

STUDENT

HANDBOOK | 2024 - 2025



#WeAreMC
#SomosMC





Dear Panthers,

On behalf of all at Morton College, we welcome you for the 2024-2025 academic year. We hope you enjoy your Student Handbook. It's a handy reference tool and a great resource with information about our campus.

You are part of a special time at Morton College as we celebrate our 100th year of meeting our community's educational needs. We're excited to have you join us and become part of our long, proud tradition of academic excellence at Morton College.

We are honored and grateful to be part of something that has been around for 100 years. Our community's demographics have changed throughout the years, but Morton College remains a foundational part of the six working-class communities we proudly and humbly serve. We've grown and adapted with the times, but always been there as a gateway for first-generation college students or those needing a second chance in life or career. We are a place that shows you the way.

You join thousands of students who over the past ten decades, found a path to future success as a result of the educational opportunities offered at Morton College.

We're going to be celebrating our 100th year with a number of different events throughout the year. Stay tuned and look forward to seeing you take part in this memorable milestone for Morton College.

Sincerely,

Keith D. McLaughlin, Ph.D.
President Morton College





MORTON COLLEGE
STUDENT HANDBOOK
2024 - 2025

Property of: _____

Address: _____

Phone: _____

In case of emergency, please notify:

Name: _____

Phone: _____

Morton College
3801 Central Avenue | Cicero, Illinois 60804
(708) 656-8000 | morton.edu



PARA INFORMACIÓN EN ESPAÑOL LLAME AL (708) 656-8000, #2

IMPORTANT DISCLAIMERS

Tuition and Fees—Tuition and fees are subject to change by official action taken by the Morton College (MC) Board of Trustees. Review of tuition and fees will occur at times deemed necessary by the Board in conjunction with the College administration. For up-to-date information, please visit our website at morton.edu.

Course Cancellations—The College reserves the right to cancel any course due to insufficient enrollment or for other reasons deemed necessary by the College. The College, at its discretion, may adjust course start and end dates as well as meeting times or days. Should a course be cancelled, a full refund of tuition and fees will be issued.

Learn more at morton.edu under Tuition Refund Schedule.

Licensure Requirements—Students enrolling in instructional programs with state and/or federal licensure requirements, including residency and employment eligibility requirements, should contact the appropriate regulatory agency prior to enrolling in classes.

Student Right to Know—MC is pleased to provide this informational resources for students as required under federal and state regulations and/or college policy, and to increase students' accessibility to essential information. For details, please visit <https://www.morton.edu/about/morton-college-at-a-glance/students-right-to-know-information/>.

Morton College is not responsible for lost, stolen, or damaged personal items.





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IMPORTANT CAMPUS RESOURCES

IF YOU NEED INFORMATION ABOUT...	VISIT OR CONTACT	ROOM	EXTENSION
Academic Advising	One Stop Center	1st Flr, B	2484
Accommodations	One Stop Center	1st Flr, B	2484
Adding/Dropping Classes	One Stop Center	1st Flr, B	2484
Admissions	One Stop Center	1st Flr, B	2484
Adult Education (ESL & High School Completion)	Adult and Career Technical Education	214C	2373/2374
Arts & Sciences	Dean's Office	271C	2330
Athletics	Athletics Department	101-D	2370
Books and Supplies	Virtual Bookstore	www.mortonshop.com	
Cafeteria	Cafeteria	1st Flr, C	2458
Car Trouble	Campus Safety	119C	2200
Career and Technical Education Programs	Dean's Office	271C	2281
Child Care	Child Care Center	105D	2284
Community Education & Continuing Education	Community & Continuing Education Office	245C	2383
Dean of Students Office	Student Conduct	212B	2439
Financial Aid	One Stop Center	1st Flr, B	2484
Graduation Petition & Requirements	One Stop Center	1st Flr, B	2484
Health Science	Dean's Office	302C	2265
Career Counseling, WIOA	Gina Torres	2nd Floor One Stop Center	2484
Food Pantry	Panther Pantry	328C	2294
Parking Information	Campus Safety	119C	2200
Placement Testing	One Stop Center	1st Flr, B	2484
Skills for Daily Living	Mary Jo Buongiorno	315C	2368
Student Government Association	Student Activities Office	1st Flr, B	2262
Student ID	One Stop Center	1st Flr, B	2484
Student Organizations/Clubs	Student Activities Office	1st Flr, B	2262
Student Services	One Stop Center	1st Flr, B	2484
Transcripts	One Stop Center	1st Flr, B	2484
Transferring	One Stop Center	1st Flr, B	2484
Tuition and Fees	One Stop Center	1st Flr, B	2484
Tutoring	Tutoring Center	241C	2465
Voter Registration	Student Activities Office	1st Flr, B	2262



ACADEMIC CALENDAR 2024-2025

FALL SEMESTER 2024¹

Semester Begins (All Classes)	August 19	Spring '25 Registration Current and New Students	November 4
Labor Day Recess (College Closed)	August 31 – September 2	General Election Day (College Closed)	November 5
Indigenous Peoples Day (College Closed)	October 14	Veterans Day (College Closed)	November 11
Midterm Week	October 15 –21	Last Day to Withdraw	November 25
College Fair	October 16th	Thanksgiving Recess (College Closed)	November 28 – December 1
Spring '25 Registration		Final Exam Week	December 7 – 13
Current Students(30+ hrs. completed, Veterans, Veterans Day)	October 28	Fall Intersession (All Classes Virtual)	December 16- January 5
Graduation Petition Deadline	November 1	Winter Break (College Closed)	December 19- January 1

SPRING SEMESTER 2025¹

Semester Begins (All Classes)	January 13	Professional Development In-Service (College Offices are Closed)	March 20
Martin Luther King Day (College Closed)	January 20	Classes resume	March 24
President's Day (College Closed)	February 17	Fall and Summer '25 Registration Current and New Students	March 31
Pulaski Day (College Closed)	March 3	Graduation Petition Deadline**	April 1
Midterm Week	March 9-15	Spring Recess (College Closed)	April 18-20
Spring Break (No Classes)	March 16-23	Last Day to Withdraw	April 28
		Final Exam Week	May 9-15
		Commencement	May 16
		Memorial Day (College Closed)	May 26

SUMMER SESSION 2025³

Memorial Day (College Closed)	May 26	Second 5-Week Session ³	June 9 – July 31
First 5-Week Session ³	May 27 – June 26	Graduation Petition Deadline ³	July 1
8-Week Session ²	June 9 – July 31	Independence Day Weekend (College Closed) ³	July 3
Juneteenth (College Closed)	June 19	Last Day to Withdraw (for 8-week Session)	July 28
Last Day to Withdraw (for 1st 5-Week Session) ²	June 23	Last Day to Withdraw (for Second 5-week Session)	July 28

¹Refund Policy

- 100% refund – within 10 calendar days from the start of the course that are 10-16 weeks in length (excluding holidays)
- 100% refund – within 5 calendar days from the start of the courses that are 6-9 weeks in length (excluding holidays)
- 100% refund – within 3 calendar days from the start of the course for courses that are 2-5 weeks in length (excluding holidays)
- 100% refund – before 1st days of class for courses that are less than or equal to one week in length (excluding holidays)

²Refund Policy

- 100% refund – within 10 calendar days from the start of the course that are 10-16 weeks in length (excluding holidays)
- 100% refund – within 5 calendar days from the start of the courses that are 6-9 weeks in length (excluding holidays)
- 100% refund – within 3 calendar days from the start of the course for courses that are 2-5 weeks in length (excluding holidays)
- 100% refund – before 1st days of class for courses that are less than or equal to one week in length (excluding holidays)

³Refund Policy

- 100% refund – within 3 calendar days from the start of the course for courses that are 2-5 weeks in length (excluding holidays)
- 100% refund – before 1st days of class for courses that are less than or equal to one week in length (excluding holidays)



DIRECTORY OF FULL-TIME FACULTY AND STUDENT SERVICES



Dial (708) 656-8000 for all extensions.

FACULTY	ROOM	EXT	FACULTY	ROOM	EXT
Andrade, Jorge	330B	2242	Martino, Dr. Shannon	327B	2286
Ashraf, Asiyya	309C	2279	Mathelier, Lisa	221C	2557
Avila, Malisa	310C	1320	Montgomery, Jered	330B	2409
Balek, Ludwig	326B	2240	Paez, Elizabeth	309B	2353
Bonick, Cara	322C	2267	Pearson, Dr. Dennis	308C	2410
Callon, Michael	313C	2312	Pencheva, Tsonka	308B	2452
Caruso, Lauren	303C	2264	Pierce, Dr. Tom	317C	2367
Casey, Craig	321C	1291	Ploszaj, Randi	308B	2554
Casey, Robert	325B	1353	Primm, Rebecca	113D	1317
Chesters, Dr. Sam	323B	1004	Pulaski, Andrew	308C	1412
Crockett, Janet	313C	1410	Reasner, Jenna	3316C	2376
Dharwadkar, Mihir	319B	2295	Riemer, Nathan	319B	2279
Dominguez, Carlos	304B	1292	Roman, Daniel	138-1D	1319
Edgar, Jason	332B	2403	Romero Yuste, Maria	215C	1315
Fabiyi, Edie	329B	2363	Russo, Trisha	241C	2397
Finke, Ashley	219B	2210	Sanchez, Alejandro	310B	2272
Garbe, Christine	314C	2336	Sanchez, Luis E.	326B	2326
Gatyas, Dr. Kenton	312C	2293	Schreier, Jennifer	223C	2556
Gilligan, Dr. Brian	327B	1409	Sedaie, Behrooz	302B	1326
Gilmartin, Beth	322C	2249	Seo, Dr. Kimberly	312C	1293
Gourlay, Jonathan	302B	2355	Sleeth, Bradley	112D	1316
Grady, Myeisha	307C	1351	Sonnier, Celeste	215C	1491
Green, Amy	329B	1363	Spaniol, Scott	310B	1405
Halmon, Jamie	309C	2552	Stanukinas, Melissa	307C	2375
Helmus, Dr. Sara	108C	1314	Sykora, Donald	113D	1324
Hernandez, Francisco	318B	2385	Thompson, Juhelia	322B	1414
Imburgia, Joseph	319B	2151	Tomchek, Ryan	325B	2292
Jonas, Michael	138D1	2482	Walley, Cynthia	312B	2384
Kasprowicz, Dr. Michael	306B	2351	Wood, Robert	321C	1313
Kelikian, Dr. Toul	314C	2260	Young, Amanda	138-2D	2283
Litwicki, Dr. Mark	321B	1381	Young, Cynthia	356B	2334
Loudon, Nicholas	330B	2231	Zukauskas, Karolis	321B	2330
Markel, Carolyn	223C	2356	*Adjunct Faculty	236C	2389
Mulvey, Irene	310C	1413			
Markussen, Dr. Prairie	218C	2386			

STUDENT SERVICES

Admissions & Records	1st Flr, B	2484	Fitness Center	201E	2274
Adult Education	214C	2373	Human Resources	247B	2300
Academic Advising	1st Flr, B	2484	Library	1st Flr, C	2321
Athletics	101D	2371	One Stop Center	1st Flr, B	2484
Business Office	203C	2305	Placement Testing	1st Flr, B	2484
Paisans (Cafeteria)	1st Flr,C	2458	Preschool	105D	2284
Campus Police	119C	2157	Student Activities	1st Flr, B	2262
Career Services	2nd Flr, B	2484	Theatre	1st Flr, A	2230
Cashier's Office		2268	Transfer Services	1st Flr, B	2484
Student Accommodations	1st Flr, B	2484	Tutoring	241C	2465
Financial Aid	1st Flr, B	2484			



READY, SET, REGISTER!

