



myMPTC Tutorial

myMPTC is a self-service system that enables you to have 24/7 access to your student information.

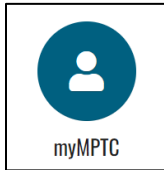
Click any content item below to skip to that page quickly for step-by-step instructions.

Table of Contents

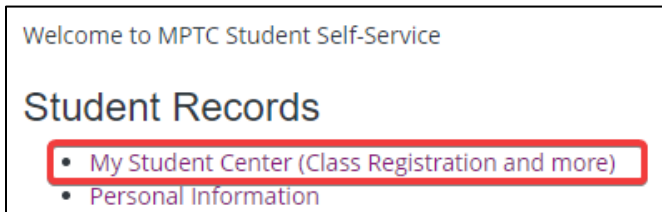
Class Register for Class or Add Yourself to a Waitlist	2
Class Register for a Waitlisted Class	5
Class Drop a Class or Remove Yourself from a Waitlist.....	6
Class View Your Schedule	8
Class Quick View of Class Details (Date, Time, Classroom, Instructor, Format)	9
Class Search for Future Classes	10
Class View Your Final Grades.....	12
Class View Your GPA	13
Class Class Format Descriptions	14
Class Online Course Expectations.....	15
Academic Advisor Lookup	16
Graduation Submit Your Application.....	17
Graduation Check if You Already Submitted an Application.....	22
Holds on Your Account and Registration Notices	23
Transcript Request an Official Transcript	24
Transcript View/Print Your Unofficial Transcript	25
Update Your Name or Social Security Number	26
Update Your Address, Phone, or Personal Email	26
1098T Tax Form	27

Class | Register for Class or Add Yourself to a Waitlist

1. Contact your [Academic Advisor](#) for help with class selection.
2. Review [Important Dates](#) for open registration and tuition due dates.
3. Log into the [Student Portal](#), then click the **myMPTC** icon.




4. Click **My Student Center**.



5. Click the **Registration and Planning** option below the Additional Links menu.

Student Profile - Test Student (N00[REDACTED])

Term: Spring 2024 Current term | Standing: Conversion, as of Fall 2022 | Overall Hours: 0 | Overall GPA: 0.000 | Registration Notices: 3



Bio Information
Email: [REDACTED]@student.morainepark.edu
Phone: Not Provided
Gender: Not Provided
Date of Birth: [REDACTED]
Ethnicity: [REDACTED]
Race: [REDACTED]
Citizen: Yes
Emergency Contact: Not Provided
Emergency Phone: Not Provided

General Information
Level: Undergraduate
Status: Active
Residency: [REDACTED]
Campus: [REDACTED]
First Term Attended: [REDACTED]
Last Term Attended: [REDACTED]

Graduation Information
Graduation Applications: None

Advisors
Advisors are not assigned for the selected term.

CURRICULUM, HOURS & GPA

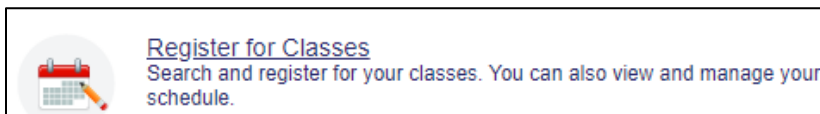
Primary	Secondary	Hours & GPA
Degree:	Associate of Applied Science	
Level:	Undergraduate	
Program:	IT - Cybersecurity Specialist	
Admit Term:	Fall 2022	
Catalog Term:	Fall 2022	

REGISTERED COURSES

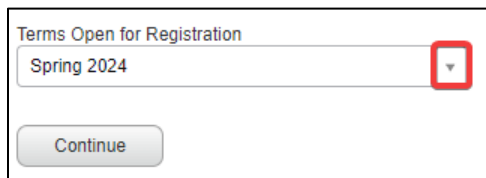
Course Title	Details	CRN	Hours	Registration Status
College 101	890 101 0	32395	2	***Web Registered**

Total Hours | Registered Hours: 2 | Billing Hours: 2 | CEU Hours: 0 | Min Hours: 0 | Max H 22

6. Click **Register for Classes**.



7. Select a **term** from the drop down, then click **Continue**.

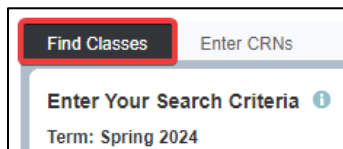


Terms Open for Registration

Spring 2024

Continue

8. Click the **Find Classes** tab.



Find Classes Enter CRNs

Enter Your Search Criteria

Term: Spring 2024

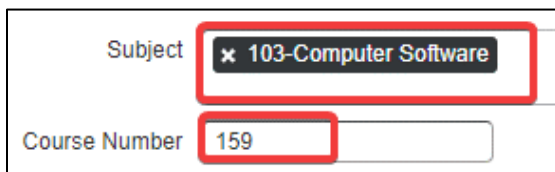
9. Do you already know the Course Registration Number (CRN) for the class you want to take?

- a. **YES:** Enter the 5-digit **CRN**, then click **Search**.



Keyword / CRN 21974

- b. **NO:** Enter the 3-digit **Subject** and 3-digit **Course Number**, then click **Search**.

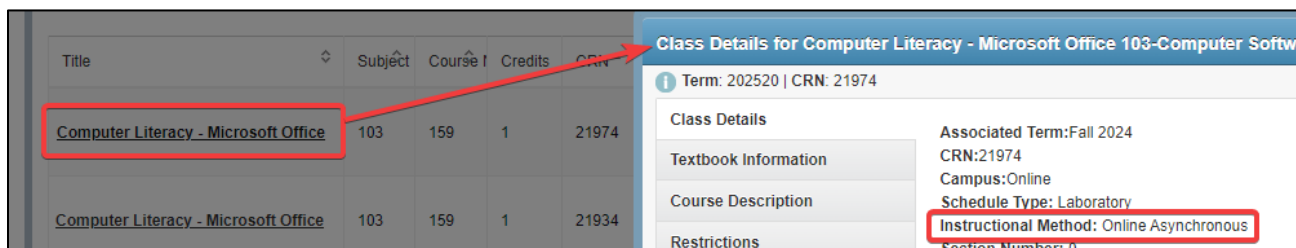


Subject x 103-Computer Software

Course Number 159

10. Review the list of classes that appear from your search results and **click the title** to view details.

- a. It's important to look at the **instructional method** to make sure you choose a class with a format that works best for your learning style. View [Class Format Descriptions](#).



