

# 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](mailto: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](#)



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

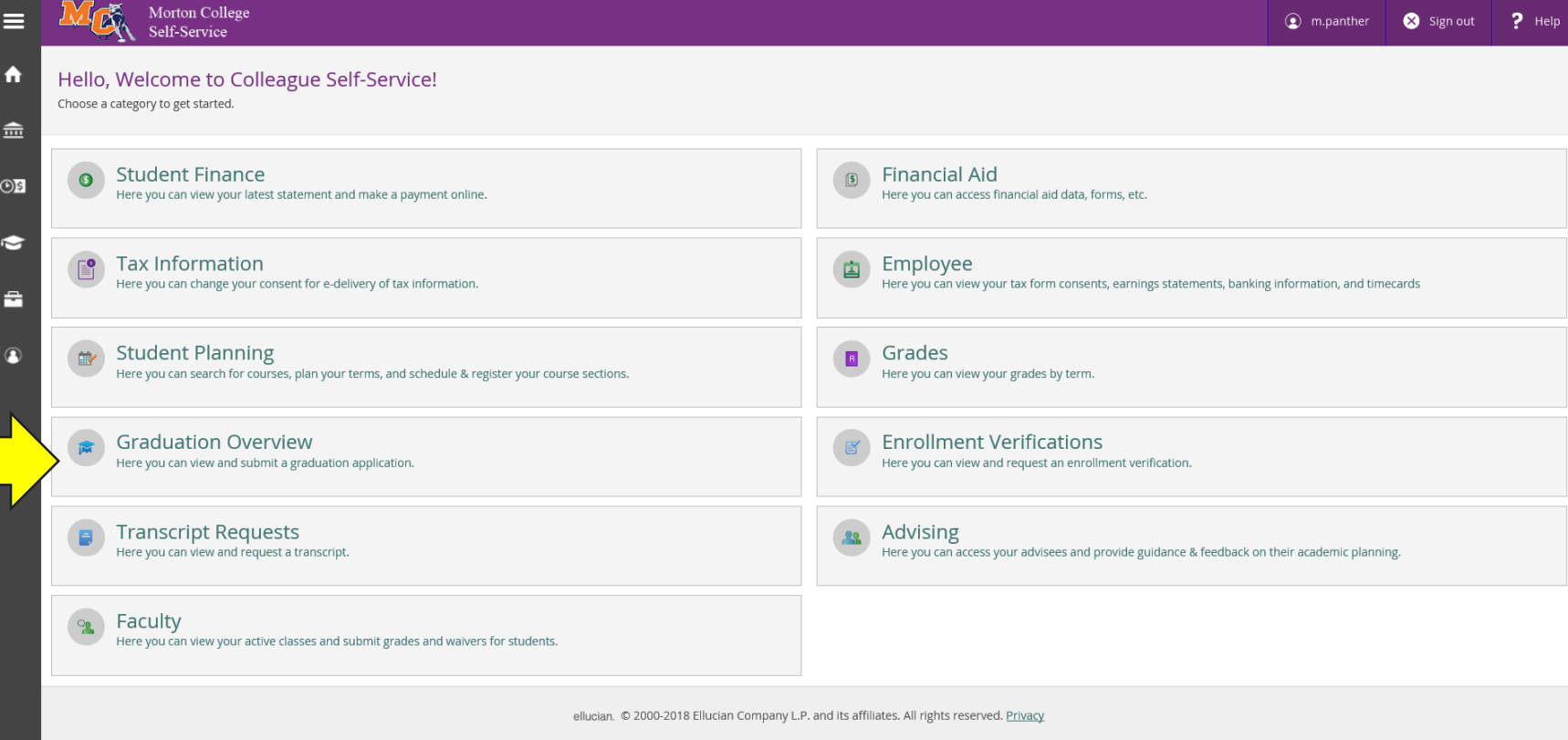
The screenshot shows the Panther Portal website. At the top, there is a navigation bar with links: Panther Portal Home Page, Home, Institutional Effectiveness & Accreditation, Academic Life, Student Life, Course Catalog / Academic Calendar, Financial Life, Campus Services, Annual Planning Calendar, Password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