- Complete the Online Application for Admission
- Apply for financial aid
- Take a placement test
- Complete Part I of the Online New Student Orientation (NSO)
- Meet with your Student Success Coach
- Register for classes
- Pay tuition and fees
- Buy books and supplies
- Attend NSO Part II on campus (August - Fall enrollment and January - Spring enrollment)
- Attend Class! Good class attendance + Complete homework = **Success!**

For more details contact:

**recruiter@morton.edu
(708) 656-8000, Ext. 2484**





One Stop Student Services Center

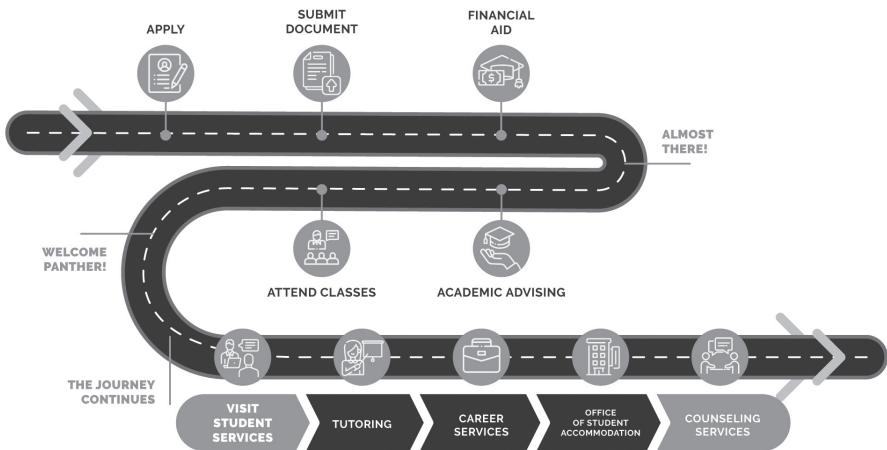
First Floor, Building B, Extension 2484

The One Stop Student Services Center is home to all student services. The Center includes Admissions & Records, Academic Advising, Financial Aid, and more. Computers and iPads are available to assist and address student needs.

For more information about the One Stop Student Services Center please visit <https://www.morton.edu/onestop/> Students may call (708) 656-8000, Ext. 2484 or email onestop@morton.edu to meet with a Student Success Coach, update their student records, request information on financial aid, or learn more about other services.

Student Identification Cards

Student identification cards are issued in the One-Stop Student Services Center located on the first floor of Building B. ID cards admit students to various College activities and entitle them to discounts in the Chicago metropolitan area. Students need a copy of their current course schedule and a photo identification card to request a Morton College Student Identification Card. Online requests are now accepted, visit www.morton.edu for more information.





Admissions and Records

One Stop Center, First Floor Building B, Extension 2484

This office processes new and continuing student admissions, registration, transcripts of MC credits and graduation certification. You may also obtain enrollment certification for insurance, Social Security, employer tuition reimbursement and other benefit plans from this office.

Financial Aid Office

One Stop Center, First Floor Building B, Extension 2484

Financial aid is available in the form of federal and state grants, loans, work-study and institutional scholarships. The Financial Aid Office coordinates these aid programs and assists students with the application process.

Students who receive financial aid must be actively pursuing their coursework throughout the semester.

After financial aid awards are applied to students' tuition, fees and bookstore charges, the credit balances are generally released to students in one disbursement at the end of the 5th week of the semester. Refunds are processed via direct deposit and by mail. Students are encouraged to sign up for direct deposit via the Panther Portal to receive their refunds electronically.

On Campus Student Employment

The Financial Aid Office assists students interested in working part-time on campus. Student Aide employment applications are on the HR website at <http://careers.morton.edu>. Visit the Career Services Office in Room 205B for permanent part-time and full-time employment opportunities off campus.

Veterans' Educational Benefits

Federal and state veterans' benefit programs are available at MC. You must complete and submit appropriate documents in order to establish your eligibility. Contact the Financial Aid Office to determine what documents will be required.

The following programs are available:

- Veterans' Dependents Educational Benefits (Chapter 35)
- Veterans Readiness and Employment (Chapter 31)
- The Post 9/11 GI Bill (Chapter 33)
- Selected Reserves GI Bill (Chapter 1606)
- Montgomery GI Bill - Active Duty (Chapter 30)

Continued on page 13



MORTON COLLEGE FOUNDATION SCHOLARSHIPS*

- Richard Newson Writing Award - Essay and Poetry
- Richard Newson Writing Award - Journalism
- Richard Newson Writing Award – Short Story
- Marion Cotten Memorial
- Ruth Eccles Memorial
- Norm Strumillo Scholarship
- Denny Johnson Scholarship
- Morton College Foundation Founders' Award
- MC Achievement Awards - University Transfer Program
- MC Achievement Awards - Personal/Public Service Area
- MC Achievement Awards - Health Occupations
- MC Achievement Awards - Industrial/Technical Program
- MC Achievement Awards - Business/Finance Area
- Classified Staff Union, Local 1600
- IL Community Scholarship System for Health
- Libby A. Vavra GED Award
- Robert P. Slivovsky Memorial
- Women in Need Grant
- Lillian Mary Baar Memorial
- Arthur J. Kryda Memorial
- Norman and Evelyn Scaman Memorial
- Berwyn Firefighters Local 506 Scholarship
- IL Municipal Police Association of Berwyn
- Stickney Police Association
- Charles Slezak Memorial (East)
- Charles Slezak Memorial (West)
- Olga H. Bush Memorial
- Walter R. and Dolores B. Bliss Scholarship
- Chico Carrasquel Scholarship
- Edwin G. Melich Memorial
- Joseph R. and Libby A. Vavra Scholarship
- Morton College – Freshman
- Morton College – Sophomore
- Henry and Marie Vais Scholarship
- Joaquin and Luis Jara Scholarship
- McCallion Family Scholarship
- Engineer/Computer Science Scholarship
- Rotary Club of Cicero-Berwyn-Stickney Scholarship
- Charley Krebs Memorial
- Judy Baar Topinka Public Service Award
- Veterans Scholarship
- Irving J. Vesely Scholarship
- UPS Scholarship
- Academic Excellence Scholarship
- HOPE Scholarship
- Leadership & Talent Award

*The list above are sample scholarships that may be available. Please visit the Financial Aid Office for the most current information.



OTHER PAYMENT PLANS DO NOT STACK UP AS WELL AS OURS

HERE ARE THE FACTS WHY...

COLLEGE EXPENSES, WHAT'S YOUR PLAN?

Paying for the rising costs of a college education is a concern for nearly every student and family. The fact is, few of us have the resources to simply write a check for the full cost of tuition each semester. So how are you meeting your costs? What's your plan? Do you have one?

Having a solid plan for covering the cost of college is an important step toward graduation. MC is pleased to enlist the services of Nelnet to make the process easier for you.

HERE IS A PROVEN PLAN

To help you meet your educational expenses, MC is proud to offer Nelnet as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a \$25 per semester nonrefundable Nelnet Enrollment Fee. You may budget your tuition and fees by either Automatic Bank Payment or monthly credit card deduction.

CONVENIENT ONLINE ENROLLMENT

Enroll in the Nelnet Payment Plan online at <http://my.morton.edu> or at morton.edu and clicking on the Panther Portal link (see page 8 for instructions on how to login to the Panther Portal).

- Under Financial Information click on "Sign up for the Nelnet Payment Plan"
- Click on the correct semester
- Once you are in the NBS website click on Proceed

Be sure to have the following information:

- Colleague Student ID number
- The name, address and email address of the person responsible for making the payments
- To protect your privacy, you will need to create your own unique Nelnet Access Code. Please be sure it is something you can easily remember
- Account information for the person responsible for payment.
- If paying by automatic bank payments, you will need the bank name, telephone number, account number and bank routing number. Most of this information is located in your check.
- If paying by credit card, you will need the credit card number and expiration date.

Visit morton.edu for more information.



Continued from page 10

- Illinois National Guard Grant
- Illinois Veteran Grant
- Illinois MIA/POW Scholarship Grant

Morton College Foundation Scholarships

The scholarships listed in the table on Page 11 have been offered annually to students at MC. Please contact the Morton College Foundation or each organization directly for application and deadline information. Most scholarships are awarded for academic excellence. Scholarships, award amounts and application deadlines are subject to change based on availability of funds.

Placement Testing Center

One Stop Center Extension 2484

The Placement Testing Center administers placement tests in the areas of English and math to measure current skills. Students may be required to complete placement testing if they are:

- **Enrolling in an English composition course**
- **Enrolling in a math course**
- **Pursuing a degree or certificate program at MC requiring English or math**

Students should speak with their Student Success Coach before scheduling a placement exam to determine if they are eligible to bypass the exam by using one of the alternate placement measures available.

Morton College does not currently accept placement test results from other colleges or universities. Before testing at MC, students must fill out the College's online application and be assigned a student ID number. Test scores are valid for three years from the date of administration for English and two years for math. Students are given two tests attempts to determine a best placement. Students who have already begun their course sequence are ineligible for retesting.

ACCUPLACER review materials and study resources are available from the One Stop Center and through our website – www.morton.edu

ACCUPLACER review classes are also available to help students prepare for the placement test. Contact the Community Education Department.