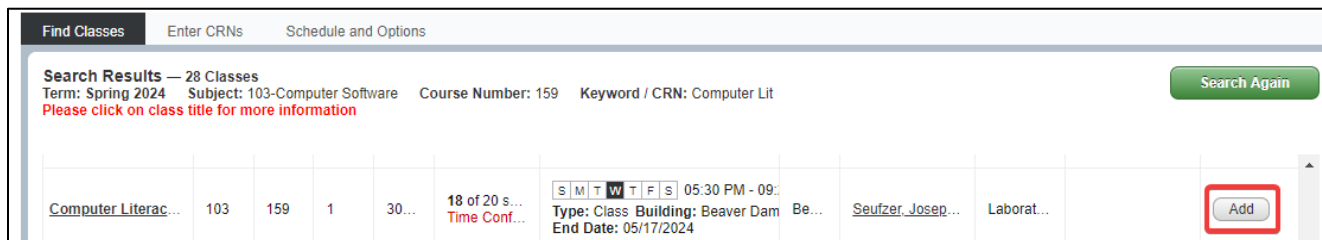
Title	Subject	Course #	Credits	CRN
Computer Literacy - Microsoft Office	103	159	1	21974
Computer Literacy - Microsoft Office	103	159	1	21934

Class Details for Computer Literacy - Microsoft Office 103-Computer Softw

Term: 202520 | CRN: 21974

Class Details	Associated Term: Fall 2024
Textbook Information	CRN: 21974
Course Description	Campus: Online
Restrictions	Schedule Type: Laboratory
	Instructional Method: Online Asynchronous
	Section Number: 0

11. When you find a class you want to register for, click **Add**. (If this button is not available, the class may have already started, or it could be full and you will need to find a different class.)



Find Classes Enter CRNs Schedule and Options

Search Results — 28 Classes

Term: Spring 2024 Subject: 103-Computer Software Course Number: 159 Keyword / CRN: Computer Lit

Please click on class title for more information

Title	Subject	Course #	Credits	CRN	Time	Days	Time	Building	Room	Section	Instructional Method	Buttons
Computer Literac...	103	159	1	30...	18 of 20 s...	Time Conf...	05:30 PM - 09:00 PM	Beaver Dam	Seutzer, Josep...	Laborat...	Online Asynchronous	Add

12. To add another class, click Search Again.



13. After adding classes, the **Summary** pane will appear and new classes will have a status of **Pending**.

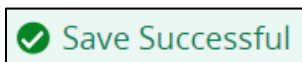
- If you want to remove a class from your list, select **Remove** from the drop down.
- When you are satisfied with your chosen classes, click **Submit** to register.

A screenshot of the "Summary" pane in a web application. It features a table with columns: Title, Details, Hour, CRN, Schedule Type, Status, and Action. The first row shows "Computer Literacy - ..." with a status of "Pending" (highlighted with a red box) and an action of "Web Register". A "Submit" button is located at the bottom right of the pane, also highlighted with a red box.

14. If you receive an error that the section is closed, you can add yourself to the waitlist by selecting **Wait Listed** from the drop down, then click **Submit**.

A screenshot of the "Summary" pane. The table shows two rows. The first row, "English Composition 1", has a status of "Errors Preventi..." and an action of "Wait Listed" (highlighted with a red box). The second row, "College 101", has a status of "Registered" and an action of "None". A "Submit" button is at the bottom right, also highlighted with a red box.

15. Your Registration is complete when you see "Save Successful" and your classes appear with a status of *Registered* or *Waitlisted*.

A screenshot of the "Summary" pane. The table shows two rows. The first row, "English Composition 1", has a status of "Waitlisted" (highlighted with a red box) and an action of "None". The second row, "College 101", has a status of "Registered" (highlighted with a red box) and an action of "None".

16. **ARE YOU ON A WAITLIST?** Check your student email daily! If a seat becomes available, you will receive an email notification from mptcwaitlist@morainepark.edu. If you miss the deadline to register, you will be removed from the waitlist and we will offer the seat to the next person.

Class | Register for a Waitlisted Class

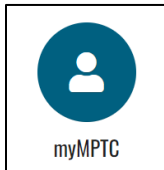
1. Watch your MPTC student email! If a waitlisted seat becomes available, you will receive notification from *mptcwaitlist@morainepark.edu*. **You must then register before the deadline to claim your seat!**

Subject: Waitlist Notification for 12345

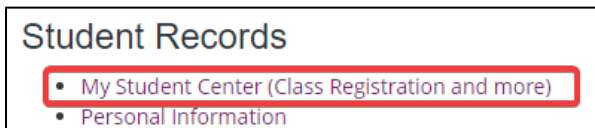
Hello Student,
A seat is now available for your waitlisted class. Please take action by the deadline.

Deadline: 22-SEP-2024 12:00 PM
Title: Computer Lit-Microsoft Office (159 - 103)
CRN: 12345

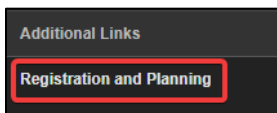
2. Log into the [Student Portal](#), then click the **myMPTC** icon.



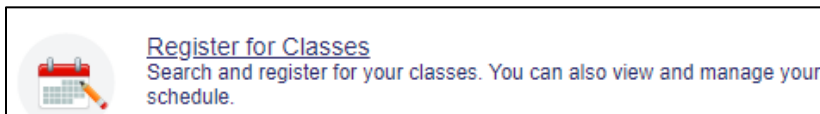
3. Click **My Student Center**.



4. Click the **Registration and Planning** option below the Additional Links menu.




5. Click **Register for Classes**.



6. Select a **term** from the drop down, then click **Continue**.

Terms Open for Registration

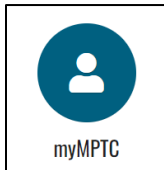
Spring 2024 

7. In the Summary pane, select **Web Register**, then click **Submit**.

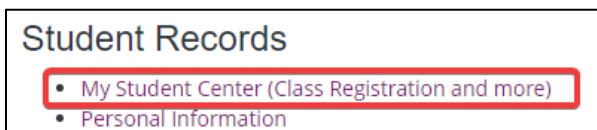
Summary						Tuition and Fees
Title	Details	Hour	CRN	Schedule Type	Status	Action
Computer Literacy - ...	103 159, 0	0	20643	Laboratory	Waitlisted	<div>None None Web Drop Web Register</div>

Class | Drop a Class or Remove Yourself from a Waitlist

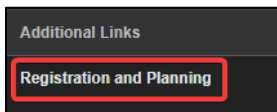
1. Contact your [Academic Advisor](#) to find out how dropping a class might affect future enrollment or your desired graduation date.
2. Contact the **Financial Aid Office** (financialaid@morainepark.edu) to find out how dropping a class might affect your tuition balance or financial aid award.
3. Log into the [Student Portal](#), then click the **myMPTC** icon.



