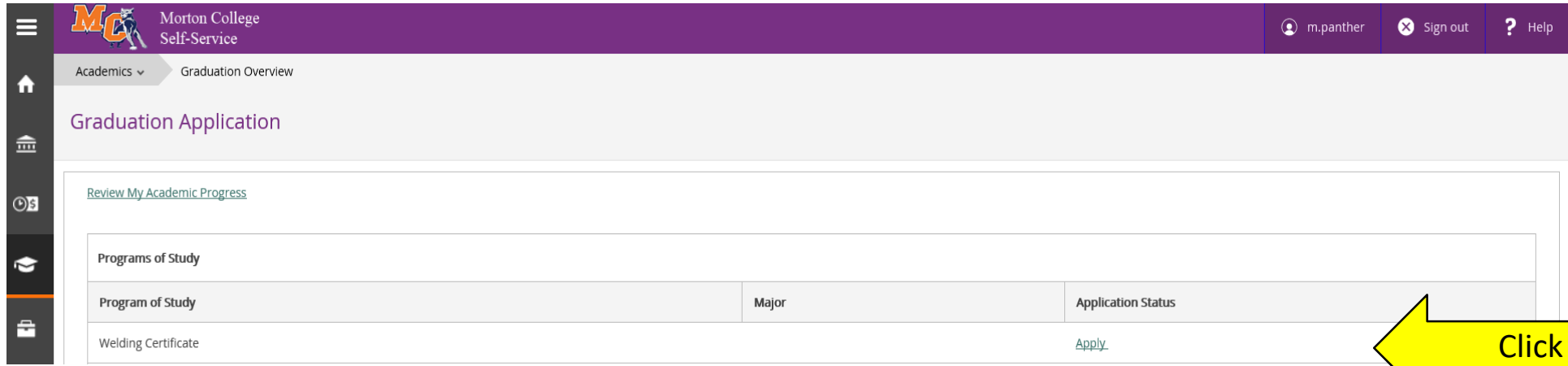
The screenshot shows the Morton College Self-Service portal. The header is purple with the MC logo and the text "Morton College Self-Service". On the right of the header, there are links for "m.panther", "Sign out", and "Help". Below the header, a grey banner says "Hello, Welcome to Colleague Self-Service! Choose a category to get started." The main content area is a grid of 12 categories, each with an icon and a brief description. A yellow arrow with the text "CLICK HERE" points to the "Graduation Overview" category. The categories are:

- 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 with the text "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.

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



The screenshot shows the Morton College Self-Service portal. The top header is purple with the college logo and the text "Morton College Self-Service". On the right, it shows the user "m.panther" with "Sign out" and "Help" links. The left sidebar contains navigation icons. The main content area is titled "Graduation Application" and includes a link "Review My Academic Progress". Below this is a table titled "Programs of Study".

Program of Study	Major	Application Status
Welding Certificate		Apply

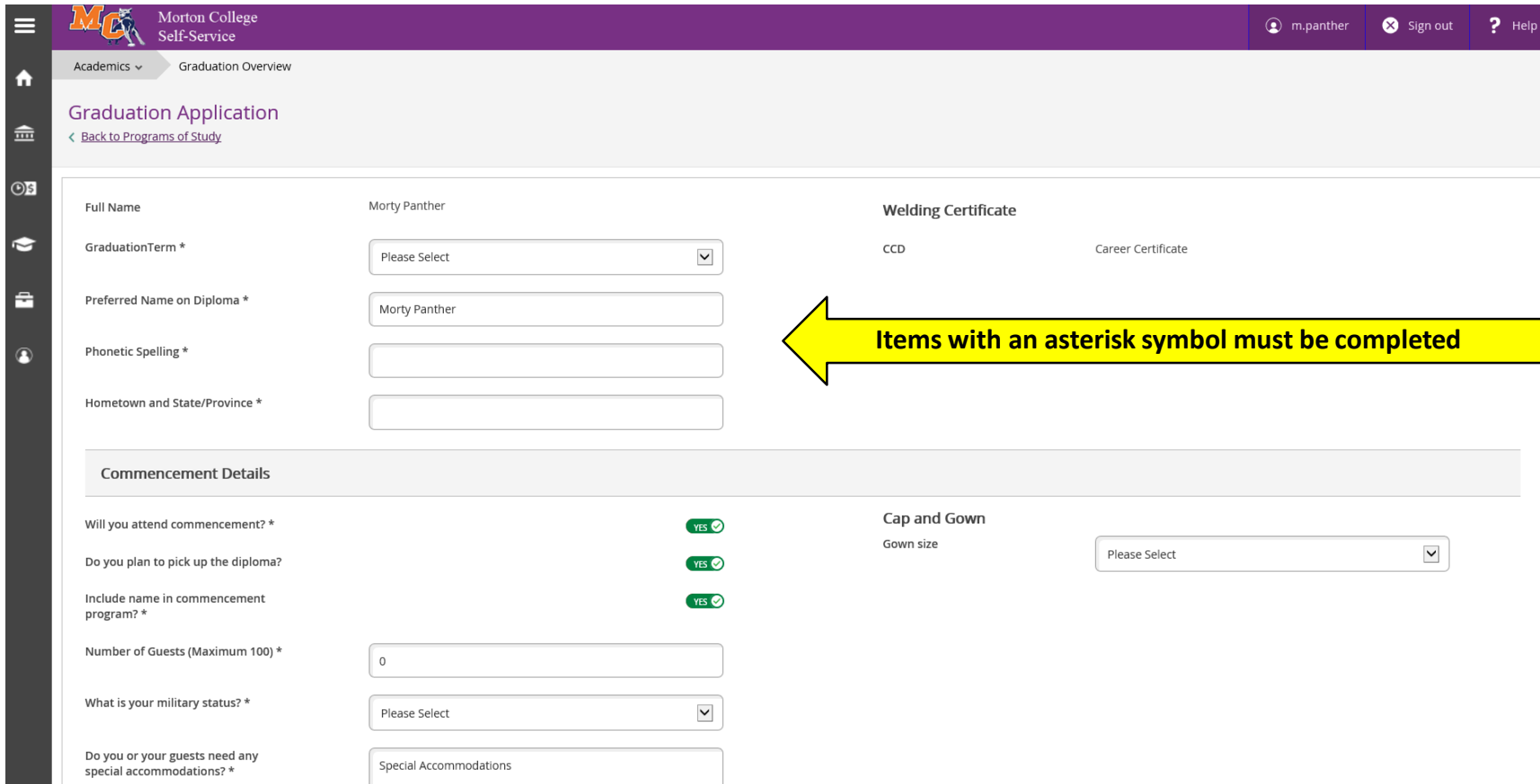
A yellow arrow points to the "Apply" link in the table, with the text "Click on 'Apply'" next to it.