For placement testing appointments, stop by the One Stop Center, first floor Building B or call (708)-656-8000 Extension 2484

Placement testing for adult education classes is handled by the adult education department. For more information, call Extension 2373 or 2374.



College Fairs—The College sponsors various college fairs each year, one of them being the Private Illinois Colleges and Universities (PICU) Fair which features private transfer institutions.

College Campus Visits—The College hosts visits to various transfer universities in Illinois. Campus visits provide students the opportunity to meet with university representatives, current undergraduate students, and experience the campus first hand. Participation is free to all currently enrolled MC students who are in good standing.

College Tours—Become more familiar with MC by taking a campus tour. A tour of the college is a perfect way to learn your way around the campus, visit our state-of-the-art facilities and experience

Scholarship Information—Students are provided with scholarship information offered by colleges, universities and private agencies.

Registration

Registering for a Course

All students planning on attending MC must register for courses and pay tuition and fees before being considered officially enrolled. The Course Schedule lists days and times courses are offered and registration instructions.

All students are encouraged to take the MC Placement Exam and meet with an Student Success Coach before registering to ensure that appropriate courses are taken. To set-up an appointment, contact the Academic Advising Department at (708) 656-8000 ext. 2484.

Late Registration

Students are discouraged from registering for any class that has already met. However, with the written approval of the instructor on a Registration form, a student may register for a course up to six calendar days after the class has met. Registration for a course after these six calendar days is prohibited.

Tuition and Fees*

Tuition and fees are payable in U.S. currency on dates designated by the College. Students failing to meet published payment deadlines may be dropped from courses.

NOTE: You will receive a tuition bill at the time of registration from the Office of Admissions and Records. If payment is not received by the due date, you may be dropped from your courses. If you are dropped from your courses, you may re-register with no guarantee of obtaining the same course schedule. Additionally, non-attendance does not constitute official withdrawal from your courses. It is the student's responsibility to officially withdraw from a course. Unless you officially withdraw from a course, you are still responsible for all tuition and fees for any course for which you have registered. The College refunds tuition and fees only when official drop forms are properly completed, authorized and processed through the Office of Admission and Records and only according to the Tuition Refund Table found in the current MC course schedule. Telephone requests for courses to be "dropped" are not accepted.
(Continued on page 16)



When evaluating SAP, the highest attempt will be calculated in the student's GPA, and ALL attempts will be attempted and completed (if applicable) credits. This repeat policy applies to all courses whether or not financial aid was utilized.

Students may be paid for repeatedly failing the same course (normal SAP policy still applies to such cases). If students withdraw before completing the course that they are being paid Title IV funds for retaking, the course is not counted as their one allowed retake for that course. However, if students passed a class once and are repaid for retaking it but fail the second time, the failure counts as their paid retake and they may not be paid for retaking the class a third time.

Students who plan to retake a course should first consult with an Student Success Coach and a financial aid advisor. Students planning to transfer to another college are urged to check that college's course retake/repeat policy as it may differ and your transfer admission grade point average could be different.

Bookstore

The Morton College Bookstore is now the Morton College / Follett Virtual Bookstore. Students can purchase new or used books as required by Morton College faculty. Some textbooks are available for rent or in a digital format. Students can also sell their used books to the store for cash back. Please visit www.MortonShop.com for more information. For questions with your order, the Virtual Bookstore Customer Service Team is available at <https://customersupportcenter.highered.follett.com/hc/en-us> or by phone at 800-381-5151.

New Student Orientation

New Student Orientation (NSO) is an essential step in beginning your educational journey at Morton College. Orientation will prepare you to be a successful student during your degree completion. Students can begin Part I of online orientation before registering for classes. Part II will be held on campus before the start of the semester for all new students. New Student Orientation is mandatory for all new students. Students can obtain more information and reserve their seat after completing Part I first, by contacting us at recruiter@morton.edu, (708) 656-8000, Ext. 2484 or stopping by One Stop Center, located in Building B, 1st. Floor.



NSO Part I

New Student Orientation can be completed at the student's convenience online before registering for classes. The online orientation should take about one hour and includes quizzes after each module and will let you save your space if you need to return to it another time.

Once NSO Part I is done, you can meet with a Student Success Coach and register for classes. Do not wait until NSO Part II to register for classes.

Once NSO Part 1 is completed you are able to meet with an Student Success Coach and register for classes. Do not wait until NSO Part II to register for classes.

NSO Part II

You will not want to miss all the fun New Student Orientation Part II has to offer! New Student Orientation Part II will include speakers; interactive activities, music, raffles, giveaways, and a chance to meet with faculty and staff, and other new students.

Students can obtain more information and reserve their seat by contacting us at recruiter@morton.edu, (708) 656-8000, Ext. 2484 or stopping by the One Stop Center, located in Building B, 1st. Floor.

Student Emergency Fund

The Morton College Student Emergency Fund was created to provide eligible students facing short-term, non-reoccurring financial emergencies with help. Students may request funds for an emergency situation, or for unanticipated and compelling circumstances that jeopardize their ability to successfully continue in school. Student Emergency Funds will be provided in the form of grants, and typically will range from \$100 to \$500 depending on the need.

To request funding, please complete the application form available at <https://www.morton.edu/financial-aid/student-emergency-fund/>

Panther Pantry

The Panther Pantry is open to assist in the increased need for food in our community. Quantities and varieties of produce, canned and dry food options are available and vary weekly. The pantry is available for students, staff and faculty and it's in room 328C. For questions, email pantry@morton.edu.

Attendance Policy

The attendance policy for each course is outlined in the course syllabus distributed by the instructor on the first day of class. Instructors may consider tardiness and absences as factors when determining student achievement. Absences caused by approved College activities are not counted in this determination. Students are responsible for making arrangements with their instructors to complete coursework missed due to an absence.



Grade Points

A Excellent.....	4.00
B Good	3.00
C Average.....	2.00
D Poor	1.00
F Failure	0.00
P Pass	0.00
U Unsatisfactory	0.00
V Audit	0.00
I Incomplete	0.00
W Withdrawal	0.00

Grading Policy

At the end of each semester, students can access grade reports through their student portal, the Panther Portal at my.morton.edu. Only final grades are entered on a student's academic record and used in computing the student's grade-point average (GPA). Only 100-level courses and above are used to determine the GPA.

Calculating Your Semester Grade Point Average (Sample)

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Graded Hours of Enrollment}}$$

For example, computing a semester GPA would look like this:

$$\begin{aligned} \text{Total hours} &= 14 & \text{Total Quality Points} &= 42 \\ & & \frac{42}{14} &= 3.0 \text{ GPA} \end{aligned}$$

Class	Hours	Grade	Points	Total Quality Points Hours X Points
SPE 101	3	B	3	3x3=9
MAT 102	4	C	2	4x2=8
HUM 150	3	B	3	3x3=9
GEL 101	4	A	4	4x4= 16



The U.S. Department of Education requires a policy to use both the qualitative (GPA) and quantitative (Completion Percentage) criteria when measuring SAP.

MC reviews SAP at the end of each payment period and has approved the following standards defining SAP in accordance with regulations issued by the U.S. Department of Education.

SAP Standards:

1. Cumulative GPA is a minimum 2.00 or higher and;
2. Cumulative completion rate is a minimum 67% or higher and;
3. Completion of program within 150 percent maximum timeframe allowed.

SAP Statuses

The following are various types of SAP statuses assigned to students applying and receiving Title IV funding. All courses earned at MC and transferred into a student's program are used when determining SAP statuses, including credits earned while not receiving Title IV funding.

Eligible SAP Statuses:

1. **Satisfactory** is assigned to students who are meeting the following criteria:
 - a) Cumulative GPA is a minimum 2.00 or higher and;
 - b) Cumulative completion rate is a minimum of 67% or higher and;
 - c) Completion of program within 150 percent maximum timeframe allowed.
2. **Warning** - When students do not meet the cumulative GPA and/or completion percentage requirement(s) portions of SAP standards, they are placed on warning and notified accordingly. Students remain on warning until the next time SAP is reviewed; which is the next payment period. During the warning period, students remain eligible for federal financial aid for one payment period only.

Eligible SAP Statuses with Conditions:

1. **Probation** - Assigned to students who are within one term of meeting SAP standards. Students, who have appealed and are approved, and placed on probation, and are eligible for Title IV funds, must meet SAP standards at the end of the subsequent payment period.



The maximum timeframe for the completion of a degree/certificate program is defined as no more than 150 percent of the normal timeframe required to complete the degree program. For an undergraduate program, this is measured in credit hours.

For example, a normal two-year degree program requires 62 credits to complete (graduate). Students must complete the degree within 93 hours in order to remain eligible for Title IV funding.

Please Note: Coursework that transfers into an eligible program will be included in a student's credit hours attempted and completed.

Students can appeal maximum timeframe.

Students who previously were on Warning, Probation, Termination, or an Academic Plan status will return back to a SATISFACTORY status if the following conditions are met:

1. Cumulative GPA equals 2.00 or higher and;
2. Cumulative Completion Rate equals 67% or higher and;
3. Completion of program within 150 percent maximum timeframe allowed.

Equality: All students must adhere to SAP regulations. This includes those who are not using any financial aid dollars. All appeals of GPA, Pace and Timeframe must be reviewed by the SAP team.

SAP Appeal Process and Procedure

Appeal Procedures

Students not meeting SAP requirements have the option to appeal their termination of financial aid. The following categories are appealable: Grade Point Average, Pace of Completion, and Maximum Timeframe.

Appeals are reviewed at least once per month by a committee composed of various employees of the college. It is the responsibility of the students to initiate any appeal.

Students must submit their appeal between the dates noted on the appeal form in order to be considered for the appropriate term. Removal of an academic restriction by Admissions, Registration, Counseling Advising, or another MC office does not constitute reinstatement of federal aid eligibility. All appeal decisions are final.

Appeals are based on a documentable extenuating circumstance impacting academic performance. Extenuating circumstances are considered to be past events that are no longer barriers to prevent academic progress. The appeal application must support how the students are now in a position to be academically successful. Appeals should include all documentation required to be reviewed. Failing to submit all documents will automatically deny your appeal. You may resubmit your appeal



Strategies for Succeeding in College

College is more than just another educational experience. It is a new way of life for the next year or two. In the past, going to school was required. But now, continuing your education is your choice. And throughout this experience, you will make decisions determining how successful you will be in your studies.