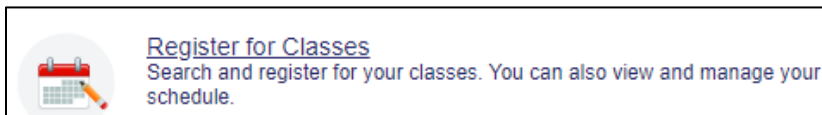
4. Click **My Student Center**.



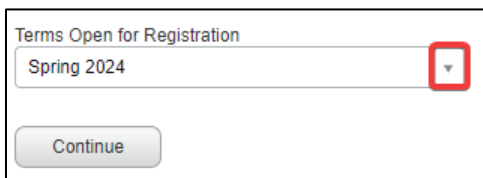
5. Click the **Registration and Planning** option below the Additional Links menu.



6. Click **Register for Classes**.



7. Select a **term** from the drop down, then click **Continue**.

A form titled "Terms Open for Registration". It contains a dropdown menu with "Spring 2024" selected. The dropdown arrow is highlighted with a red square. Below the dropdown is a "Continue" button.

8. Find your class in the **Summary** pane, then choose an action from the dropdown menu.

Summary						Tuition and Fees
Title	Details	Hour	CRN	Schedule Type	Status	Action
College 101	890 101, 0	2	32395	Lecture	Registered	Web Drop

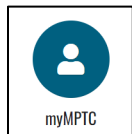
- Remove** = Remove a Pending or Waitlisted class from your list.
 - Web Drop** = You may be eligible for a refund, but the amount is based on the date of official withdrawal, the course start date, and course duration. View [Refund Information](#).
 - Web Withdrawn No Refund** = You are not eligible for a refund but you may drop the class without penalty (i.e. your transcript will show withdrawn instead of a failing grade).
 - If there is **no option** in the dropdown menu, it means it is too late to drop the course.
9. If you are trying to drop **ALL** classes, the system will not allow you to and will make you stay registered in at least one class. If you want to drop all classes, please connect with your advisor first, then you may call Enrollment Services at 920-924-3207 for assistance in dropping the last class.
10. Click **Submit** to complete the process for dropping your class.

Summary						Tuition and Fees
Title	Details	Hour	CRN	Schedule Type	Status	Action
College 101	890 101, 0	2	32395	Lecture	Registered	Web Drop
Total Hours Registered: 3 Billing: 3 CEU: 0 Min: 0 Max: 22						
						Submit

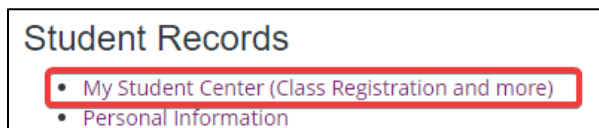
Class | View Your Schedule

Use these instructions to view your schedule for classes you are currently registered for.

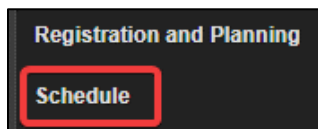
1. Log into the [Student Portal](#), then click the **myMPTC** icon.



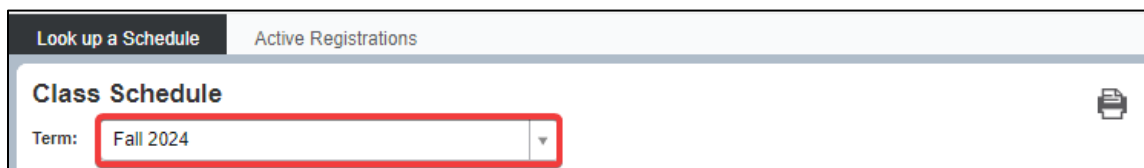
2. Click **My Student Center**.



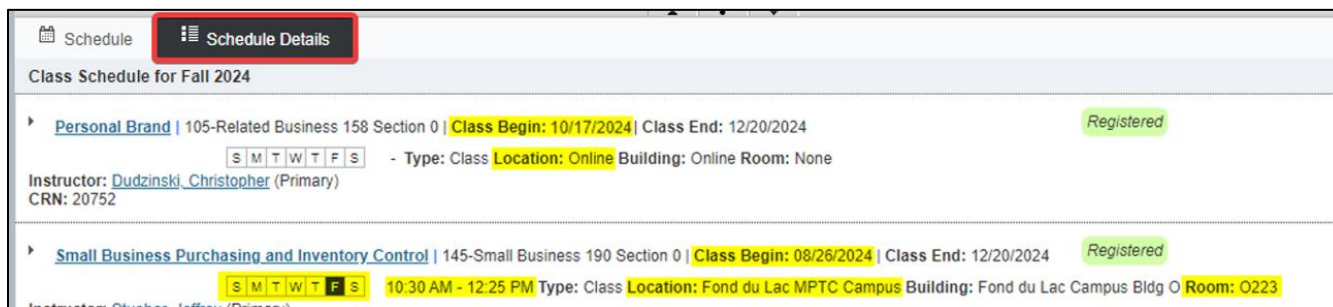
3. Click **Student Schedule** option below the Additional Links menu.



4. Select the **Term** from the drop down to view. (Do NOT use the print icon here because it will only print classes that have specific meeting times and will not include online classes.)



5. Always use the **Schedule Details** tab to view your schedule. This tab will show details such as start date, location, day and time of week.

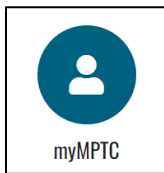


6. To **PRINT** your schedule, right-click anywhere on this webpage and select Print.
7. If your schedule is not appearing properly:
 - a. Try to [clear cache and cookies](#) in your web browser then log in again, or
 - b. Use a **different web browser** (Firefox, Chrome, Safari, etc.), or
 - c. Try opening the web browser in [Incognito Mode](#) to log in.
 - d. Still having issues? Call **1-877-230-3509** or go to [Technology Help](#) for different contact methods.

