

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

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.

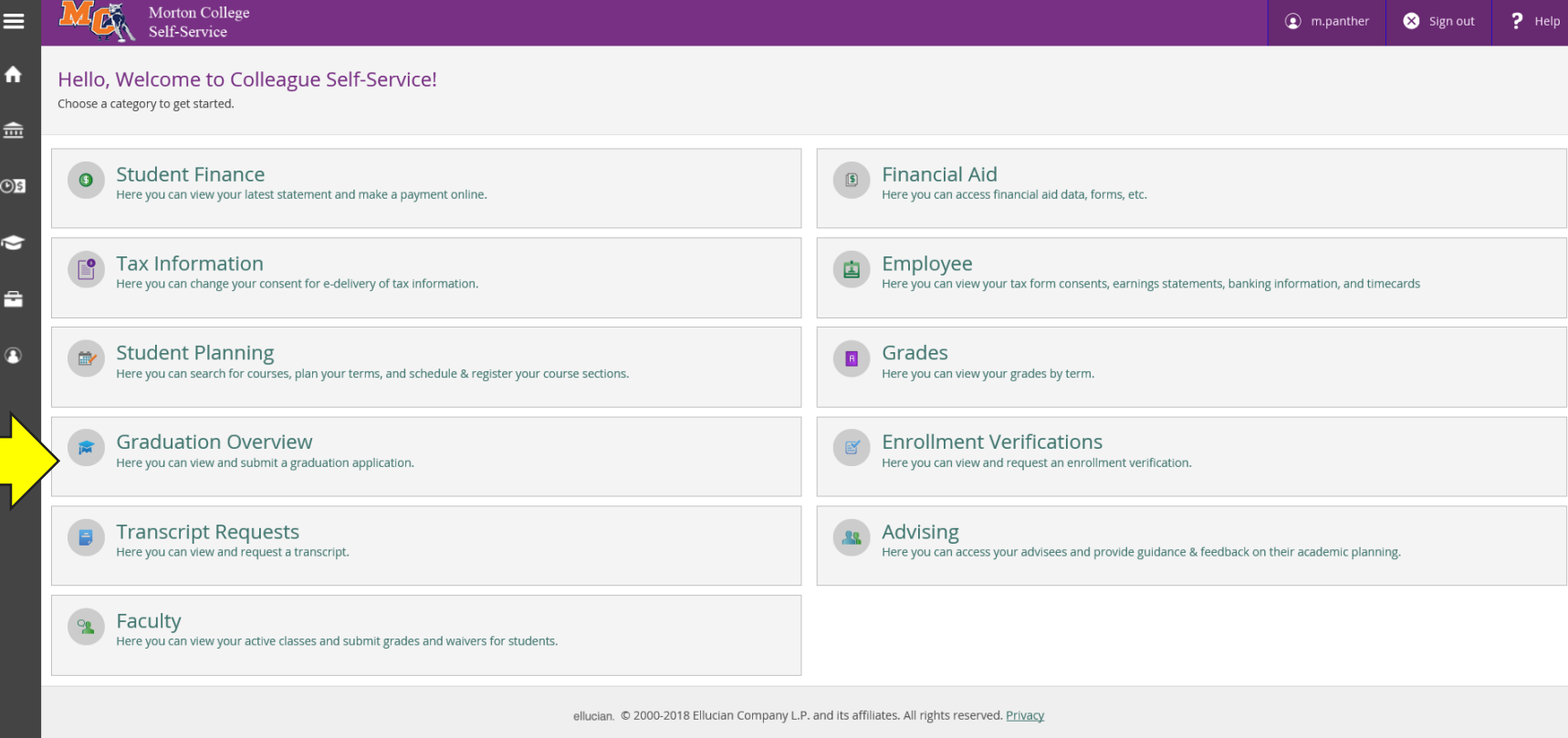
The main content area is divided into several sections:

- 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. The date "Thursday, May 31, 2018" is highlighted. The calendar shows dates from 29 to 9.
- Employee Email:** A section with a message: "You have no unread messages." Below it is a link for "Morton College Announcements".
- Self-Service User Profile / Emergency Information:** A section with a "What's New" chalkboard graphic. The text reads: "College Community, 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. 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!" Below this is contact information for the Human Resources Office: Phone: (708) 656-8000 ext. 2299 - 2300, Office: 211B. There are also links to "Documentation" and two PDF files: "Morton College Self-Service User Profile.pdf" and "Morton College Self-Service Emergency Information.pdf".
- Applications:** A section with links for "My Bookmarks", "MC Phone List", and "Wellness". It lists "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”

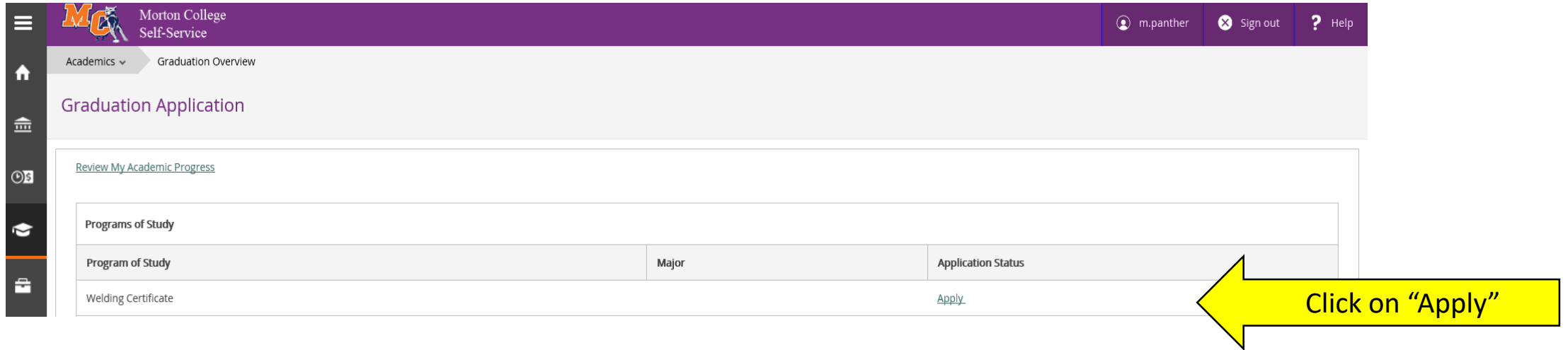
3. Select “Graduation Overview” on your screen