Careful planning now will help you get the most out of your college education. By setting goals and working to achieve them, you will enjoy a successful college experience and learn valuable life skills.

Goal Setting

- Identify what your goals are and your own strengths and weaknesses. A good place to start is Career Services!
- Attend all classes, but select a classmate to take notes or collect course work when you are absent.
- Strive for an “A” average. Build a study plan that includes doing all home work as well as turning all assignments in on time.
- Keep a positive attitude and stay determined.
- Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.

Tips for Preparing for Tests

- Read and recite ideas out loud.
- Work in a study group.
- Ask your instructor how to prepare for his/her exam.
- Work through some sample questions/problems.
- Visit the Tutoring Center located in Room 241C for help.
- Start preparing for the test over several days and study when you are fresh.
- Get a good night’s sleep the night before a test and eat a good breakfast in the morning.
- Relax, take a deep breath and think positive.



Pell Recalculation Date Policy (PRD)

The Department of Education (ED) requires schools to disburse the Federal Pell Grant based on a student's level of enrollment (i.e., full-time, three-quarter time, half-time or less than half-time). Stafford Loans and other financial aid programs also have minimum enrollment requirements.

The following information pertains to the Federal Pell Grant and explains how enrollment status is determined for awarding purposes.

The census date, also known as the Pell Recalculation Date (PRD), is the last day for students to add or drop courses before "locking in" their enrollment status for Pell Grant awarding purposes. Morton College (MC) uses the award period census date for all students who attend classes at the start of the semester.

MC recognizes that some students will register AFTER the term begins and AFTER the PRD. For example, full-term, 1st 8-week, or late start courses. MC will use the date the Pell Grant is first awarded or the first day the student registers for their first course (whichever date comes last) to determine the PRD for such students.

The award period census dates can be found on our website in the Financial Aid Calendar.

Note: All registration activity must be completed by each term's census date (PRD) to have the courses count toward your enrollment status. Students adding additional courses late in the semester will not be eligible for an increase to their Pell Grant if the course is added after the PRD for the semester. Any registration activity that occurs after the census date (PRD) will be excluded from receiving financial aid.

Why Does Morton College Adjust Enrollment Levels?

The Higher Education Act of 1965, as amended, mandates that schools adjust enrollment level for various reasons, including:

- Not maintaining the original level of enrollment
- Not beginning attendance in all registered courses
- Dropping a module class (such as a late start class) before it begins
- Courses are canceled by the college
- Changes to a student's Estimated Family Contribution (EFC)
- A professor is unable to document your attendance in a class

How Is Your Pell Grant Amount Determined?

Your initial Pell Grant is awarded on the assumption you will be a full-time student. Before your aid first disburses for the semester, the number of financial aid eligible credits is reviewed. *Only courses applicable to your eligible program of study will be used to determine your enrollment status.* If enrolled in fewer than 12 credits, your Pell Grant will be recalculated and adjusted to your enrollment level.

Semester enrollment levels will be adjusted appropriately through the census date for the semester (i.e., fall, spring, and summer), and federal payments will be issued based on the total enrollment level calculated on this date. Withdrawing from classes after the census date will not impact a student's financial aid enrollment level should you begin attendance in each course Return of Title IV (R2T4) policy still applies



Exceptions

Exceptions to this policy will be made only in the case of institutional error (such as professor mistake) as deemed appropriate by the college. No other exceptions or appeals can be made to this policy.

Financial Aid Policies

All financial aid policies (For example: Satisfactory Academic Progress (SAP) and R2T4 still apply to all courses a student is enrolled in regardless if he course is included in the enrollment status for Pell Purposes.

Pell Recalculation Date Enrollment Examples

(These examples assume the student begins attendance in all courses)

Examples #1 Initial Pell Calculation Performed After the PRD

Fall term begins Aug. 15, 2023, with a Pell Recalculation Date (PRD) of Aug. 30, 2023 and the student enrolls for fall AFTER the PRD and then applies for financial aid.

A. Jennifer enrolls in 10 credit hours on Sept. 15, 2023 (After the PRD) and begins attendance in 10 credit hours. Morton College then receives her ISIR and performs the initial Pell calculation on Sept.20, 2023. The Pell is awarded and paid as a three-quarter-time student at 10 credits.

B. If she later adds more credits or drops credits, her Pell Grant will not be adjusted.

Examples #2 Initial Pell Calculation Performed Before the PRD

Fall term begins Aug. 15, 2023 with a PRD of Aug. 30, 2023

A. Charlie begins attendance on Aug. 15 in 6 credit hours, but adds an additional course of 3 credit hours on Sept. 1. Charlie's enrollment status for Title IV purposes is six credit hours (half-time).

B. If Charlie were to begin attendance on Aug. 15 in 12 credit hours, but drop two courses for a total of six credit hours on Sept. 1, his enrollment status for Pell purposes would be 12 credit hours (full-time).

When determining Pell eligibility, a school must use the enrollment status established on the earlier of the date of withdrawal or the PRD, whichever comes first.

- If the student withdraws prior to the PRD, the enrollment status for Pell purposes is established as of the withdrawal date
- If student adds a course after the PRD and subsequently withdraws, the enrollment status for Pell purposes is established at the time of the PRD.



Spring

STUDENT PLANNER

WORKSHEET

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						

FINAL

FINAL COURSE SCHEDULE					
Course	Time	Instructor	Office	Phone	E-mail



AUGUST '24

19 Monday

20 Tuesday

Semester Begins

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

21 Wednesday

22 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

23 Friday

24 Saturday

25 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



SEPTEMBER '24

2 Monday

Labor Day Recess
(no classes, college closed)

3 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4 Wednesday

5 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6 Friday

7 Saturday

8 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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SEPTEMBER '24

16 Monday

17 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

18 Wednesday

19 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

20 Friday

21 Saturday

22 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



SEPTEMBER/OCTOBER '24

30 Monday

1 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2 Wednesday

3 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4 Friday

5 Saturday

6 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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OCTOBER '24

14 Monday

Indigenous Peoples Day
(no classes, college closed)

15 Tuesday

Midterm Week

16 Wednesday

Midterm Week

17 Thursday

Midterm Week

18 Friday

Midterm Week

19 Saturday

Midterm Week

20 Sunday

Midterm Week

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OCTOBER/NOVEMBER '24

28 Monday

29 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

30 Wednesday

31 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1 Friday

2 Saturday

3 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



NOVEMBER '24

11 Monday

Veterans Day
(no classes, college closed)

12 Tuesday

13 Wednesday

14 Thursday

15 Friday

16 Saturday

17 Sunday

imagine what you can do



NOVEMBER/DECEMBER '24

25 Monday

26 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

27 Wednesday

28 Thursday

Thanksgiving Recess
(no classes, college closed)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

29 Friday

Thanksgiving Recess
(no classes, college closed)

30 Saturday

Thanksgiving Recess

1 Sunday

Thanksgiving Recess

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



DECEMBER '24

9 Monday
Final Exam Week

10 Tuesday
Final Exam Week

11 Wednesday
Final Exam Week

12 Thursday
Final Exam Week

13 Friday
Final Exam Week

14 Saturday
Winter Recess
Begins

15 Sunday

imagine what you can do



DECEMBER '24

23 Monday

Winter Break

24 Tuesday

Winter Break

25 Wednesday

Winter Break

26 Thursday

Winter Break

27 Friday

Winter Break

28 Saturday

Winter Break

29 Sunday

Winter Break

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JANUARY '25

6 Monday

7 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8 Wednesday

9 Thursday
Faculty Seminar Day

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10 Friday

11 Saturday

12 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



JANUARY '25

20 Monday

Martin Luther King Jr. Day
(no classes, college closed)

21 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

22 Wednesday

23 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

24 Friday

25 Saturday

26 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



FEBRUARY '25

3 Monday

4 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5 Wednesday

6 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7 Friday

8 Saturday

9 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



MARCH '25

3 Monday

Pulaski Day
(no class, college closed)

4 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5 Wednesday

6 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7 Friday

8 Saturday

9 Sunday

Midterm week

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



MARCH '25

17 Monday

Spring Break
(no classes, college open)

18 Tuesday

Spring Break
(no classes, college open)

19 Wednesday

Spring Break
(no classes, college open)

20 Thursday

Staff Professional Day
(no classes, college closed)

21 Friday

Spring Break
(no classes, college open)

22 Saturday

Spring Break
(no classes, college open)

23 Sunday

imagine what you can do



MARCH/APRIL '25

31 Monday

1 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2 Wednesday

3 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4 Friday

5 Saturday

6 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



APRIL '25

14 Monday

15 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

16 Wednesday

17 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

18 Friday

19 Saturday

20 Sunday

Spring Recess
(no classes, college closed)

Spring Recess
(no classes, college closed)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



APRIL/MAY '25

28 Monday

29 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

30 Wednesday

1 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2 Friday

3 Saturday

4 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



'25 MAY

5 Monday

6 Tuesday

7 Wednesday

8 Thursday

9 Friday

Final Exam Week

10 Saturday

Final Exam Week

11 Sunday

Final Exam Week

NOTES:





MAY '25

12 Monday

Final Exam Week

13 Tuesday

Final Exam Week

14 Wednesday

Final Exam Week

15 Thursday

Final Exam Week

16 Friday

Commencement

17 Saturday

18 Sunday

imagine what you can do



MAY/JUNE '25

26 Monday

Memorial Day
(no classes, college closed)

27 Tuesday

1st 5-week Session
5/27 - 6/26

28 Wednesday

29 Thursday

30 Friday

31 Saturday

1 Sunday

imagine what you can do



JUNE '25

9 Monday

8-week Session 6/9 - 7/31

10 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11 Wednesday

12 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

13 Friday

14 Saturday

15 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



JUNE '25

23 Monday

24 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

25 Wednesday

26 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

27 Friday

28 Saturday

29 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



JULY '25

7 Monday

8 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9 Wednesday

10 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11 Friday

12 Saturday

13 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



JULY '25

21 Monday

22 Tuesday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

23 Wednesday

24 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

25 Friday

26 Saturday

27 Sunday

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

imagine what you can do



AUGUST '25

4 Monday

5 Tuesday

Final Grades Due (2 P.M.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6 Wednesday

7 Thursday

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8 Friday

9 Saturday

10 Sunday

Last Friday Off
(Student Services Open)

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imagine what you can do



AUGUST '25

18 Monday

19 Tuesday

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20 Wednesday

21 Thursday

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22 Friday

23 Saturday

24 Sunday

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imagine what you can do



ACADEMIC INFORMATION

COMMUNITY AND CONTINUING EDUCATION

Community and Continuing Education non-credit programs reflect the latest industry and real-world development trends and offer exciting learning opportunities for our diverse community. These non-credit classes focus on students' specific interests, and allow them to reach a personal goal, whether that is employment, entertainment, or social engagement, in a short amount of time.