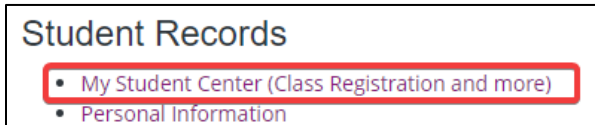
Class | Quick View of Class Details (Date, Time, Classroom, Instructor, Format)

Use these instructions to quickly view details of a class you are already registered for.

1. Log into the [Student Portal](#), then click the **myMPTC** icon.



2. Click **My Student Center**.



3. Select the **Term** from the drop-down then click the **CRN** for the class you want to view.

Term	Standing	Overall Hours	Overall GPA	Register
Fall 2024 Current term	Good Standing, as of Summer 2024	70	3.013	

Bio Information
Email: Not Provided
Phone: Not Provided
Gender: Not Provided
Date of Birth: Not Provided
Ethnicity: Not Hispanic or Latino
Race: Not Provided
Citizen: Yes
Emergency Contact: Not Provided
Emergency Phone: Not Provided

General Information
Level: Undergraduate
Status: Active
Residency: Not Provided
Campus: Not Provided
First Term Attended: Not Provided
Last Term Attended: Not Provided

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Associate of Applied Science	
Level:	Undergraduate	
Program:	Business Management	
Admit Term:	Fall 2023	
Catalog Term:	Fall 2023	

REGISTERED COURSES

Course Title	Details	CRN
Team Building and Problem Solving	196 189 0	20590

4. When the pop-up appears, click any menu item to view information. Here are some tips:
 - **Instructional Method:** It's important to make sure you understand how your class will be taught. Refer to [Class Format Descriptions](#) to find out what the instructional method means.
 - **Instructor:** Click on the name to view your teacher's email address.
 - **Meeting Times:** The Start/End dates listed here shows the general date range in which the class occurs. If your class has a scheduled meet time, pay attention to the **day of the week** for the actual date your class begins.

Class Details for Team Building and Problem Solving 196-Leadership/Org Dev 189 0

Term: 202420 | CRN: 20590

Class Details

Associated Term: Fall 2023
CRN: 20590
Campus: Fond du Lac MPTC Campus
Schedule Type: Lecture
Instructional Method: In-Person Video Conference
Section Number: 0
Subject: 196-Leadership/Org Dev
Course Number: 189
Title: Team Building and Problem Solving

Textbook Information

Course Description

Restrictions

Instructor/Meeting Times

Class Details for Team Building and Problem Solving 196-Leadership/Org Dev 189 0

Term: 202420 | CRN: 20590

Instructor/Meeting Times

Instructor: Pahlow, Daniel L (Primary)
S M T W T F S
08/21/2023 - 12/15/2023
08:30 AM - 11:25 AM
Fond du Lac MPTC Campus Campus | Fond du Lac Campus Bldg O | Room O221

Class Details

Textbook Information

Course Description

Restrictions

Class | Search for Future Classes

Use the following instructions for a quick view of classes that will be available after registration opens.

If you just want to see a full list of classes required for a particular program, go to [College Catalog - Programs](#) then click the “Course Requirements” tab.

1. For a quick search, go to [Class Offerings](#) (This is an external webpage you do not need to log into.)
2. Scroll down to click the term you want to look at, then type the class name or number in the “Search” box.

CRN	Number	Title	Instructor	Days	Times	Date Range	Campus
30161	103-112	Accounting 1				01/20/25-05/16/25	Online

3. When the results appear, click the green arrow in front of any class to see more details.

CRN	Number	Title	Instructor	Days	Times	Date Range	Campus
30476	103-159	Computer Lit-Microsoft Office	-	M	12:30pm-03:25pm	01/20/25-03/14/25	FDL
30477	103-159	Computer Lit-Microsoft Office	-	M	12:30pm-03:25pm	01/20/25-03/14/25	WB
30481	103-159	Computer Lit-Microsoft Office	-	F	12:30pm-03:25pm	01/20/25-03/14/25	FDL

4. Pay attention to important class details:

- a. **WHEN** the class will be offered. (M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday)
- b. **WHERE** the class will be offered. (BD=Beaver Dam, FDL=Fond du Lac, WB=West Bend)
- c. **HOW** the class will be taught. (Click the blue link for Class Format to read the definition.)

CRN	Number	Title	Instructor	Days	Times	Date Range	Campus
30476	103-159	Computer Lit-Microsoft Office	-	M	12:30pm-03:25pm	01/20/25-03/14/25	FDL

Title: Computer Lit-Microsoft Office
CRN: 30476
Remaining Seats: 20
Grouped CRNs Remaining Seats: 20 (Seats are shared with CRNs 30477, 32050, 32051)
Credits: 1.00
Course Cost: \$169.45
Class Format: Blended Video Conference
Description: Develops basic computer skills in Windows, Internet communication, professional use of Social Media, word processing with Microsoft Word,

ADD CLASS TO WORKSHEET

5. Do you want make a list of the classes you might be interested in registering for?

a. Click the “Add Class to Worksheet” button on any class.

CRN	Number	Title	Instructor	Days	Times	Date Range	Campus
30477	103-159	Computer Lit-Microsoft Office	-	M	12:30pm-03:25pm	01/20/25-03/14/25	WB

Title: Computer Lit-Microsoft Office
CRN: 30477
Remaining Seats: 20

ADD CLASS TO WORKSHEET

b. When you are done adding classes, click “View Term Worksheet”.

30307	801-136	English Composition 1	McClyman	-	-	01/20/25-05/16/25	Online
-------	---------	-----------------------	----------	---	---	-------------------	--------

Title: English Composition 1
CRN: 30307
Remaining Seats: 20

REMOVE CLASS FROM WORKSHEET **VIEW TERM WORKSHEET**

c. When your list appears:

- Click the **Print**, **Download**, or **Email** icon. (You will need the CRN for each class you want to register for when the registration period opens.)
- Start over and create a new list by clicking “Clear Worksheets”.
- When the registration period opens, follow instructions to [Register for Class](#).

