



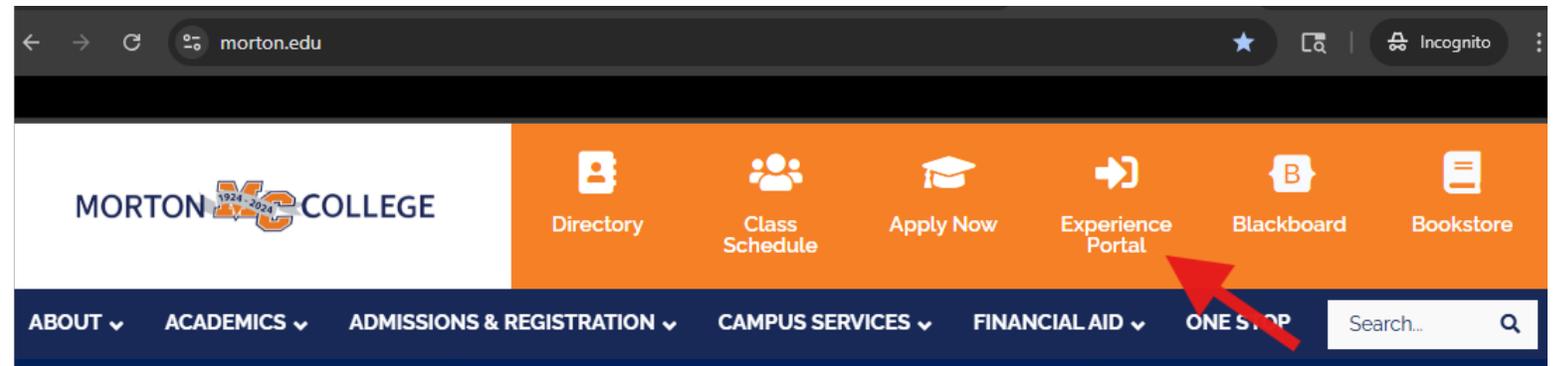
MORTON COLLEGE

Applying for Graduation



Accessing Your Graduation Application*

1. Log in to your student account through the Experience Portal on morton.edu



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

Accessing Your Graduation Application (cont.)

2. On the Home tab, select “Apply for Graduation” in the “Student Self-Service” tile.

The screenshot displays a user's Home dashboard with a navigation bar at the top containing 'Home', 'Academics', 'Campus Resources', 'Library', 'Personal', 'Productivity', and 'Work'. The 'Home' tab is highlighted with a red box. Below the navigation bar are several tiles:

- Outlook Email**: Permissions Requested, SIGN IN
- OneDrive Cloud Storage**: Permissions Requested, SIGN IN
- My Daily Class Schedule**: Last updated Jan 29, 2026 12:28 PM. Calendar view for January 2026 showing 'No Classes Today Enjoy your day!'.
- Student Success Team**: Contact Advising Department. You have no advisors assigned.
- Success Coach Communicat...**: Time To Register for Summer an... Vanessa Montalvo Mar 19th
- Blackboard Courses / Yuja**: Blackboard Institution Page / Resources, Blackboard Assist, How to: Participate in a Discussion Forum, How to: Reply to a Peer's
- Student Self-Service**: ACADEMIC PROFILE, My Class Schedule, Grades, Grade Point Average by Term, Electronic Official Transcript Requ..., View Unofficial Transcript, **Apply for Graduation** (highlighted with a red arrow), ACADEMIC PLANNING
- Student Bookmarks**: One Stop Student Services Center, Directory, Applying for Financial Aid, Financial Aid Appeals Process, Financial Aid for Veterans, Financial Aid Forms

Applying for Graduation

3. Find the program of study that you wish to complete and select “Apply” *

Graduation Application		
Program of Study	Major	Application Status
Associate in Fine Arts Degree	Fine Arts	Apply 

**If your program is not listed or if this screen does not reflect your intended program of study, please contact the Registrar’s Office or Academic Advising 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.

Completing Your Graduation Application

4. Complete all required fields indicated in the application and select “Proceed to Payment.”

Graduation Application

[< Back to Programs of Study](#)

Name and Hometown	Program of Study
Full Name Morty Scott Panther	Associate in Fine Arts Degree
Graduation Term * <input type="text" value="Please Select Graduation Term"/>	Diploma Associate in Fine Arts
Preferred Name on Diploma * <input type="text" value="Morty Scott Panther"/>	Major Fine Arts
Phonetic Spelling More Info <input type="text"/>	

Commencement Details	Cap and Gown
Commencement Location * <input type="text" value="Please Select Commencement Location"/>	Cap size * <input type="text" value="Please Select Cap Size"/>
<input checked="" type="checkbox"/> Will you attend commencement?	Gown size * <input type="text" value="Please Select Gown Size"/>
Diploma Mailing Address <input checked="" type="radio"/> Ship to preferred mailing address	