Community Education programs target students who are looking to develop their interests and hobbies, like Ceramics, Yoga, or Auto Maintenance. Morton College offers a review class for the college placement test, Summer STEAM and sport programs for young learners and Skills for Daily Living program for adults with mild to moderate intellectual disabilities.

Continuing Education program offers non-credit certificates for job seekers in industries with high-demand positions, including Healthcare, Hospitality, and Logistics & Transportation. Students who earn an employer-recognized certificate are much more likely to find steady employment in the industry of their choice. The certificate courses are also for professionals already working in the field who are looking to advance their careers.

For more information and course details contact: Community & Continuing Education Office at (708) 656-8000, Ext. 2383, continuing_education@morton.edu.

Accommodations for Students with Special Needs

One Stop Center - 1st Floor, Building B, Extension 2433
In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, MC assists students with disabilities by providing access to its campus and programs. To gain access to services, students should contact the Office of Student Accommodations at (708) 656-8000, Ext. 2433 or the One Stop Center Specialist, Ext. 2484 at least four weeks before the semester begins. To be eligible for services, students will be required to provide records documenting their disabilities.





Skills for Daily Living

Skills for Daily Living is a non-credit enrichment program designed for students, ages 18 and over, that have mild to moderate intellectual disabilities. Classes are designed to develop and expand students' life skills in an ability appropriate college environment. Program content focuses on the needs and interests of students enrolled.

For more information, e-mail Mary Jo Buongiorno, Skills for Daily Living Program Coordinator, at maryjo.buongiorno@morton.edu

High School Completion (both English and Spanish) and ESL Classes

The Adult Education department offers classes for high school completion in both English and Spanish, as well as ESL classes. For more information, call Extension 2373/2374.

Enrollment in Developmental Courses

To help students achieve their educational goals, the College adheres to a policy of required placement testing or an approved alternative placement method and fulfillment of developmental course(s). All students who are degree-seeking, in a transfer track or enrolled in a certificate program requiring English or Math must complete placement tests or be placed by another approved placement method. Students placing into developmental English and/or Math courses must begin taking these courses within the first 12 semester hours of study at the College. Students who place into developmental coursework may be restricted from enrolling in certain courses. To increase the chances of student success, students are encouraged to meet with their Student Success Coach to design a schedule that best suits their educational needs.

Auditing a Course

Students wishing to audit a course must meet all admissions and registration regulations and pay the required tuition and fees. The student should declare their intention to audit a course at registration. However, a student may change from credit to audit or audit to credit by completing an Add/Drop Form and obtaining the instructor's written approval. Requests for change of audit status must be submitted to the Office of Admissions and Records before the course's mid-term week or no later than the seventh week of a 16-week course, or the third week of an eight-week course. Courses shorter than eight weeks will have different deadlines. For further information, contact the Office of Admissions and Records. Counseling service is available by appointment, please contact (708)656-8000, ext.2318



Non-Traditional Learning Program

The Non-Traditional Learning program allows students to translate knowledge and skills acquired outside the classroom into college credit. For example, a student who has acquired knowledge by working in word processing may seek credit in specific Word processing courses offered at Morton College.

Students may be granted up to 30 credit hours in this program. Petitions for Non-Traditional Learning Credit and requests for additional information are available at the Academic Advising Center and from the appropriate academic Dean. Non-Traditional Learning Credit cannot be used to satisfy the MC academic residency requirements.

A maximum of 30 semester hours of credit earned through Non-Traditional Learning may be applied toward graduation requirements. All other graduation requirements also must be met.

In accordance with state regulations, no grade received through Non- Traditional Learning is recorded for course credit. The student's academic record will indicate only that credit has been established. The student is responsible for finding out if such credit will transfer to another college or university and if it will be applied toward a specific degree or certificate program.

Dropping a Course

For a 16-week course, a student may drop from a course after initial registration until two weeks before the last day of the semester. For Summer semester, it is one week before the end of the semester. Courses shorter than one semester may have different drop dates.

To drop a course, please refer to the Course Drop Procedure as outlined below. Courses shorter than the traditional length of each semester may have different drop dates.

COURSE DROP PROCEDURE

Students may drop a course by logging in to their Panther Portal online at <http://my.morton.edu> or by completing an add/drop form available in the Office of Admission and Records. To drop a course in person a student must submit the form to the Office of Admission and Records for processing before the deadline date. Refunds of tuition and fees will be allowed only as specified in the Refund Policy.

* For information on dropping Adult Education courses, contact the Assistant Dean of Adult Education, Community Programming & Outreach at (708) 656-8000, Ext. 2367.



Incomplete Grade Policy

A grade of "I" (Incomplete) may be granted by an instructor. The instructor will issue the student an Incomplete Grade Contract specifying the requirements that must be completed and the due dates. When all course requirements have been met, the instructor will submit a Change of Grade Form to the Academic Deans Office to change the "I" grade to the appropriate final grade. If a grade of "I" is not changed by the instructor by the specified expiration date (excluding summer session), it will be automatically changed to an "F" (failure) grade. A student given a grade of "I" cannot drop that course.

Transcript

A transcript of a student's academic record at Morton College may be obtained by completing an electronic request. Upon receipt of a student's electronic request and payment, official copies will be sent to other institutions, prospective employers and agencies. All financial obligations and other restrictions must be fulfilled before a transcript request will be fulfilled.

Grade Forgiveness

A student may repeat a course previously attempted at MC but will receive credit for it only once. The higher grade earned will be used in computing the student's cumulative GPA. The new GPA will be recalculated within eight weeks from the end of the semester in which the higher grade was earned (Students should be aware that there is no assurance that other institutions will recognize this forgiveness provision).

Grade Appeal Procedure

Student grades as reported by faculty are considered final. In the event a student desires to appeal a grade, the following process will be followed:

- Within 10 school days of the grade being made available to the student portal the student must notify in writing via e-mail to the faculty member and copy (cc) the Department Chair and Academic Dean of their dispute with the posted grade. Students are solely responsible for replying to all correspondence on a timely basis.
- The student must initiate a discussion with the course instructor and try to reach an agreement with respect to the course grade.
- After discussion with the course instructor, if a student does not reach an agreement with the faculty member's decision, the student must appeal in writing to the appropriate academic dean within 5 additional school days.
- Subsequently, the dean will review the appeal and consult with the faculty member about the student's course grade.



- If the dean and faculty member cannot resolve the situation, the dean will convene, within 5 school days, a committee comprised of three full-time faculty members who will meet to discuss the dispute and reach an appropriate resolution.
- If the committee convened by the dean fails to reach a satisfactory resolution, then the faculty member or the student may, within 5 school days, appeal in writing to the Provost.
- The Provost will review the appeal and render a decision. The decision made by the Provost shall be deemed final.

Graduation Procedures

To receive a degree(s) and/or certificate(s) from MC, candidates must:

- Meet with their Student Success Coach during their final semester to ensure all requirements are met for their desired program of study
- Complete the graduation application, which is available on the Panther Portal and pay relevant fee(s). The application deadline for each semester is listed on the Morton.edu website and within this handbook.

To add to the academic experience, students are encouraged to participate in May commencement exercises. Graduates from the summer and fall terms preceding the commencement date and candidates for spring are invited to participate. Diplomas will be mailed to students approximately 8 to 10 weeks after the semester has ended and on completion of final graduation audits. Diplomas will not be issued until all graduation requirements and financial obligations to the College have been met. Students failing or withdrawing from required courses should immediately contact their Student Success Coach.



OTHER IMPORTANT RESOURCES

Library

The Morton College Library's mission is to be an exemplary academic library that supports the educational goals and meet the college mission. The Library is dedicated to providing instruction and access to resources and services that support the academic program and the general information needs, intellectual development, and professional growth of the entire college community. The Library is located above the One Stop Center.

Materials: The Library's collection includes over 7,000 books, 43 periodicals, access to over 90 databases which include ebooks, streaming services, and digital magazines/periodicals. Many of the databases are subject based and provide students with full text options to meet their research needs. Visit the Library's website: <https://www.morton.edu/mclibrary>, to access the Library's expanded digital resources. The online catalog provides users a single search point to all of the Library's resources and gives an easy look-up of different library materials. The Library also has a non-traditional collection, "The Library of Things", that gives students access to items like: digital cameras, hotspots, art boxes, nursing equipment, full size skeletons, and other things.

Services: Library users can visit The Circulation Desk for all their information needs. The staff provides reference, circulation, and other services from one desk. Reference librarians help students navigate the library's rich collection of online and print sources. Librarians also provide information literacy instruction detailing how to find, evaluate, and cite sources for college projects. Morton College Library is a member of CARLI, the Consortium of Academic and Research Libraries in Illinois. The online library catalog I-Share, offers materials from over 100 academic libraries throughout Illinois. Students are able to also request materials from other academic institutions through I-Share.

Technology Assistance: The Library has both PC and Macintosh hardware. The library staff assist students with their technology questions. Our staff provides assistance with questions about MS Office and Apple office applications, other online software, e-mail, printing, and copying. The Library is also a point of contact for questions relating to the virtual bookstore. Students can talk to the library staff to get answers to questions they may have about gaining access to their course materials as well as ordering their books.

Study space: The library is a quiet space for students. We are equipped with 8 group study rooms for groups of up to 4 students per room. The rooms come equipped with a large monitor and Apple TV's students can use to connect their devices to assist with their studies.

Library Cards: A Morton College ID serves as their Library card. Current Morton College IDs must be presented to borrow materials from the Library. (Student ID's are currently issued by Student Activities located on the first floor of Building A.)



Library Hours:

Please check the Morton College Library website for current hours:

<https://www.morton.edu/mclibrary>

For further information regarding Library services or to schedule tours and instruction please call (708) 656-8000 extension 2321 or email reference@morton.edu.

Tutorial Services

The Tutoring Center 241C, Extension 2465,

tutoring@morton.edu, offers free tutoring to all Morton College students.

Professional tutors are available to help you with writing, math, chemistry, biology, physics, engineering, anatomy and physiology, and nursing. Tutoring is available by appointments and walk-ins. Tutoring is also available for Adult Education students through Project CARE.