CLASS WORKSHEETHome > Academics > Class Worksheet

CLEAR WORKSHEETS (ALL TERMS)

TERM 202530

Computer Lit-Microsoft Office CRN: 30477
Credits: 1, Course Cost: 169.45, Instructional Method: Blended Video Conference

Time	Days	Where	Date Range	Instructor(s)
12:30 pm - 03:25 pm	M	WB (L114)	01/20/25-03/14/25	Not Assigned -

College 101 CRN: 30280
Credits: 2, Course Cost: 330.90, Instructional Method: Online Asynchronous

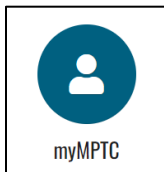
Time	Days	Where	Date Range	Instructor(s)
-	-	Online	01/20/25-03/14/25	Not Assigned -

English Composition 1 CRN: 30307
Credits: 3, Course Cost: 493.85, Instructional Method: Online Asynchronous

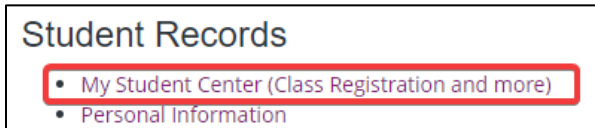
Time	Days	Where	Date Range	Instructor(s)
-	-	Online	01/20/25-05/16/25	Jennifer McClyman

Class | View Your Final Grades

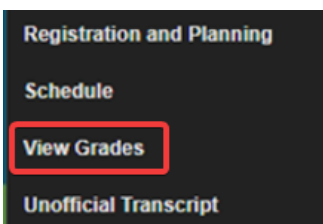
1. Log into the [Student Portal](#), then click the **myMPTC** icon.



2. Click **My Student Center**.



3. Click the **View Grades** option below the Additional Links menu.



4. Select **Undergraduate** from the course level drop-down box and your grades will appear below.

View Grades

Student Grades - Registration and Planning

All Terms ▾ **Undergraduate ▾**

GPA Summary [View Details](#)

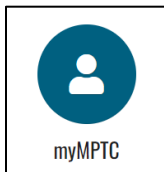
-	3.922	-	3.922
All Terms	Institutional	Transfer	Overall

Course Work

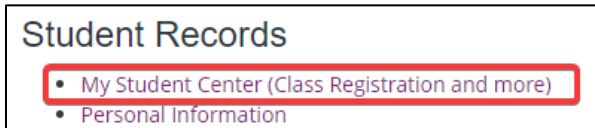
S...	Course Title	C...	Mid...	Final...
804 106, 0	Introduction to College Math	FDO		A

Class | View Your GPA

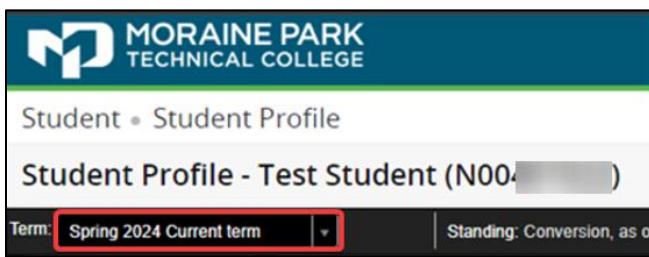
1. Log into the [Student Portal](#), then click the **myMPTC** icon.



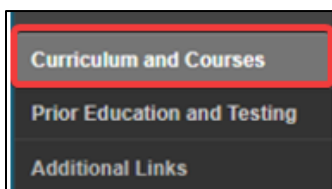
2. Click **My Student Center**.



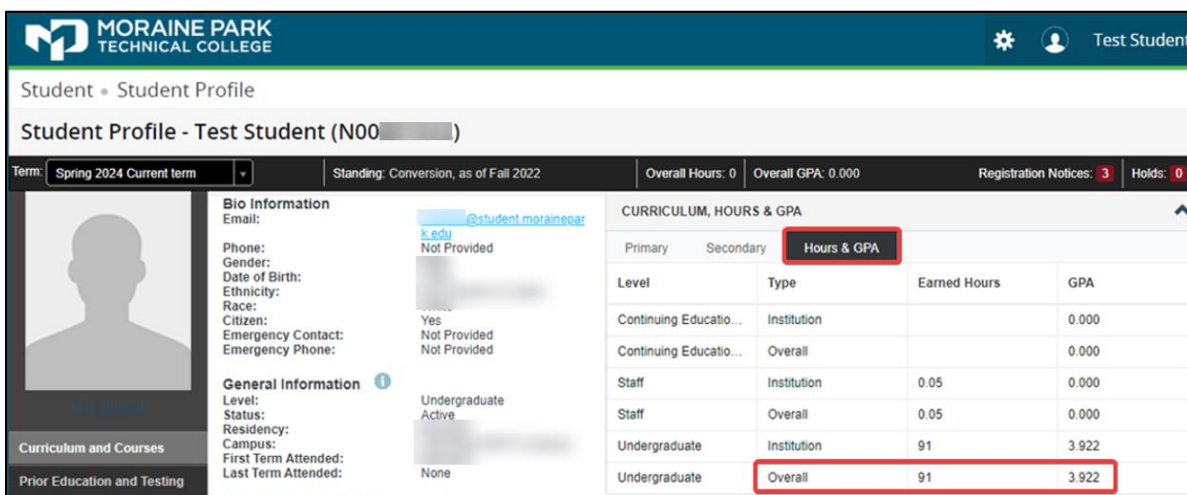
3. Choose the **Term** you want to view information for.



4. Click the **Curriculum and Courses** option from the menu.



5. Click the **Hours & GPA** tab, then view your **Overall GPA**.



MORaine PARK TECHNICAL COLLEGE

Student • Student Profile

Student Profile - Test Student (N00[redacted])

Term: Spring 2024 Current term Standing: Conversion, as of Fall 2022 Overall Hours: 0 Overall GPA: 0.000 Registration Notices: 3 Holds: 0

Curriculum, Hours & GPA

Primary Secondary **Hours & GPA**

Level	Type	Earned Hours	GPA
Continuing Educatio...	Institution		0.000
Continuing Educatio...	Overall		0.000
Staff	Institution	0.05	0.000
Staff	Overall	0.05	0.000
Undergraduate	Institution	91	3.922
Undergraduate	Overall	91	3.922