Submitting Payment

5. Amount due will display on the next page. Select “Pay Now.”

Payment Review
Review your Payment Information below

Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

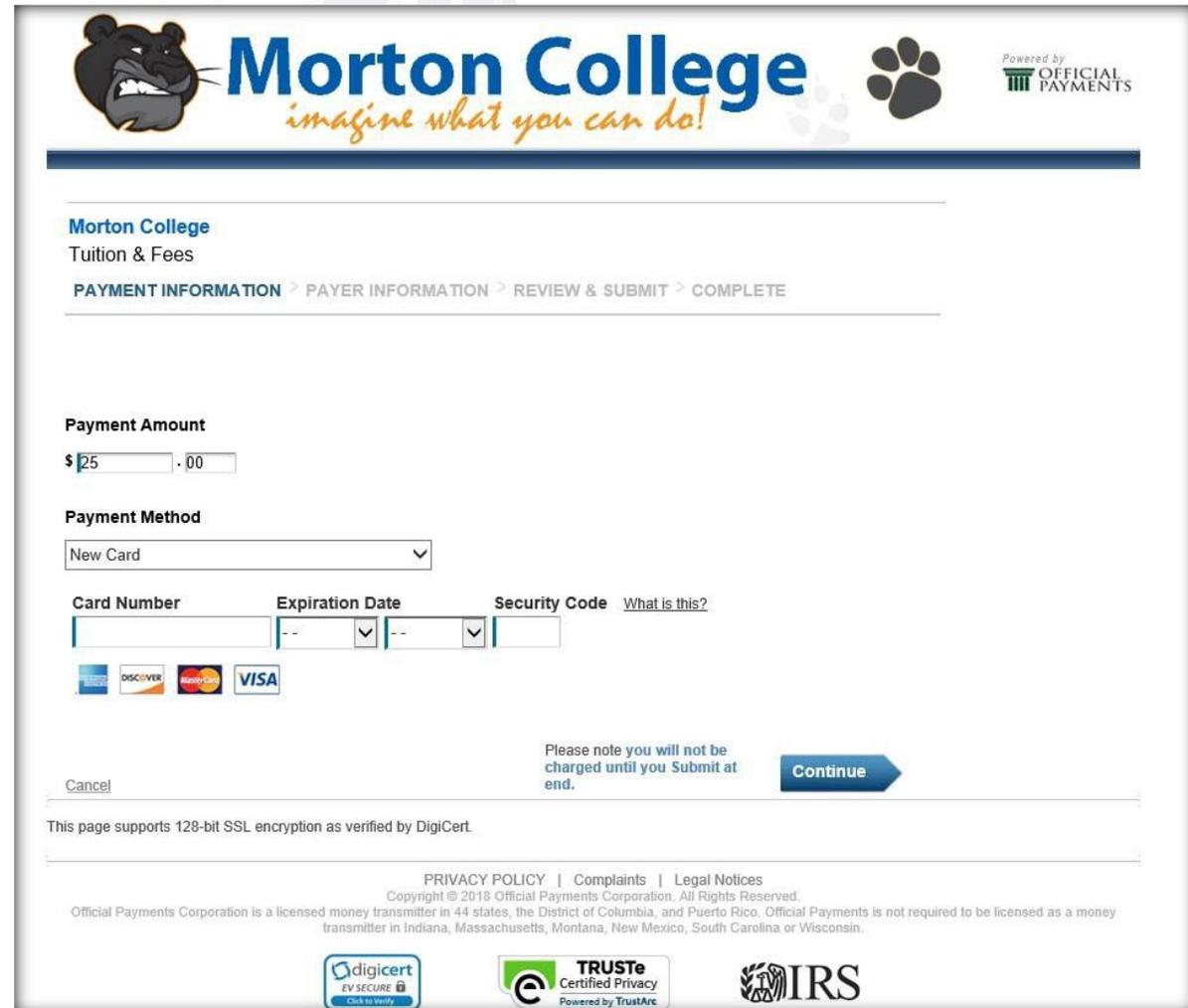
Payment Information	
Item	Amount
Graduation Application Fee	\$11.00
Total Payment Amount	\$11.00

Payment Method: Discover

[Pay Now](#)

Submitting Payment (cont.)

6. Enter your information on the payment screen and select “Continue.”



The screenshot displays the Morton College payment interface. At the top, the Morton College logo (a bear head) and tagline "imagine what you can do!" are visible, along with the "Official Payments" logo. The page title is "Morton College Tuition & Fees". A progress bar shows the current step: "PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE".

The "Payment Amount" section shows a value of \$25.00. The "Payment Method" is set to "New Card". Below this, there are input fields for "Card Number", "Expiration Date" (with dropdown menus for month and year), and "Security Code". A link "What is this?" is provided for the security code field. Logos for American Express, Discover, MasterCard, and Visa are shown below the input fields.

At the bottom of the form area, there is a "Cancel" link, a note: "Please note you will not be charged until you Submit at end.", and a blue "Continue" button.

Below the form, a footer contains the following text: "This page supports 128-bit SSL encryption as verified by DigiCert." and "PRIVACY POLICY | Complaints | Legal Notices". Copyright information for Official Payments Corporation is also present.

At the very bottom, there are logos for "digiCert EV SECURE", "TRUSTe Certified Privacy Powered by TrustArc", and "IRS".

Application Complete!

Congratulations! You have successfully completed your application.

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





MORTON COLLEGE

Morton College

www.morton.edu

**3801 S. Central Avenue,
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