- Blackboard Courses:** A banner with the Blackboard logo and the text 'Click Here For Blackboard Access'.
- My Team Sites:** A section with a dropdown menu for 'Expand All' and 'Collapse All'.
- My Week:** A calendar for May 2018. The date 'Thursday, May 31, 2018' is highlighted. The calendar shows dates from 29 to 9.
- Employee Email:** A section with the text 'You have no unread messages.' and 'Morton College Announcements'.
- Self-Service User Profile / Emergency Information:** A section with the text '5/22/2018 12:45 PM by Scott E. Ulbrich'. Below this is a 'What's NEW' chalkboard graphic.
- College Community:** A section with the text '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](mailto: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:** A section with the text 'Phone: (708) 656-8000 ext. 2299 - 2300 Office: 211B' and 'Documentation: Morton College Self-Service User Profile.pdf Morton College Self-Service Emergency Information.pdf'.
- Applications:** A section with the text 'Colleague UI 4.5' and 'Colleague UI 5.5 \*Try Me!'.
- Panther Central Self-Service Menu:** A section with a dropdown menu containing the following items: Student Self-Service, Financial Information, Financial Aid, Communication, Registration, Academic Planning, Academic Profile, and Employee Self-Service.



Your graduation application will appear under “Academic Planning”

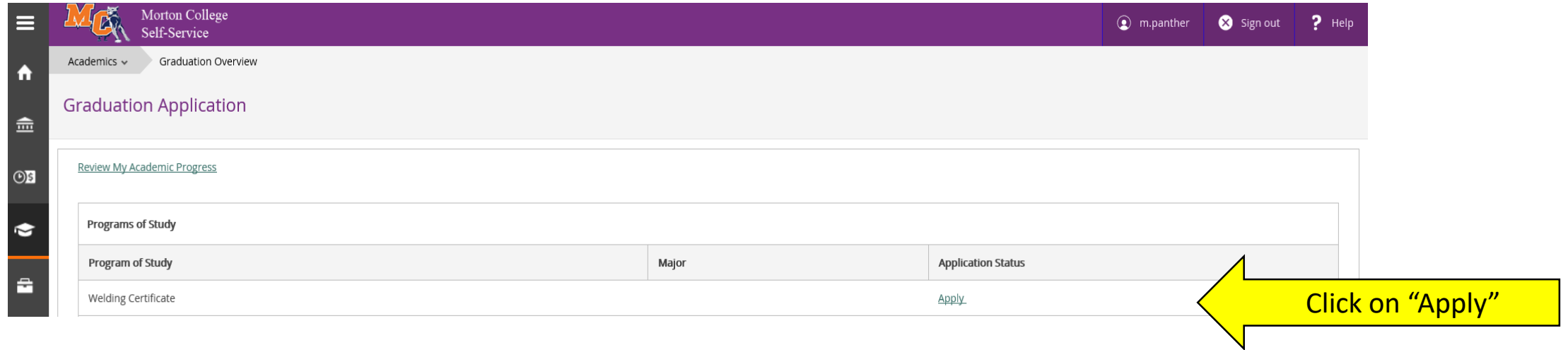
### 3. Select “Graduation Overview” on your screen



The screenshot shows the Morton College Self-Service portal. The header includes the Morton College logo and the text "Morton College Self-Service". On the right side of the header, there are links for "m.panther", "Sign out", and "Help". Below the header, a welcome message reads "Hello, Welcome to Colleague Self-Service! Choose a category to get started." The main content area is a grid of tiles for various services. A yellow arrow with the text "CLICK HERE" points to the "Graduation Overview" tile. The footer contains the text "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

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

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



The screenshot shows the Morton College Self-Service portal. The top navigation bar includes the college logo, name, and user information (m.panther, Sign out, Help). The breadcrumb trail shows 'Academics > Graduation Overview'. The main heading is 'Graduation Application'. Below this is a link for 'Review My Academic Progress'. The 'Programs of Study' section contains a table with the following data:

Program of Study	Major	Application Status
Welding Certificate		<a href="#">Apply</a>

A yellow arrow points to the 'Apply' link with the text 'Click on "Apply"'. The 'Apply' link is underlined and blue.