Management Information Systems (MIS)

The Management Information Systems (MIS) Department provides expert, friendly and effective technical support and creative technology solutions to Morton College students, faculty and staff.

We are happy to answer any questions regarding:

- Panther Portal

Morton College's student portal allows students to:

- Access student e-mail
- Register for courses
- Set up payment plans
- View registration statements
- View financial aid awards
- Read important campus announcements and campus news
- Learn about upcoming campus events
- and much more!

- Blackboard
- E-mail
- Morton College Website
- Wireless
- Smart Boards

The MIS Help Desk can be contacted by:

- Phone: (708) 656-8000, Ext. 2444
- E-mail: helpdesk@morton.edu
- Submitting an Online ticket via the Panther Portal
- Visiting the MIS department in Building B, Room 204



RULES AND REGULATIONS

Code of Student Conduct

Morton College assumes that students govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The purpose of the Code of Student Conduct is to provide fair and reasonable rules and procedures to promote educational development and to ensure that students do not engage in conduct that interferes with the mission or the daily operation of the College.

Prohibitions

For the College to carry out its responsibilities and to provide students with the most beneficial educational experience, the following actions have been deemed as violations of the College's Code of Student Conduct: This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited. Any conduct that the Dean of Student Services determines could endanger the safety or security of members of the College community or is harmful to the College environment is also prohibited.

•All forms of academic dishonesty, including but not limited to circumventing testing and/or assessment procedures, cheating, plagiarism, forgery and alteration or unauthorized use of College documents, records or instruments. (Please see the Academic Honesty Policy for details.)

- Engaging in conduct that interferes with, disrupts or obstructs teaching, the performance of institutional duties or the pursuit of educational, administrative, or other authorized College activities; or occupying College buildings or property after notice to depart has been given.
- Abuse, damage, or vandalism (including all forms of graffiti) to the personal property of a member of the college community, and/ or theft of College property on campus or at an official College activity off campus. nauthorized entry to College facilities. Theft of College property includes theft of College services and products and includes but is not limited to software licensing infringements and illegal copying/downloading of copyrighted materials.
- Tampering with or disabling fire and safety equipment, systems or posted instructions for their use, as well as causing false alarms of fire or emergency systems; failing to exit College facilities when an alarm is sounded; failing to comply with emergency procedures as directed by College officials or those acting in their stead.
- Unauthorized possession or duplication of keys or key cards to College property or passwords to College information technology systems and the distribution of such keys and/or passwords to other persons.



- Drug & Alcohol-Free Campus page 116; and Medical Marijuana Policy page 119 : Even though the Illinois Cannabis Regulation and Tax Act (effective January 1, 2020) allows for persons over the age of 21 to use cannabis under specific circumstances, no person shall use or possess any cannabis product, recreational or medicinal, while on College premises or participating in any College-sponsored program, activity, or event. The possession of, use of, or being under the influence of illegal drugs, controlled substances, narcotics, or alcoholic beverages, without an authorized prescription issued by a medical authority, while on campus or at an official College activity off campus; the sale or distribution of illegal drugs, controlled substances, narcotics, or alcoholic beverages while on campus or at an official College activity off campus; the intentional misuse of legally prescribed drugs or medications and/or the sale or distribution of these drugs to other people.
- Verbally, in written form, or physically abusing, harassing (including but not limited to harassment on the basis of sex), threatening, assaulting (including but not limited to sexual assault, as defined in the College's Sexual Misconduct policy) or endangering the health, safety or well-being of any person on campus or at an official College activity off campus. This includes (a) a student who threatens to cause harm to himself/herself, and (b) all conduct or communications that a reasonable person would interpret as a serious expression of intent to cause physical or mental harm to a person or damage to a person's property.
- Hazing, stalking, creating a hostile environment, and any other behaviors which intimidate, threaten, coerce, or endanger the safety of others, or which interfere with the safety of any member of the College community or its guests.
- Unauthorized use of College facilities, equipment, and services including but not limited to telephones, e-mail system, internet, computer networks, photocopy machines or fax machines.
- Denying a trustee, employee, student or guest of the College freedom of movement or use of the facility.
- Loud, abusive or offensive language; loitering; gambling; indecent exposure of the body including but not limited to urination or defecation in public, and lewd or obscene conduct.
- The use and/or possession of firearms, ammunition, explosives, explosive devices, fireworks, other weapons or dangerous chemicals on College premises or at an official College activity off campus; the intentional misuse of chemical or flammable substances normally used in the educational process on College premises or at an official College activity; Firearms are never permitted to be carried on the College campus by students; an enrolled student who may be otherwise authorized to carry a firearm (such as employment as a police officer) is strictly prohibited from bringing his/her weapon on to College premises, or to any official College activity off campus.
Smoking within any College facility or within fifteen (15) feet of an entrance, open window, or ventilation intake.





- Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested.
- Unauthorized use of the College's name or logo or an attempt to defraud another person through unauthorized representation as an agent of the College.
- Abuse of computer time including but not limited to unauthorized entry into a file to use, read or change the contents; unauthorized transfer of a file; unauthorized use of another individual's identification and password; unauthorized use of copyrighted material received or transferred over the network; use of computing facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to access obscene Internet sites; use of computing facilities to interfere with normal operation of the College computing system; and use of computing facilities for personal profit or gain.
- Inciting, aiding, or encouraging others to engage in a behavior which violates the Student Code of Conduct.
- Violation of local, state and federal laws, regulations and policies on campus or at an official College activity off-campus. Students shall assume responsibility for their own conduct. All students involved in apparent acts of misconduct will have the right of due process as set forth in detail below.

Reporting Violations of the Code of Student Conduct

All members of the MC community including faculty, staff and students must work together to protect the integrity of the institution. Together they share the responsibility for reporting violations of the Student Code of Conduct. Except as otherwise provided herein, as in the case of Academic Dishonesty, the following process should be followed for reporting violations of the Code of Student Conduct: Reports shall be made in writing and submitted to the Dean of Student Services. A written report must include the date and approximate time of the violation of, where the violation took place, a brief description of the violation or incident, and the names of witnesses, if any. It is preferred that reports be submitted within forty-eight (48) hours of the alleged violation. Individuals who submit a violation report will be informed that information from their report (including their identity) may be shared with the accused student during the investigatory and/or due process hearing stage.



Reporting Acts of Academic Dishonesty

All members of the MC community including faculty, staff and students must work together to protect the academic integrity of the institution. Together they share the responsibility for reporting acts of academic dishonesty.

Procedures for Handling Acts of Academic Dishonesty

If a student witnesses or learns of an apparent violation of the Academic Honesty Policy, he/she should report the incident to the appropriate faculty. The appropriate faculty member will then meet with the student or students implicated by the(se) witness(es). Alternately, a faculty member who believes he or she has detected academic dishonesty on his or her own will meet with the student or students in question to discuss the situation. In all cases, the following procedures will apply:

- If the faculty member determines there is evidence of cheating, the faculty member will determine the Academic Penalty as it pertains to the course in question. The academic penalty includes but is not limited to a failing grade for the assignment and/ or a failing grade for the course are the most likely Academic Penalties.
- The student's recourse for an Academic Penalty is to follow the Grade Appeal process.
- The faculty member will then document the violation and the Academic Penalty on an Incident Report and forward a copy of this report to the appropriate academic dean.
- The Associate Provost or appropriate Academic Dean will forward notification of the incident and course-level penalty to the Dean of Students.
- The Dean of Student Services will meet with any of the principal parties necessary to determine whether further disciplinary action (over and above the Academic Penalty) is necessary. Such actions including but not limited to probation, suspension, or administrative withdrawal from an academic major may result. The imposition of further disciplinary action based on a violation of the Academic Honesty Policy is subject to the Due Process procedure set forth herein.

Disciplinary Action

Students shall assume responsibility for their own conduct. In keeping with the educational purposes of the College, disciplinary action, other than an action requiring dismissal, shall be intended to be developmental rather than punitive. Unless otherwise provided herein, a student violating the rules and regulations of the College may be subject to any of the following disciplinary actions depending on the nature and severity of the incident, the student's previous conduct record, the developmental needs of the student, the level of accountability and responsibility taken by the student, the interests of the community and those impacted by the conduct, any other aggravating, mitigating, or relevant factors. All disciplinary actions will be issued in writing.



- 1. Official Warning — Written notification that the student has committed an act(s) of misconduct and warning that another offense may result in the imposition of a more serious sanction.
- 2. Disciplinary Probation — A disciplinary status which does not interfere with the student’s right to enroll in and attend classes, but which includes some restrictions, requirements, referral for professional aid or assistance as determined by the individual case, all which will be in writing.
- 3. Restitution — Reimbursement for damage to property including the cost of replacement of parts and/or labor.
- 4. Record Restriction — Restricting a student from utilizing an official record or service of the College (examples include but are not limited to transcripts, registration, etc.) until the student’s obligation has been met.
- 5. Suspension — Separation from the College that denies the privilege of continuing enrollment for a definite period of time after which the student may be eligible to return. Suspension may include withdrawal from one or more classes. Students who are suspended for disciplinary reasons will still be held responsible for all tuition and fees incurred. Conditions for readmission may be specified.
- 6. Dismissal — Permanent separation from the College.

Due Process

Disciplinary action against students may be initiated by any member of the College community by filing a complaint in writing to the Dean of Student Services. Report should be submitted to the deanofstudents@morton.edu. Upon receipt of a complaint or a report of misconduct, the Dean of Student Services will initiate a disciplinary action investigation by (a) interviewing the complainant and/ or the persons who filed the report and who are identified in the complaint and/or report, (b) notifying the implicated student, in writing, of the misconduct charge, (c) requesting to interview and (d) interviewing the implicated student. The implicated student may decline to be interviewed. Thereafter, the Dean of Student Services may file formal charges of misconduct. If the Dean of Student Services declines to file charges he must immediately notify the complainant and the person who filed report. The complainant and report filer may file charges within five (5) calendar days of the Dean of Student Services’ decision not to file charges. Any student formally charged with committing an act of misconduct will be subject to the disciplinary procedure. All students are guaranteed the right of due process. The Disciplinary Board will conduct hearings for students accused of violating the Code of Student Conduct using the following procedures:

- 1. The student shall be notified that they are accused of violating a specific regulation. The notice shall provide a statement of facts that are of sufficient particularity to enable the student to evaluate the charge.
- 2. The student shall be notified that they may elect one of the following four (4) courses of action. The student must communicate their choice to the Dean of Student Services in writing within seven (7) calendar days of the student receiving notice of the misconduct charge. In the event the student fails to make a timely selection, the process will continue as though the student selected choice (2)(a).



