

Spring 2018

Dear Prospective Graduate:

Our records indicate that you have petitioned for graduation and are eligible to participate in the Commencement Ceremony at **6:30 p.m. Friday, May 18, 2018**.

To assure a smooth and efficient ceremony, please carefully review the following guidelines:

1. If you are no longer eligible for graduation through failure or withdrawing of a course, you are responsible for notifying the Office of Admissions and Records. You will not be allowed to participate in the ceremony. If the issue is related to non-payment of tuition or fees, you may still participate in the ceremony. However, you will not receive a degree until the matter is resolved.
2. The only forms of communication about the Commencement ceremony will be through e-mail and the Panther Portal. Instruction letters will not be mailed to the prospective graduates' homes. When completing the Graduation Petition, please provide a legible and current e-mail address to receive notifications, updates and reminders about the ceremony.
3. If you cannot attend the ceremony, you must request to be excused in writing; your letter must be received no later than Friday, May 11, 2018. Address your request to be excused to:

Mr. James O'Connell  
Student Development Liaison  
Morton College  
3801 South Central Avenue  
Cicero, IL 60804

4. Caps and gowns are available for pick up from 9 a.m. to 8 p.m. **Monday, May 7 through Thursday, May 10, in the lobby of the Vais Gymnasium**. If there is a problem with the fit of your cap & gown or problem with the tassel, please immediately contact the Student Development Liaison Office at (708) 656-8000 ext. 2459. We will do our best to accommodate you.
5. **The Commencement Ceremony begins promptly at 6:30 p.m.** and is about 90 minutes in length. **Only graduates** are to report to the lobby of the Jedlicka Performing Arts Center (Building A) by **5 p.m.** You will be checked in, placed in the processional line according to your degree program, and receive instructions on procedures prior to the ceremony. Late arrivals will be placed at the discretion of the Commencement staff. (Additional information regarding check-in is included with this letter.)
6. If ceremony is held outdoors in the Courtyard, no tickets will be necessary for your guests. However, seating will be on a first-come, first-served basis.

In case of inclement weather, the ceremony will be held in the Henry J. Vais Gymnasium and tickets for your guests will be required. Each graduate will receive three (3) tickets, which will be available at cap & gown pickup. Due to the number of graduates and limited space in the Vais Gymnasium, additional tickets will not be available. (More information regarding guests is included with this letter.)

Reserved seating for guests and graduates with special needs is available on request. Contact the Student Development Office by Friday, May 11, 2018 at (708) 656-8000 ext. 2459 with your request.

7. A photographer from GradImages® will be taking pictures of the graduates. You may pre-register prior to Commencement at [www.gradimages.com](http://www.gradimages.com) to view your photos. Registering in advance with GradImages® provides the company with the information needed to deliver your graduation proofs in a timely manner. Proofs will be e-mailed to you at a later date. However, you are under no obligation to purchase copies. The photographer is not affiliated with Morton College. (Additional information regarding photos is included with this letter.)
8. Caps and gowns are yours to keep and do not need to be returned after the ceremony.
9. PLEASE NOTE: Diplomas are not issued at Commencement. They will be mailed to your home in July after a final graduation audit by the Office of Admissions and Records. All graduation requirements and financial obligations must be met before your diploma is released. If you change your address between now and July, please provide your new address with the Office of Admissions and Records to assure prompt delivery of your diploma. Please make sure you include the apartment number (if one exists), proper street designation, etc. If you provide an e-mail address, you will receive notification when your diploma is sent. If you have any questions regarding your diploma, please contact the Office of Admissions and Records at (708) 656-8000 ext. 2346.
10. Morton College Classified Staff Union members will be selling fresh roses and Mylar balloons at the ceremony. It is the only authorized group to sell flowers and balloons on College grounds at Commencement.

Any Commencement related questions may be directed to the Student Development Liaison Office (Room 239C) or by calling (708) 656-8000 ext. 2459.

Sincerely,

Dr. Keith McLaughlin  
Provost

c: Mr. James O'Connell, Student Development Liaison

Attachment

# IMPORTANT THINGS TO DO for Graduates and Guests

*Out of respect and consideration for the great milestone Commencement marks in a graduate's life, all graduates and guests are asked to comply with a few simple, but important rules:*

- **DO** CHECK IN ON TIME —**NO LATER THAN 5 p.m.** in the Jedlicka Performing Arts Center (Building A) — late arrivals will be placed in line at the discretion of the Commencement Staff
- **DO** GIVE YOUR PERSONAL BELONGINGS TO ONE OF YOUR GUESTS **PRIOR** TO CHECKING IN — you are not allowed to carry any items with you on stage; this includes purses, cameras, phones, sunglasses, etc.; **Morton College is not responsible for any lost, misplaced, or stolen items**
- **DO** HAVE TICKETS IF CEREMONY IS HELD INDOORS — everyone must have a ticket regardless of age; no exceptions — tickets are distributed when picking up your cap and gown — tickets are not available at the door — strollers are not allowed in the Gymnasium
- **DO** BE SURE THAT ALL CHILDREN ARE IN THE IMMEDIATE CARE OF A RESPONSIBLE ADULT AT ALL TIMES — child care is not provided
- **DO** TURN OFF ALL CELLULAR DEVICES
- **DO** LET YOUR GUEST(S) KNOW THAT THERE WILL BE A DESIGNATED PHOTO AREA TO TAKE PICTURES — aisles must be kept clear and no guest will be allowed to approach the stage
- **DO** ENJOY YOUR COMMENCEMENT, YOUR NEW BEGINNING!