

# 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 is a breadcrumb trail: Panther Portal Home Page > Staff & Faculty.

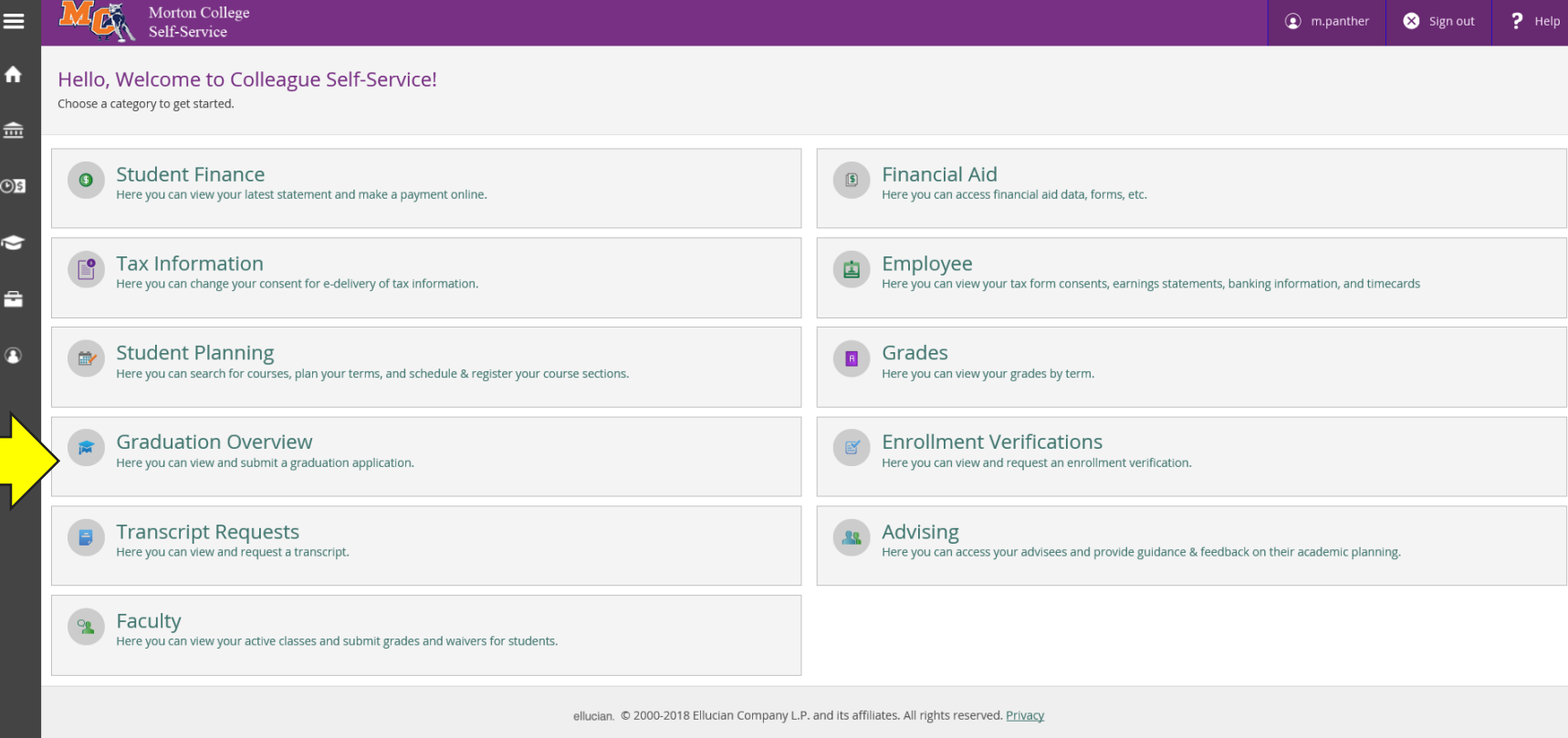
The main content area is divided into several sections:

- Blackboard Courses:** A banner with the Blackboard logo and the text "Click Here For Blackboard Access" and the Morton College logo.
- My Team Sites:** A section with a dropdown menu for "Expand All" and "Collapse All".
- My Week:** A calendar for May 2018. Today's date is Thursday, May 31, 2018. The calendar shows dates from 29 to 9. The 31st is highlighted in yellow.
- Employee Email:** A section with a message: "You have no unread messages."
- Morton College Announcements:** A section with a "Self-Service User Profile / Emergency Information" announcement dated 5/22/2018 12:45 PM by Scott E. Ulbrich. It includes a "What's NEW" chalkboard graphic and text about updating user profiles and emergency information. It also provides contact information for the Human Resources Office: Phone: (708) 656-8000 ext. 2299 - 2300, Office: 211B. There are two PDF attachments: "Morton College Self-Service User Profile.pdf" and "Morton College Self-Service Emergency Information.pdf".
- Applications:** A section with links for "Colleague UI 4.5" and "Colleague UI 5.5 \*Try Me!\*".
- Panther Central Self-Service Menu:** A vertical menu with the following items: Student Self-Service (expanded), 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