Class | Class Format Descriptions

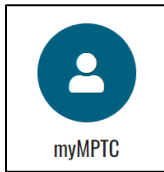
Class Format	Description
In-Person (TP, TPC, TPE)	<ul style="list-style-type: none"> Learning takes place at scheduled dates and times in a physical location.
In-Person Video Conference (TV, TVC, TVE)	<ul style="list-style-type: none"> Learning takes place at scheduled dates and times in a physical location. Faculty and students may be participating from different physical locations. You may be alone on your campus, or there may be others with you. If you are the first to arrive, push the door open and turn on the lights. If the room is locked, email your instructor, or find any employee on campus. If you are unable to connect to the video, use the IT Emergency Button on the classroom phone.
In-Person Flex (TF)	<ul style="list-style-type: none"> Learning takes place at schedule dates and times. Students may choose in-person or synchronous online attendance on a per class session basis.
Online Asynchronous (NA, NAC, NAL, NAE)	<ul style="list-style-type: none"> Learning takes place exclusively online WITHOUT scheduled class sessions. This means students are not required to meet during scheduled dates/times. Refer to Online Course Expectations for more details.
Online Synchronous (NS, NSC, NSL, NSE)	<ul style="list-style-type: none"> Learning takes place exclusively online WITH scheduled live class sessions. This means students are required to meet virtually for a live class during scheduled dates and times. Refer to Online Course Expectations for more details.
Blended (BP, HP, BPE, HPE)	<ul style="list-style-type: none"> Learning takes place in a combination of scheduled in-person class sessions and online activities.
Blended Video Conference (BV, HV, BE, HVE)	<ul style="list-style-type: none"> Learning takes place as both scheduled in-person and online class sessions. Faculty instruct to multiple locations using video conferencing classrooms. You may be alone on your campus, or there may be others with you. If you are the first to arrive, push the door open and turn on the lights. If the room is locked, email your instructor, or find any employee on campus. If you are unable to connect to the video, use the IT Emergency Button on the classroom phone.
Blended Flex (BF, HF)	<ul style="list-style-type: none"> Learning takes place in a combination of scheduled in-person class sessions and online activities. Students may choose in-person or synchronous online attendance on a per class session basis.
Self-Paced Computer Software (SC, SCE)	<ul style="list-style-type: none"> Learning is self-paced and may start at varying times within a semester. Class completion dates are communicated during the face-to-face orientation and are strictly adhered by the College. An online or in person orientation session is required before class begins.
Self-Paced Open Lab (SL, SLE)	<ul style="list-style-type: none"> Learning is self-paced in person in a physical location. Students choose when to attend within scheduled open lab times. A required orientation includes lab expectations, testing requirements, class duration (11 weeks, etc.) and other logistics.

Class | Online Course Expectations

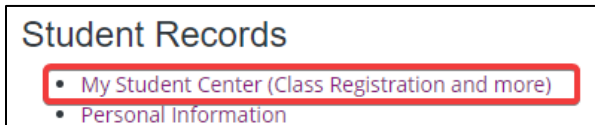
- **Before class starts:** view your schedule to confirm if the instructional format is Synchronous or Asynchronous. It's important to know the difference and be mindful of the type of class you signed up for.
 - **Online Asynchronous** means you do NOT have scheduled class sessions.
 - **Online Synchronous** means you DO have scheduled class sessions. Your schedule will show the date and time you must meet virtually for this class.
- **First day of class:** Log in to your class on Canvas to show you are actively participating.
- **Online courses are NOT self-paced.** Students complete activities by scheduled deadlines; expect due dates for assignments, participate in online discussions, and more.
- Spend as much time working on assignments as you would for an in-person class.
- Log in to your class on Canvas multiple times per week to read and contribute to discussions, submit assignments, or contact your instructor through the Canvas Inbox.
- Textbook or course material requirements vary by course.
- The instructor is your first point of contact and your most important resource. Frequently check your student email (and Canvas Inbox) for communications from your instructor.
- Check out [Online Learning FAQs](#) for more information and videos.

Academic Advisor Lookup

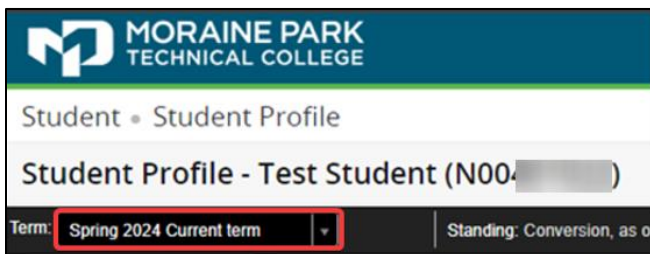
1. If you have been admitted to a [program](#), you will be assigned an academic advisor.
2. Log into the [Student Portal](#), then click the **myMPTC** icon.



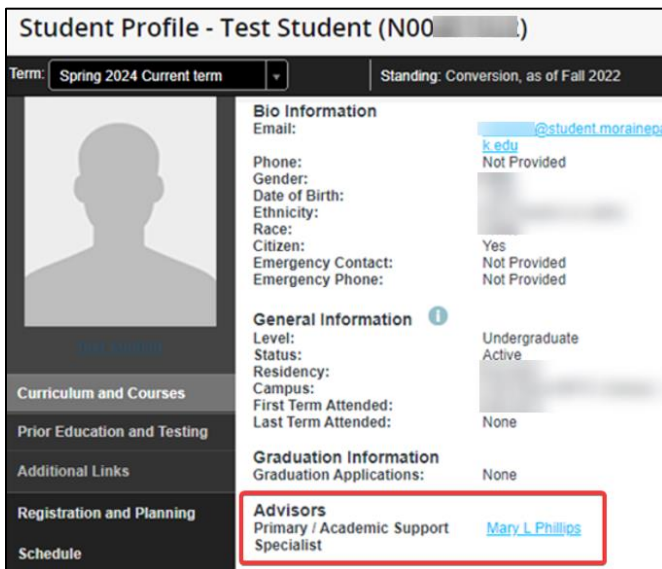
3. Click **My Student Center**.



4. Choose the **Term** you want to view information for.

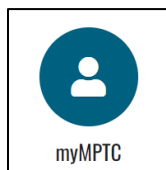


5. Your advisor will be listed. Click the name for an email, or find their phone number in the [Staff Directory](#).

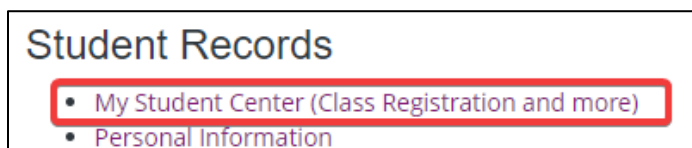


Find everything you need to know about graduation at:
www.morainepark.edu/academics/other-academic-resources/commencement/

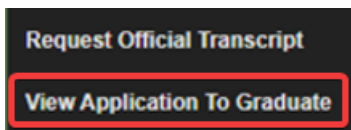
1. Wait until your **LAST SEMESTER** to submit your graduation application(s).
2. Log into the [Student Portal](#), then click the **myMPTC** icon.