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- a). The student may admit the alleged violation and place in writing to the Dean of Student Services any relevant and/or mitigating factors the student would like the Dean to consider in evaluating the appropriate action. The Dean of Student Services will then decide on the appropriate action and notify the student of said action in writing within five (5) calendar days of the meeting. The student, however, is entitled to appeal this disciplinary action to the Disciplinary Board.
- b). The student may deny the alleged violation and request a hearing before the Disciplinary Board.
- c). The student may admit the alleged violation and request a hearing before the Disciplinary Board.
- d). If the student is involved in either civil or criminal proceedings arising out of the same incident giving rise to the violation of the Code of Student Conduct, the student may plead "no contest" which means they neither admit nor deny the allegations but will accept the disciplinary action as decided by the Dean of Student Services.
- 3. When the student requests a hearing before the Disciplinary Board the student must submit to the Dean of Student Services information including the student's name, address, e-mail address, and phone number.
- 4. At least fourteen (14) calendar days prior to the hearing of the Disciplinary Board, the student shall be entitled to:
 - a). A written notification of the time and place of the hearing.
 - b). A written statement of charges with sufficient particularity to enable the student to prepare the necessary defense.
 - c). A written notification of how the alleged violation was reported and by whom it was reported.
- 5. After receiving notice of the alleged violation but prior to the hearing date, the student has the right to ask questions of the Dean of Student Services regarding the disciplinary process and possible sanctions that could result. The student must put his/ her request for such a meeting in writing to the Dean of Student Services.
- 6. At least seven (7) calendar days prior to the hearing before the Disciplinary Board, the student must submit to the Dean of Student Services relevant documentary evidence relating to the conduct violation that the student intends to introduce at the hearing, a list of witnesses the student intends to call at the hearing, and the student's preferred outcome.
- 7. The student has the right to request a change in the date and/or time of the hearing if he/she is unable to attend due to a legitimate reason which constitutes good cause to change the meeting and submits the request in writing to the Dean of Student Services three (3) working days prior to the scheduled hearing. The Dean of Student Services will decide if the request is warranted. Only one (1) change in date and/or time will be granted.
- 8. The complainant and the person who filed the charges shall be present at all parts of the hearing and present his or her charges to the Disciplinary Board in the form of (a) presenting opening and closing statements, (b) testifying, and (c) calling witnesses on their behalf.



accommodation, the risk of transmission of the disease is sufficiently remote. If there are any questions about students or employees engaging in conduct that threatens the transmission of any chronic communicable disease to others, the College will act promptly to protect against the spread of the disease. Individual cases will not be prejudged. All decisions involving a student or employee's status will be made by the President in consultation with legal and medical counsel, public health officials and the patient's primary physician.

Drug and Alcohol-Free Campus

MC promotes and maintains a healthy, drug and alcohol free learning environment and workplace. The College complies with all federal, state and local laws and ordinances to which it is subject, including the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

MC prohibits the use, possession, distribution, dispensing and manufacturing of illicit drugs or alcohol on Campus property, including buildings, grounds, in College vehicles or any College-leased facility. Anyone on campus under the influence of drugs or alcohol is subject to appropriate sanctions consistent with local, state and federal laws, and may include incarceration and/or monetary fines. Incidents involving students referred to the campus disciplinary system will follow the procedures outlined in this chapter. Incidents involving employees will be processed in accordance with applicable laws and labor-management agreements.

Drug and Alcohol Abuse Prevention Program—The Drug-Free Schools and Campuses Regulations (345 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require MC to implement programs to prevent the abuse of alcohol and use of distribution of illicit drugs both by MC students and employees both on its premises and as part of any of its activities. For more info visit <https://www.morton.edu/about/morton-college-at-a-glance/students-right-to-know-information/>.

Hostile Environment/Sexual Harassment

MC will not tolerate any behavior by administrators, faculty or staff which constitutes sexual harassment of a student. For the purposes of this policy, sexual harassment of a student will be defined as the following:

- unwelcome sexual advances,
- request for sexual favors, and/or
- other verbal or physical conduct or written communication of an intimidating, hostile or offensive sexual nature where





STUDENT LIFE

The Student Activities Office (SA) at Morton College Serves the student body by providing opportunities, activities, programs, services and experiences that promote educational, cultural, recreational, social and personal growth.

Anime Gamers Union (AGU)

AGU is open to students interested in Anime (Japanese Animation) as well as electronic gaming, board games and Role Playing Games (RPG's). They also sponsor gaming tournaments and film festivals, and attend the "Anime Central" Convention in May each year. Contact email: Elizabeth.napoletano@morton.edu

Art + Design Club

Art + Design Club is perfect for all students who enjoy and have a passion for art. Students are able to extend their creativity through various opportunities. The purpose of the club is to establish a supportive environment where students can explore their creative potential through the world of Art and Design. Contact email: daniel.roman@morton.edu

Association of Latino Professionals for America (ALPFA)

ALPFA is a non-profit membership organization aimed at supporting and enhancing opportunities for Latino professionals. Contact email: brian.gilligan@morton.edu

Broadway Club

The Broadway Club is open to all students who enjoy acting and singing in plays, original productions and performances. Contact email: michael.kott@morton.edu

Campus Activity Board (CAB)

CAB is a student programming board that creates and produces many campus activities and events. The group provides a wide variety of entertainment, cultural, educational and recreational activities for the Morton College community. They also attend leadership conferences throughout the United States. Contact email: student.activities@morton.edu

Morton Ambassador Program (MAP)

MAP is a volunteer program comprised of a diverse and motivated group of students committed of promoting Morton College on and off campus. Contact email: prairie.markussen@morton.edu

Nursing Students Association

This club promotes educational and social activities for nursing students. Contact email: geanabelle.chapp@morton.edu

Phi Theta Kappa Honor Society

Theta Omicron is the Morton College Chapter of this international honor society. The international website is www.ptk.org. Contact email: angelo.greene@morton.edu

Attention Graduates!

DO NOT FORGET TO FILE YOUR GRADUATION PETITION

Schedule an appointment with
an Student Success Coach today
to find out if you qualify.

Call (708) 656-8000, Ext. 2484

Graduation Petition deadline is
Fall - November 1
Spring - April 1
Summer - July 1



For commencement 2025 dates
visit www.morton.edu/academics/graduation



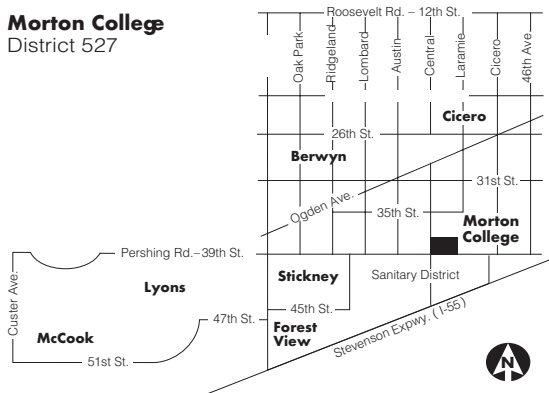
MORTON COLLEGE DISTRICT

The MC District includes the suburbs of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney and is located west of Chicago and south of Oak Park, just six miles from Chicago's Loop.

To be eligible for the In-District tuition rate, one of the following criteria must be met:

- *Applicants who are 18 years of age or older must have established residence in District 527 for a minimum of 30 days immediately preceding the first day of the semester.*
- *Applicants who are under 18 years of age must demonstrate that their parents or legal guardians are residents within District 527 boundaries.*
- *Applicants who are under 18 years of age and emancipated (a minor who is legally independent from parental or guardian supervision) must demonstrate that they are either in active military service, married, or have been residents of District 527 for at least 30 days immediately preceding the first day of the semester.*
- *Applicants who will be attending MC through the Dual Enrollment Program.*

Morton College
District 527



CAMPUS QUICK GUIDE

Building A	Location	Ext.
(1) Jedlicka Performing Arts Center	First Floor	2230

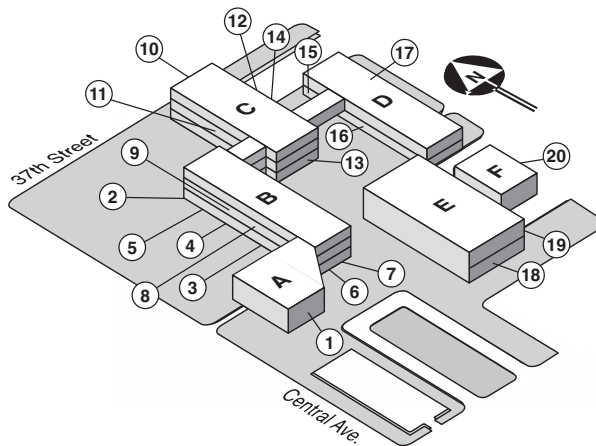
Building B	Location	Ext.
(2) One-Stop Student Services Center	First Floor	2484
(3) Academic Advising	First Floor	2484
(4) Admissions and Records	First Floor	2484
(5) Financial Aid	First Floor	2484
(6) Student Activities	First Floor	2262
(7) Student Union	First Floor	2262
(8) Career Services	Second Floor	2468

Building C	Location	Ext.
(9) Adult Education Office (ESL/High School Completion)	214C	2373 / 2374
(10) Business Office	203C	2305
(11) Community & Continuing Education	245C	2383
(12) Cafeteria	First Floor	2458
(13) Campus Safety	119C	2200
(14) Tutoring Services	241C	2465

Building D	Location	Ext.
(15) Child Care Center	105D	2284
(16) Physical Plant	116D	2221
(17) Athletic Offices	101D	2371

Building E	Location	Ext.
(18) Athletics/Vais Gymnasium (Nutrition Bar, Fitness Center and Student Athlete Trainers)	202E	2370
(19) Fitness Center	116E	2274

Building F	Location	Ext.
(20) Maintenance	101D	2220 or 2221





Morton College

2024 -2025

Academic Calendar

August 2024							September 2024						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

October 2024							November 2024							December 2024							January 2025						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7	1	2	3	4	5	6	7
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31									29	30	31				26	27	28	29	30	31			

February 2025							March 2025							April 2025							May 2025						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
						1						1			1	2	3	4	5					1	2	3	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31	
							30	31																			

