

Student ID: _____

GETTING STARTED AT MORTON COLLEGE - STEPS FOR ENROLLMENT



STEP 1- APPLY FOR ADMISSION

Online: www.morton.edu "Apply now" **OR** **In Person:** Office of Admissions and Records 1st floor Building B.



After the application is submitted, a student ID number is generated automatically. Please take note as this is your new Morton College Student ID number for registration purposes and appointments scheduling.

STEP 2 - SUBMIT OFFICIAL TRANSCRIPTS

All official high school and/or college transcripts must be submitted officially in a seal enveloped or electronically to the office of Admissions and Records. College transcripts are evaluated per student request only.

ADMISSIONS AND RECORDS | Building B 1st Floor | 708.656.8000 ext.2346



STEP 3- FINANCIAL AID PROCESS

Complete FAFSA- Visit www.fafsa.ed.gov and use our school code **001728** (Eligibility may vary). *Morton College Financial Aid Office offers free workshops to help you fill out FAFSA on our campus. Please complete additional MORTON COLLEGE FINANCIAL AID REQUIREMENTS* by visiting 232B. High School Transcripts MUTS be submitted officially to request Financial Aid.

Scholarships-These opportunities are available to ALL students who apply. Application deadline may vary by year.

FINANCIAL AID DEPARTMENT | Room 232B | 708.656.8000 ext.2428



STEP 4- PLACEMENT EXAM

The Placement Exam is only intended for students who are pursuing a degree/certificate that requires English/Math. **Study guides are available in the Academic Advising Department or online at Morton.edu homepage.** Students are placed into levels depending on the exam results. Some students maybe able to waive portions of the Placement Exam based on their High School classes/test scores, AP/CLEP credits. Please contact the Academic Advising Department for details.

ACADEMIC ADVISING | Building B 1st Floor | 708.656.8000 ext.2250

STEP 5 - PANTHER PORTAL



Here you can check your MC Email, print/view or change your schedule, register for classes, check your financial aid status, pay your balance, access balance, access blackboard, see end of the semester grades, and much more.

MIS HELP DESK | 205B | 708.656.8000 ext.2444

STEP 6 - NEW STUDENT ORIENTATION

All new students must attend both parts of orientation. You will need to log in to your Panther Portal to access NSO Part 1 online. NSO Part 2 will take place on campus in August– please call Academic Advising to RSVP.

ACADEMIC ADVISING | Building B 1st Floor | 708.656.8000 ext.2250



STEP - 7 MEET WITH YOUR ACADEMIC ADVISOR

Each student is assigned to an specific advisor based on the degree they are following, credits earned, and last name.

An academic Advisor can help student to plan out their semester schedule, clarify any questions about transferring to a university, and much more. Students can schedule an appointment with their academic advisor by calling the Advising department.

ACADEMIC ADVISING | Building B 1st Floor | 708.656.8000 ext.2250



STEP 8- PAY YOUR TUITION

Options include: FAFSA, Student Loans, Scholarships, Payment Plan, check, credit card, and cash. If you are using Financial Aid, please verify with financial Aid office upon registration. Payment Plan schedules are available at the cashier's office.

CASHIER'S OFFICE | Building A 1st Floor | 708.656.8000 ext.2268

STEP 9- BOOKS & SUPPLIES

The Morton College Follet Bookstore staff can help you find the books you will need for each class using your Student ID card and class schedule. Students can also rent the books and buy other supplies form here.

MC BOOKSTORE | 134C | 708.656.8000 ext.2222



STEP 10- ATTEND CLASSES!!!

Make sure you print out your semester schedule before the first day of class to know where the classes are located. You can access your schedule online in your Panther Portal.

ADMISSIONS AND RECORDS | Building B, 1st floor | 708.656.8000 ext.2346

WELCOME PANTHER!