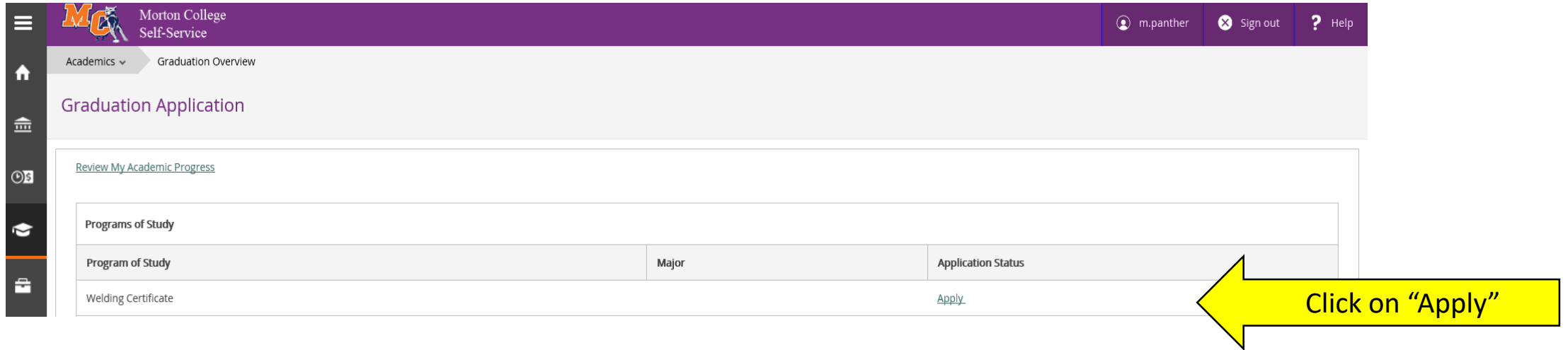


The screenshot shows the Morton College Self-Service portal. At the top, there is a purple header with the Morton College logo and the text "Morton College Self-Service". On the right side of the header, there are links for "m.panther", "Sign out", and "Help". Below the header, a grey banner displays "Hello, Welcome to Colleague Self-Service!" and "Choose a category to get started." The main content area is a grid of tiles. A yellow arrow labeled "CLICK HERE" points to the "Graduation Overview" tile. The tiles include:

- 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 labeled "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.

At the 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](#)"

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



The screenshot shows the Morton College Self-Service Graduation Application page. The page has a purple header with the Morton College logo and 'Morton College Self-Service'. The user is logged in as 'm.panther' and can 'Sign out' or get 'Help'. The page is titled 'Graduation Application' and has a breadcrumb trail: 'Academics > Graduation Overview'. There is a link for 'Review My Academic Progress'. Below this is a table titled 'Programs of Study'.

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 arrow is pointing from the right towards the 'Apply' link.

\*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

**Payment Details**

*Click Proceed to Payment to pay the graduation application fee.*

Amount Due                      \$25.00

Payment Methods \*               

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

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**Use the drop down menu feature to select payment method**

Click here to complete page 2 of application

## 7. Enter your information on the payment screen

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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](#)

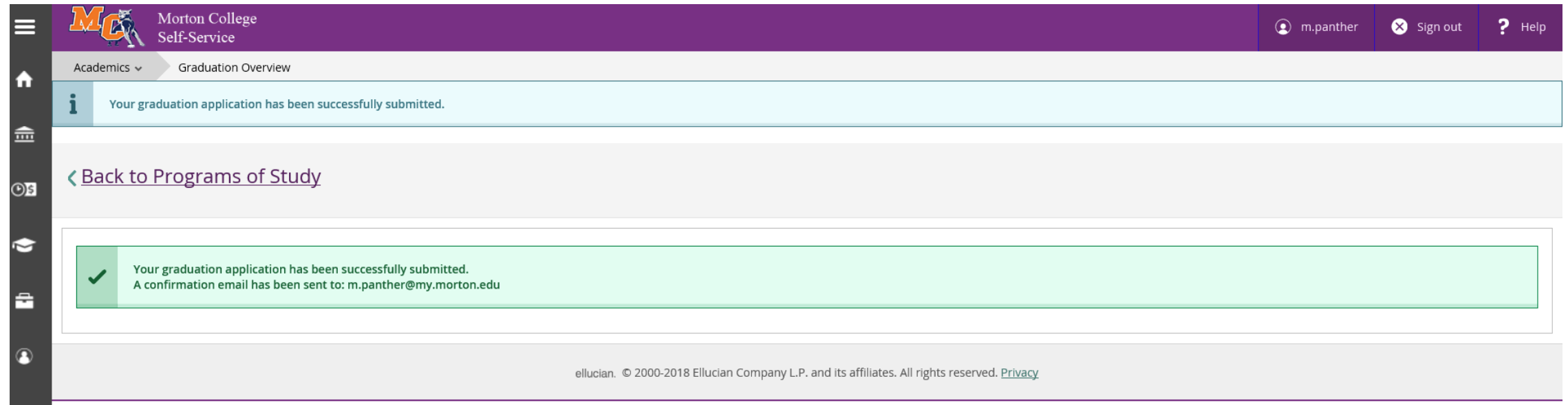
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This page supports 128-bit SSL encryption as verified by DigiCert.

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## 8. Congratulations! You have successfully completed your application!



The screenshot displays the Morton College Self-Service portal. The header includes the Morton College logo and the text "Morton College Self-Service". The user is logged in as "m.panther" and has options to "Sign out" and "Help". The navigation menu shows "Academics" and "Graduation Overview". A light blue notification bar states: "Your graduation application has been successfully submitted." Below this, there is a link 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 contains the copyright information: "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.