June 2025							July 2025							August 2025						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	1	2							
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
													31							

■ = No classes / College Closed
 ■ = Important Dates

Fall 2024 Semester	Spring 2025 Semester	Summer 2025 Sessions
<ul style="list-style-type: none"> Faculty Seminar Day, 8/15 Semester Begins, 8/19 Labor Day Recess (MC Closed), 8/31-9/2 Indigenous Peoples' Day (MC Closed), 10/14 Midterm Week, 10/15-10/21 General Election Day (MC Closed) 11/5 Veterans' Day (MC Closed), 11/11 Thanksgiving Recess (MC Closed), 11/28-12/1 Final Exam Week, 12/7-12/13 Winter Recess Begins (No Classes), 12/14 Final Grades Due (2 P.M.), 12/16 (MC open) Fall Intersession (All Classes Virtual), 12/16 - 1/5 Winter Break Schedule Begins, 12/19 - 1/1 (MC Closed) 	<ul style="list-style-type: none"> Winter Break Schedule Ends 1/2 - (MC open) Faculty Seminar Day, 1/9 Semester Begins, 1/13 Martin Luther King, Jr. Day (MC Closed), 1/20 Presidents' Day, 2/17 (MC Closed) Pulaski Day (MC Closed) 3/3 Midterm Week, 3/9-3/15 Spring Break (No classes), 3/16-3/23 Staff Professional Day - 3/20 No classes; college offices are closed Classes Resume, 3/24 Spring Recess (MC Closed), 4/18- 4/20 Classes Resume, 4/21 Final Exam Week, 5/9-5/15 Commencement, 5/16 Final Grades Due (2 P.M.), 5/19 	<ul style="list-style-type: none"> Summer Schedule begins - MC closed on Fridays 5/23- 8/6 (Student Services Open 8/8) Memorial Day (MC Closed), 5/26 1st 5-Week Session, 5/27-6/26 Final Grades Due (2 P.M.), 6/30 <hr/> <ul style="list-style-type: none"> 8-Week Session, 6/9-7/31 Juneteenth, (MC Closed), 6/19 Independence Day Observed (MC Closed), 7/3 Final Grades Due (2 P.M.), 8/4 <hr/> <ul style="list-style-type: none"> 2nd 5-Week Session, 6/30-7/31 Final Grades Due (2 P.M.), 8/4

This handbook describes activities, services, procedures and regulations in effect at the printing of this document. These are subject to change. MC reserves the right to modify offerings and rules without prior notification.

MC does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability in its educational, admissions or employment policies.

BOARD OF TRUSTEES

2024 - 2025



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Visit our website www.morton.edu
for the 2024-2025 Board of Trustees



2024 - 2025 STUDENT HANDBOOK

Published annually by MC

The College reserves the right to make changes to this handbook according to Board of Trustee approval.

MC does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability in its educational, admissions or employment policies.

For more information contact:

Murneka Davis
Executive Director of Human Resources
Title IX Coordinator
3801 S. Central Avenue
Cicero, IL 60804
204C, Ext. 2462
murneka.davis@morton.edu

MC no discrimina por motivos de raza, color, religión, origen nacional, género, orientación sexual, edad, estado civil o de la discapacidad en sus centros de enseñanza, admisiones o las políticas de empleo.

Para más información comuníquese a:

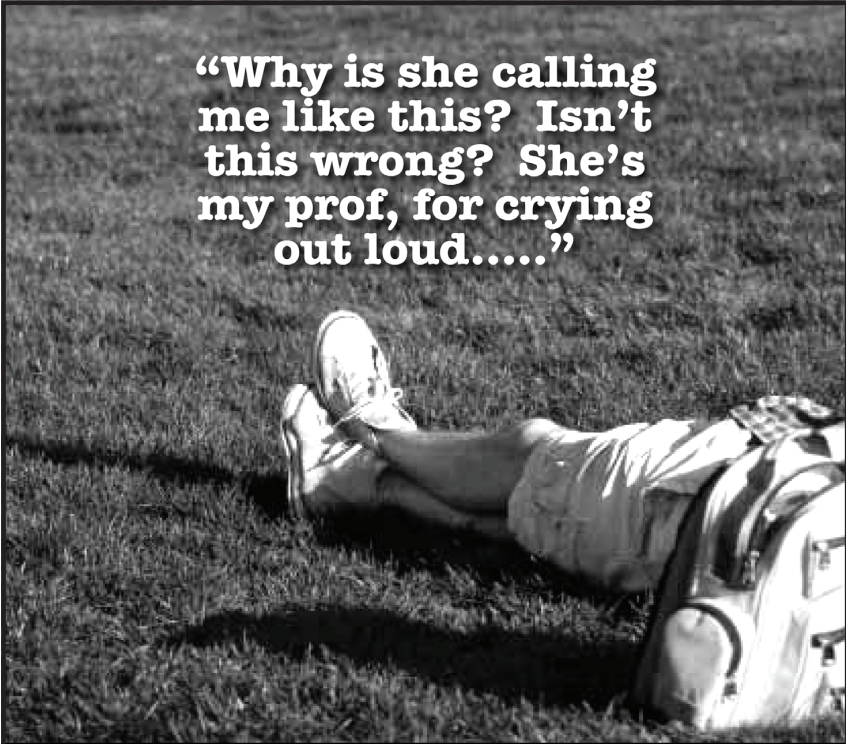
Murneka Davis
Executive Director of Human Resources
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3801 S. Central Avenue
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Morton College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

MORTON COLLEGE

3801 South Central Avenue | Cicero, Illinois 60804
708.656.8000 | morton.edu





“Why is she calling me like this? Isn’t this wrong? She’s my prof, for crying out loud.....”

It’s never okay.

If it feels like harassment, it probably is.
But how do you know for sure? And what are your rights?
Learn what constitutes harassment, and what you can do about it.
For immediate help call the Illinois Sexual Harassment and Discrimination
Helpline at 1-877-236-7703 (se Habla Español) or 711 (tty)
or visit www.illinois.gov/sexualharassment

**Because sexual harassment
in higher education is
against the law.**



State of Illinois
Department of Human Rights

ILLINOIS DEPARTMENT OF
Human Rights

By Authority of the State of Illinois 032019-ENGSHED IOC19-0560



Sexual harassment in higher education is illegal

Everyone has the right to attend a college or university free from sexual harassment. The Illinois Human Rights Act ("Act") makes it unlawful for teachers, professors, faculty members and other employees of colleges and universities to sexually harass their students. The Act specifically prohibits unwelcome advances or conduct of a sexual nature, and requests for sexual favors of students by an executive, faculty member, administrative staff member, or teaching assistant. The Act covers all public or private universities, colleges, community colleges, junior colleges, business schools, and vocational schools.

Examples of Sexual Harassment in Higher Education:

- 1) a professor who continually makes jokes of a sexual nature in the classroom;
- 2) a registration advisor who tells a student he or she might be able to get into a class if the student dates the advisor;
- 3) an admissions officer who tells a prospective student that the advisor will put in a "good word" for the prospective student if he or she dates the advisor;
- 4) a financial assistance advisor who tells a student that "if you have sex with me, I can look out for scholarships for you;"
- 5) a teaching assistant who promises a student a better grade if the student does not resist any inappropriate touching or sexual advances.

Protection Against Retaliation: It is also unlawful for a teacher or professor, or for the college or university to retaliate against a student because the student reported sexual harassment, participated in an investigation of sexual harassment, or because the student filed a charge of discrimination with the Illinois Department of Human Rights.

What to Do: Any student who believes he or she is being subjected to sexual harassment or retaliated against should contact the Illinois Department of Human Rights for further information or to file a charge. Students may contact the Department by calling the Department at 312-814-6200 (Chicago) or 217-785-5100 (Springfield), 866-740-3953 (TTY); or by visiting the Department's website at www.illinois.gov/dhr. Any charge alleging sexual harassment in higher education must be filed within 300 days of the alleged incident(s). Charge forms are available on the Department's website at the following link: https://www2.illinois.gov/dhr/FilingCharge/Documents/CIS_Emp_PA_FC_SH.pdf.

Any student who believes he or she is being subjected to sexual harassment or retaliated against should report the incident(s) to:

Marisol Velazquez, marisol.velazquez@morton.edu (708)656-8000 ext.2439

A student may obtain a copy of the educational institution's internal complaint policy by contacting:

Marisol Velazquez, marisol.velazquez@morton.edu (708)656-8000 ext.2439

If the sexual conduct is criminal in nature, students should also report the incident to the local law enforcement agency.

It's never okay.

Illinois Sexual Harassment and Discrimination Helpline and Website

1-877-236-7703 (se Habla Español) or 711 (tty)

Monday to Friday, 8:30 a.m. to 5:00 p.m.

www.illinois.gov/sexualharassment

The Department of Human Rights may be reached at www.illinois.gov/dhr or:

CHICAGO OFFICE
100 W. Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)

SPRINGFIELD OFFICE
535 West Jefferson Street, 1st Floor
Intake Unit
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)

MARION OFFICE
2309 West Main Street, Suite 112
Intake Unit
Marion, IL 62959
(618) 993-7463
(866) 740-3953 (TTY)

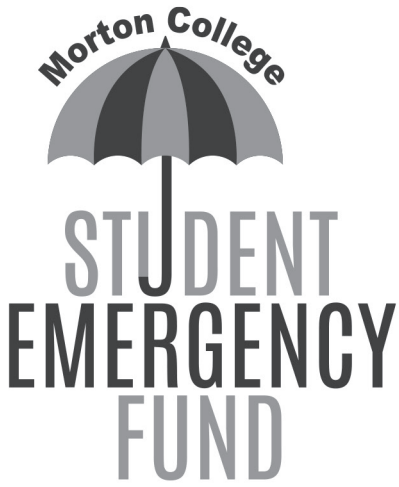
The charge process may be initiated by completing the form at:
<http://www.illinois.gov/dhr>



State of Illinois
Department of Human Rights

ILLINOIS DEPARTMENT OF
Human Rights

By Authority of the State of Illinois 032019-ENGSHED IOC19-0560 483D



The Morton College Student Emergency Fund was created to provide eligible students facing short-term, non-recurring financial emergencies with help in the form of grants that range from \$100-\$500

Complete an application for the Student Emergency Fund. Applications available at bit.ly/MC_SEF

To learn more visit Morton.edu.



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#WeAreMC
#SomosMC