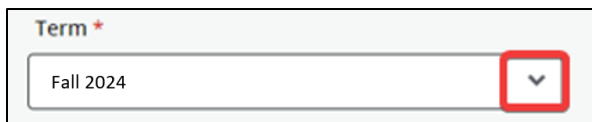
3. Click **My Student Center**.



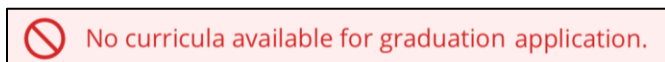
4. Click the **View Application to Graduate** option below the Additional Links menu.



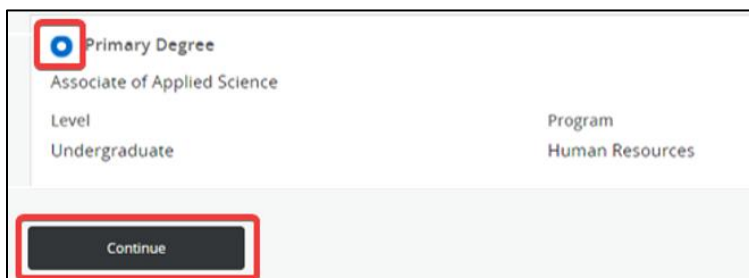
5. Complete the *Curriculum Selection*:
 - a. Select the current **Term** from the dropdown (even if graduating during a future date).



- b. If you receive an error that no curricula are available, or if you do not see the program/degree you are looking for, [check if you already submitted a graduation application](#).



- c. Select one **Degree**, then click **Continue**. (IMPORTANT! If graduating from multiple degrees, you will need to submit a separate application for each degree.)



6. Complete the *Graduation Date Selection*:

- a. Select your **Graduation Date**.
- b. If submitting a graduation application for a *Certificate* degree, the question “Will you attend the ceremony?” will NOT appear as an option.
- c. Click **Continue**.

The screenshot shows the Moraine Park Technical College website with the navigation bar "MORaine PARK TECHNICAL COLLEGE" and the breadcrumb "Student • Graduation Application". The main heading is "Graduation Date Selection". Below this, the "Primary Degree" is listed as "Associate of Applied Science". The section "Graduation Ceremony Attendance" contains the "Graduation Date *" field, which displays "Date: 05/16/2025 Term: Spring 2025 Year: 2024-2025" and a dropdown arrow. Below the date field is a question "Will you attend the ceremony?" with three radio button options: "Yes" (selected), "No", and "Undecided". At the bottom, there are "Back" and "Continue" buttons. Red boxes highlight the dropdown arrow, the ceremony attendance question and options, and the "Continue" button.

MORaine PARK
TECHNICAL COLLEGE

Student • Graduation Application

Graduation Date Selection

Primary Degree
Associate of Applied Science

Graduation Ceremony Attendance

Graduation Date *

Date: 05/16/2025 Term: Spring 2025 Year: 2024-2025

Will you attend the ceremony?

☒ Yes
☐ No
☐ Undecided

Back Continue

7. Complete the *Diploma Name Selection*:

- a. Select the **Name** you want on your diploma.
 - i. **Current Name** means your name will appear as it is listed in our system.
 - ii. **New Name** will allow you to specify a different first or middle name. If your last name needs to be updated, you must submit a [Student Record Change Form](#).
- b. Click **Continue**.

MORaine PARK TECHNICAL COLLEGE Max A Wolf

Student • Graduation Application

Diploma Name Selection

Primary Degree
Associate of Applied Science

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Name

Select a Name for your Diploma *

Current Name (Max A Wolf)

First Name
Max


Middle Name
A

Last Name
Wolf

Back Continue


8. Complete your *Mailing Address*:

- a. Use the dropdown to select the address you want your diploma mailed to.
- b. Click **Continue**.


 **MORaine PARK**
TECHNICAL COLLEGE

Student • Graduation Application


Mailing Address For Diploma

 Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses *

Mailing  Ave

Street Line 1 *

 Ave

Street Line 2

Street Line 3

City *

Fond Du Lac


State or Province

Wisconsin

Zip or Postal Code

54935-2867


Nation



Back

Continue

9. Review the *Summary* for accuracy, then click **Submit Request**.

 MORAINE PARK
TECHNICAL COLLEGE

Student • Graduation Application

Graduation Application Summary

Graduation Date

Date	Term	Year
12/15/2023	Fall 2023	2023-2024

Diploma Name

First Name	Middle Name	Last Name
[Redacted]	[Redacted]	[Redacted]

Diploma Mailing Address

Street	City	State or Province	Zip or Postal Code
[Redacted]	Fond Du Lac	Wisconsin	54935-2867

Curriculum

Primary Degree


Associate of Applied Science

Level	Program
Undergraduate	IT-Web Dev & Design Specialist

Back

Submit Request



10. Your graduation application has been submitted when you see the **Acknowledgement** page.

 MORAINE PARK
TECHNICAL COLLEGE

Student • Graduation Application

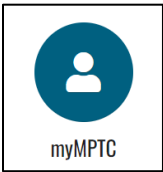
Acknowledgement

Your graduation application has been submitted.

