

## Advising Mission Statement

**Academic Advising employs a student-centered approach to serve our diverse population by supporting and empowering lifelong learning.**

## Welcome to Morton College!

At Morton College, Academic advisors will partner with you and help your transition into college by: (a) ensuring that your career- objective is aligned to your interests, strengths, ability, and passion; (b) help you develop your educational plan and (c) align your plan to your career objective. In addition, you and your advisor will review your academic performance, monitor your academic class load and course selection to ensure your progress toward graduation.

*\*Students with disabilities are entitled to receive individualized services and/ or accommodations intended to assure you will have an equal opportunity to earn your degree.*

**Resource Materials:** Program worksheet, College Catalog, Student Handbook, Panther Portal.

## Responsibilities in a Student-Advisor Partnership:

**Expectations for Students:** As a student, you are expected to...

1. Take the English and Math placement test if you are pursuing a degree or certificate.
2. Schedule and keep routine advising appointments each semester.
3. Be prepared for advising sessions by researching degree requirements, prerequisites, co-requisites and transfer information.
4. Actively participate in advising by asking questions and sharing to clarify goals.
5. Follow through on advising recommendations in a timely way.

**Expectations for Advisors:** As an advisor, I will...

1. Be knowledgeable about programs, graduation requirements, policies, and procedures.
2. Encourage and guide students to develop and pursue their goals and create an academic plan.
3. Refer students to appropriate campus resources.
4. Be accessible via phone, email, and by appointment and respond to students in a timely way.
5. Recommend appropriate classes and other tools or resources to assist students in course selection and registration.

**Please understand, the academic advisors do not make decisions for you. Academic advisors provide you with the most accurate information available to them, and they work with you to create a realistic plan to accomplish your educational and career goals. However, the educational choices you make are yours and the responsibility for knowing your degree requirements and fulfilling them in a timely and successful manner rests with you.**

*\*Student with disabilities can meet with Academic Advisor: Marie Ferro, Disability Specialist.*

Phone: 708.656.8000  
Marlena Avalos-Thompson  
Director of Student  
Development  
Ext.2245  
César Jiménez  
Assistant Director of Student  
Development  
Ext.2402  
**ACADEMIC ADVISORS:**  
Marie Ferro  
Disability Specialist  
Ext. 2153  
George Fejt  
Ext. 2154  
Raquel Freytes  
Ext. 2247  
Brenda García-Searle  
Ext. 2152  
Marge Hopkins  
Ext. 2156  
Caroline Johnson  
Ext. 2246  
Gina Torres  
Ext. 2157  
By appointment or  
walk-in basis

# CHECKLIST

## Prior to the Start of my First Semester...

- 1. I have attended Panther Palooza- *an orientation program for new students.*
- 2. I have activated my Panther Portal account and changed my password.
- 3. I have reviewed the sections in the college catalog, located on Morton's college website, that describe academic assistance and support, academic and college policies and procedures, and the Student Code of Conduct.
- 4. I have completed the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) Morton College CODE:001728, all of my financial aid requirements and talk to a financial aid advisor to make sure the FAFSA process is complete if I plan to use financial aid to help pay for college.
- 5. I have developed with my academic advisor an academic plan and will routinely update each semester.
- 6. I have registered for classes via my Panther Portal account and printed my class schedule for the upcoming semester.
- 7. If I am planning to transfer, I have made contact with my intended four year college or universities and have reviewed online transfer information sources such as U.select ([www.transfer.org](http://www.transfer.org)).
- 8. I must make payment arrangements through my Panther Portal for my outstanding tuition, fees and other expenses the day I register for classes. This may include the Deferred Payment Plan.
- 9. I fully understand, that I am responsible for tuition regardless of financial aid eligibility.

## Ongoing...

- 10. I will routinely check Panther Portal and review bulletin boards for information about student events on campus, notifications, email, clubs and organizations.

## Yearly...

- 11. I have filed the FAFSA for the upcoming academic year (*January 1<sup>st</sup>*), completed all requirements, and talked with a financial aid advisor to make sure the FAFSA process is complete.

## In my Final Semester...

- 12. I have completed a degree evaluation/ audit with my advisor, registered for my final semester, and petitioned for graduation by meeting with an advisor and submitting the petition to the Office of Admissions and Records.

## ► Registration Holds

Student Academic Progress (SAP): Grade point average below 2.0 and less than 67% completion rate.

Please note: Not all registration holds are from academic departments. Some holds may be the result of past due balances or other administrative reasons; such as an athletic restriction with the purpose of monitoring student athlete eligibility (full time 12 semester hours) on a semester-by-semester basis.

## ► Scheduling Appointments

Appointments are scheduled by calling the Advising Department telephone number: **(708) 656-8000 Ext.2250**. *Please have your advisor's name available when scheduling your appointment, if there is a specific advisor you would like to work with.*

### ► Same-day Advising Session

Drop-Ins are available during the semester; however, please be aware that advisors may be committed to previously scheduled appointments and/or meetings. We will do our best to meet with you in a timely fashion. Please keep in mind same-day advising sessions are shorter sessions than scheduled appointments.

### ► Preparing for Your Advising Appointment

- ✓ Be prepared to discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore major/minor options.
- ✓ Make a list of potential courses for the next semester you are interested in taking.
- ✓ Explore degree worksheets for majors you might be interested in.
- ✓ Make sure you arrive for your appointment on time.
- ✓ Please bring any and all transcripts from previous college(s) and high school/GED.
- ✓ Turn off your cell phone or place it on silent. No texting.
- ✓ *\*\*Please bring a recent copy of your IEP, psychological and/ or medical documentation if you will need accommodations for classes.*

<b>OFFICE</b>	<b>Building:</b>	<b>Main Line:708.656.8000</b>
Academic Advising /Placement Testing	B: 1 <sup>st</sup> floor	Ext. 2250
Student ID's	C: 239c	Ext. 2419
Student Success Center / Activities	C: 213c	Ext.2317 /2416
Intercollegiate Athletics	E: 201e	Ext. 2271
Library	C: 1 <sup>st</sup> floor	Ext. 2235
Financial Aid	B: 204b	Ext. 2428
Bookstore	C: 134c	Ext. 2222
Admissions and Records	B: 1 <sup>st</sup> floor	Ext. 2356
Child Care Center	D: 105d	Ext. 2284
Individual Learning Center	C: 236c	Ext. 2465
Cashier's	A: 1 <sup>st</sup> floor	Ext. 2268
Campus Police	C: 119c	Ext. 2201

*\*\*Only applies to special needs students.*