*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
GraduationTerm *	<input type="text" value="Please Select"/>	CCD <input type="checkbox"/> Career Certificate <input type="checkbox"/>
Preferred Name on Diploma *	<input type="text" value="Morty Panther"/>	
Phonetic Spelling *	<input type="text"/>	
Hometown and State/Province *	<input type="text"/>	

Commencement Details

Will you attend commencement? *	<input checked="" type="radio"/> YES <input type="radio"/> NO	Cap and Gown
Do you plan to pick up the diploma?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Gown size <input type="text" value="Please Select"/>
Include name in commencement program? *	<input checked="" type="radio"/> YES <input type="radio"/> NO	
Number of Guests (Maximum 100) *	<input type="text" value="0"/>	
What is your military status? *	<input type="text" value="Please Select"/>	
Do you or your guests need any special accommodations? *	<input type="text" value="Special Accommodations"/>	



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 * Please Select ▼


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

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Click here to complete
page 2 of application


7. Enter your information on the payment screen



Morton College

imagine what you can do!



Powered by  OFFICIAL PAYMENTS

Morton College
Tuition & Fees





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

Payment Amount

\$.00

Payment Method




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

[Cancel](#) Please note you will not be charged until you Submit at end. [Continue](#)

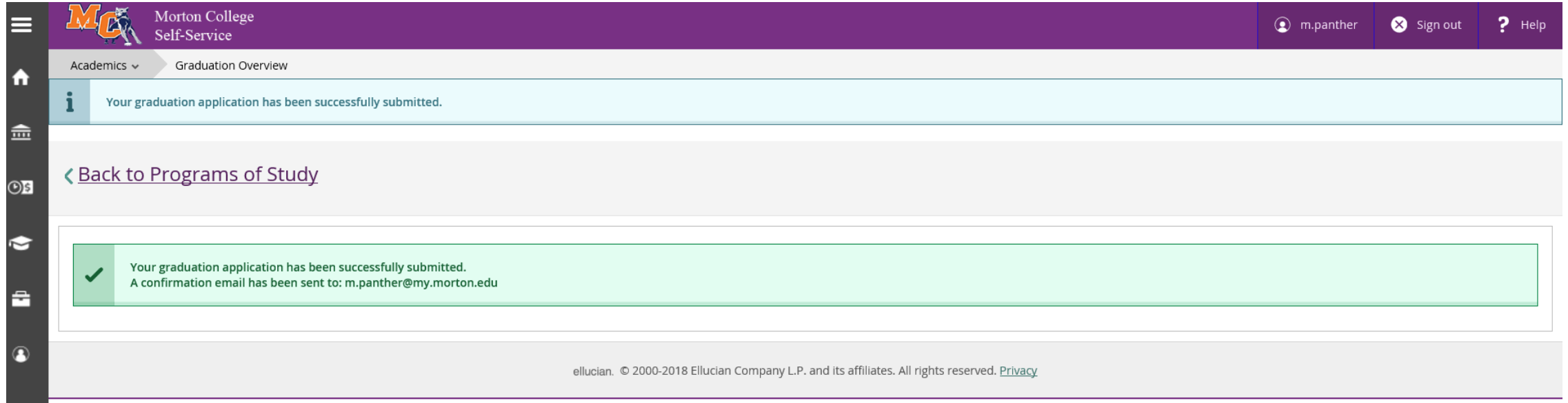
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8. Congratulations! You have successfully completed your application!



The screenshot displays the Morton College Self-Service portal. The top navigation bar is purple with the Morton College logo and text "Morton College Self-Service". On the right, it shows a user profile for "m.panther" with options to "Sign out" and "Help". Below the navigation bar, a breadcrumb trail shows "Academics" and "Graduation Overview". A light blue notification bar with an information icon states: "Your graduation application has been successfully submitted." Below this, a link with a left arrow points to "Back to Programs of Study". A green confirmation box with a checkmark icon contains the text: "Your graduation application has been successfully submitted. A confirmation email has been sent to: m.panther@my.morton.edu". The footer is light gray and 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.