\*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 *	Please Select	CCD      Career Certificate
Preferred Name on Diploma *	Morty Panther	
Phonetic Spelling *		
Hometown and State/Province *		

#### Commencement Details

Will you attend commencement? *	YES	Cap and Gown
Do you plan to pick up the diploma?	YES	Gown size
Include name in commencement program? *	YES	Please Select
Number of Guests (Maximum 100) *	0	
What is your military status? *	Please Select	
Do you or your guests need any special accommodations? *	Special Accommodations	

**Items with an asterisk symbol must be completed**

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

The screenshot shows a web form titled "Payment Details". Below the title is a grey bar with the text "Click Proceed to Payment to pay the graduation application fee." Below this, the "Amount Due" is listed as "\$25.00". Underneath, there is a "Payment Methods \*" section with a dropdown menu that currently displays "Please Select" and a small downward arrow icon. A yellow arrow points from the text "Use the drop down menu feature to select payment method" to this dropdown menu. At the bottom right of the form, there are two buttons: a "Cancel" link and a "Proceed to Payment" button. A line connects the "Proceed to Payment" button to the text "Click here to complete page 2 of application" located at the bottom right of the slide. At the very bottom of the page, there is a footer with the text "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

### Current fees:

Petition- **\$21.75** (processing fees of diploma/one fee per degree or certificate) **MUST PAY THIS FEE**

Additional- \$15.95 Cap & Gown (for participation in commencement in May 2020)

\*Fees are non-refundable

Click here to complete  
page 2 of application

## 7. Enter your information on the payment screen

Powered by OFFICIAL PAYMENTS

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**Morton College**  
Tuition & Fees

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

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**Payment Amount**

\$  .

**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](#)

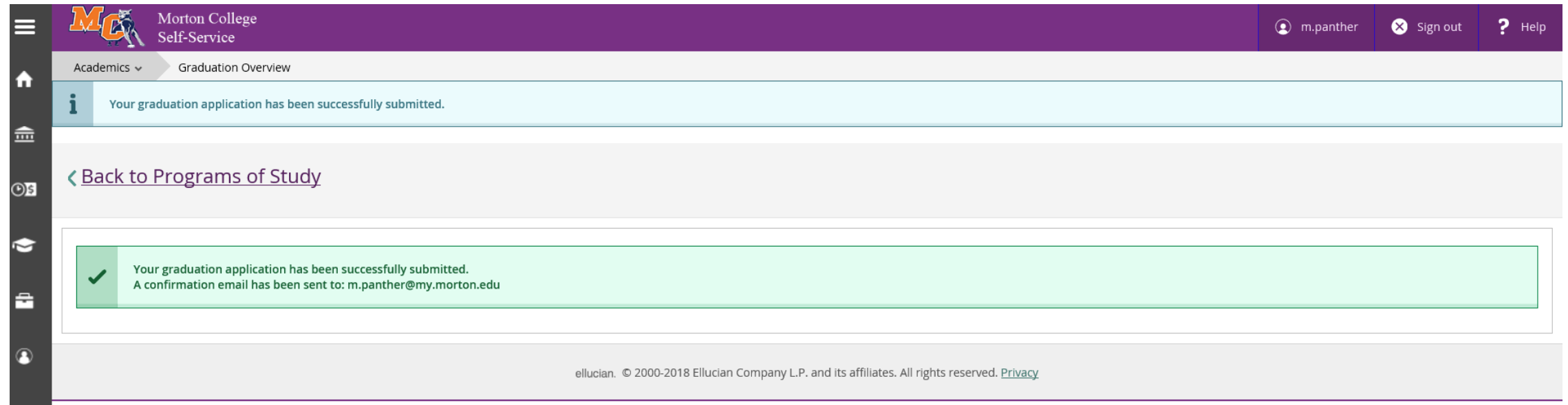
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This page supports 128-bit SSL encryption as verified by DigiCert.

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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 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". A light blue notification bar with an information icon states: "Your graduation application has been successfully submitted." Below this, there is a link: "< Back to Programs of Study". A larger green notification 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". At the bottom of the page, a 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.