The screenshot shows the Morton College Self-Service portal. The header includes the logo, "Morton College Self-Service", and user information "m.panther" with "Sign out" and "Help" links. A welcome message reads "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Below this is a grid of service categories. A yellow arrow labeled "CLICK HERE" points to the "Graduation Overview" category, which is described as "Here you can view and submit a graduation application." Other categories include Student Finance, Financial Aid, Tax Information, Employee, Student Planning, Grades, Enrollment Verifications, Transcript Requests, and Faculty. The footer contains copyright information: "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

Category	Description
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.
Enrollment Verifications	Here you can view and request an enrollment verification.
Transcript Requests	Here you can view and request a transcript.
Faculty	Here you can view your active classes and submit grades and waivers for students.
Graduation Overview	Here you can view and submit a graduation application.

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



The screenshot displays the Morton College Self-Service Graduation Application interface. The top navigation bar includes the Morton College logo, the text 'Morton College Self-Service', and user options for 'm.panther', 'Sign out', and 'Help'. The main content area is titled 'Graduation Application' and features a link for 'Review My Academic Progress'. Below this is a table titled 'Programs of Study' with the following structure:

Program of Study	Major	Application Status
Welding Certificate		Apply

A yellow arrow points to the 'Apply' link in the 'Application Status' column for the 'Welding Certificate' program, with the text 'Click on "Apply"' written next to it.

*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 *	<input type="text" value="Please Select"/>	CCD Career Certificate
Preferred Name on Diploma *	<input type="text" value="Morty Panther"/>	
Phonetic Spelling *	<input type="text"/>	
Hometown and State/Province *	<input type="text"/>	

Commencement Details

Will you attend commencement? *	<input checked="" type="radio"/> YES	Cap and Gown
Do you plan to pick up the diploma?	<input checked="" type="radio"/> YES	Gown size
Include name in commencement program? *	<input checked="" type="radio"/> YES	<input type="text" value="Please Select"/>
Number of Guests (Maximum 100) *	<input type="text" value="0"/>	
What is your military status? *	<input type="text" value="Please Select"/>	
Do you or your guests need any special accommodations? *	<input type="text" value="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

Morton College
Tuition & Fees

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

Payment Amount

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Payment Method

Card Number **Expiration Date** **Security Code** [What is this?](#)

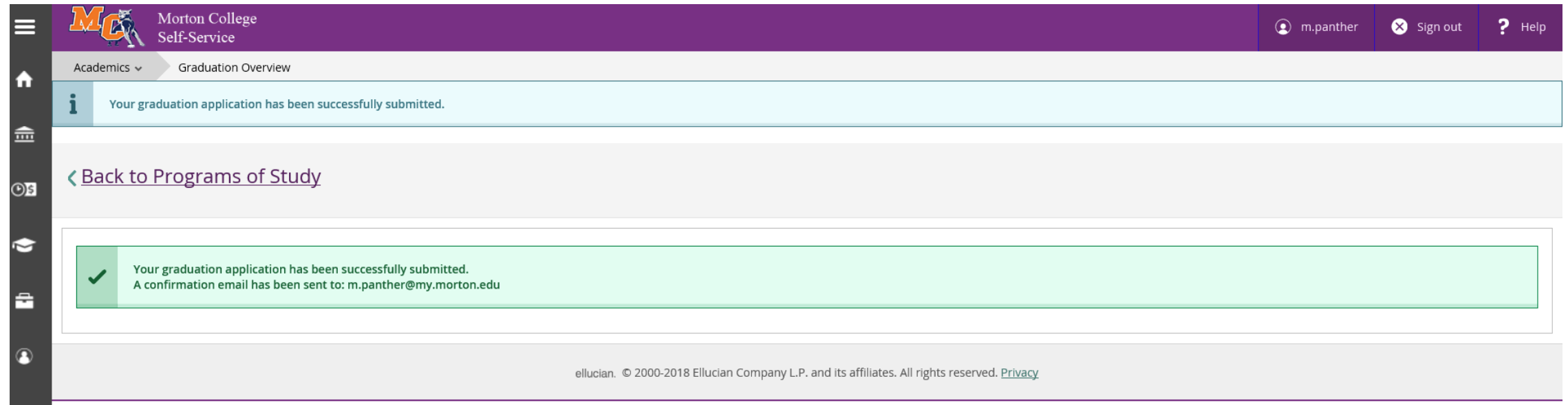
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[Cancel](#) Please note you will not be charged until you Submit at end. [Continue](#)

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 at the top states: "Your graduation application has been successfully submitted." Below this, there is a link to "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". 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.