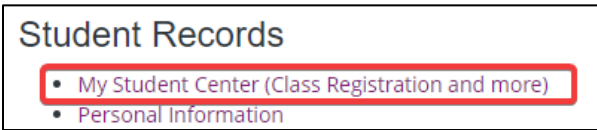
  Max A Wolf

Graduation | Check if You Already Submitted an Application

1. Log into the [Student Portal](#), then click the **myMPTC** icon.



2. Click **My Student Center**.



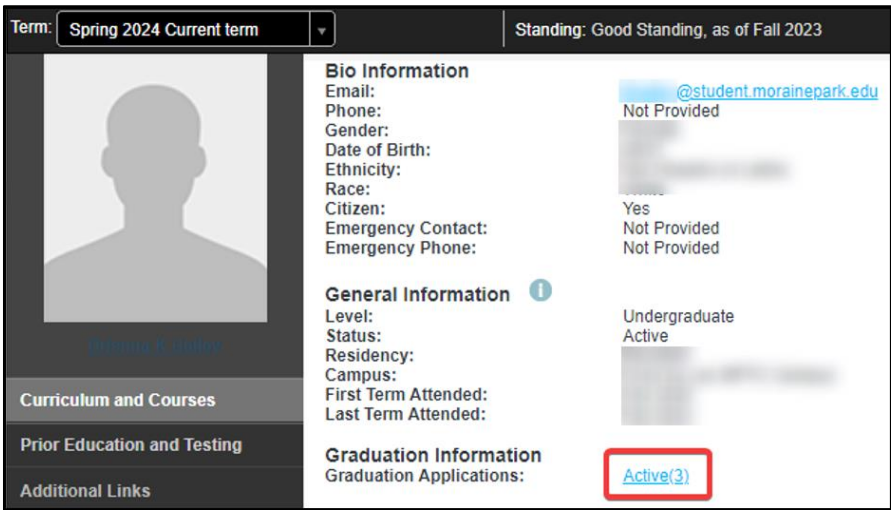
3. Review **Graduation Information** on your Student Profile. Do you see a blue link labeled “Active”?

a. **NO:** If this field says “None”, then you have not submitted any active graduation applications.

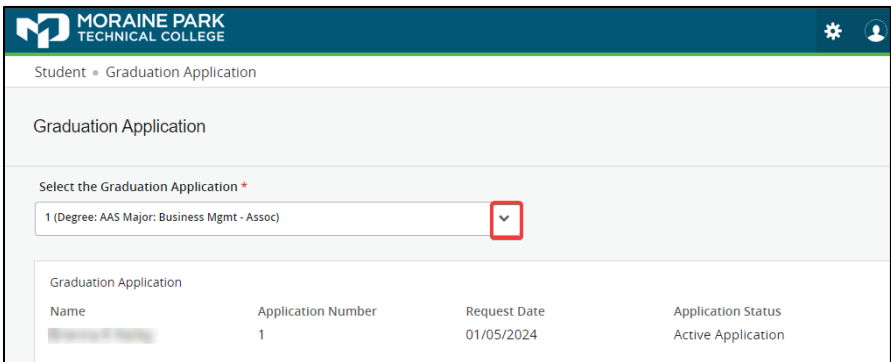


b. **YES:** If this field says “Active”, it means you previously submitted one or more applications.

i. Click the blue “Active” link to view your graduation application(s).

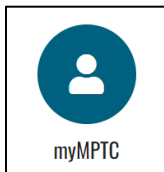


ii. Use the dropdown to select the degree and view your application details.

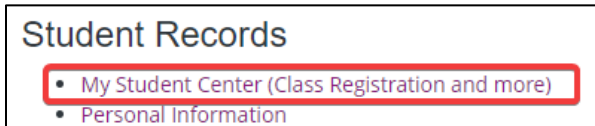


Holds on Your Account and Registration Notices

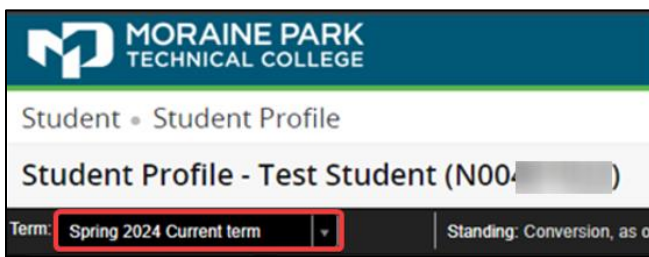
1. Log into the [Student Portal](#), then click the **myMPTC** icon.



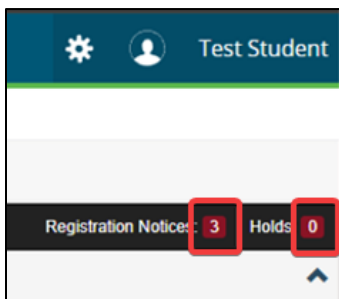
2. Click **My Student Center**.



3. Choose the **Term** you want to view information for.



4. If there is a number in the red box, click the number to view details.

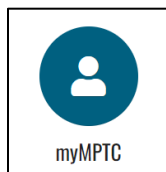


QUESTIONS?

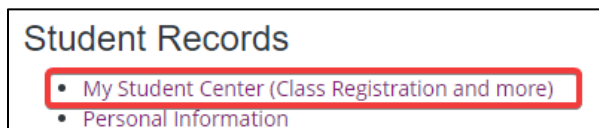
- **For past due tuition:** Contact *Student Financial Services* at sfs@morainepark.edu or 920-924-3124.
- **For overdue book or laptop fees:** Contact the [MPTC Library](#).
 - *Beaver Dam Campus Library* 920-887-4406
 - *Fond du Lac Campus Library* 920-924-3108
 - *West Bend Campus Library* 262-335-5759

Transcript | Request an Official Transcript

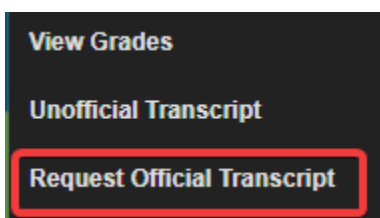
1. Log into the [Student Portal](#), then click the **myMPTC** icon.




2. Click **My Student Center**.



3. Click the **Request Official Transcript** option below the Additional Links menu.




4. You will be directed to [Parchment](#) (a third-party service used to send and receive transcripts).
5. Enter your email address (you may want to use a personal email address for Parchment), click continue, then follow Parchment's instructions to complete your request.



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

A MESSAGE FROM MORaine PARK TECHNICAL COLLEGE

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "Parchment" link at the bottom of the page and then select 'Customer Support' in the top right on the screen.

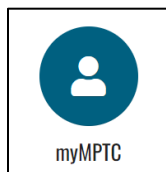
START HERE - ENTER YOUR EMAIL ADDRESS

* Email

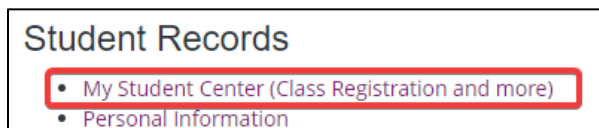
Continue

Transcript | View/Print Your Unofficial Transcript

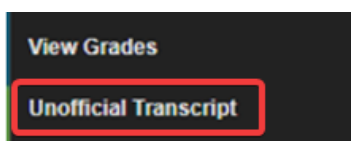
1. Log into the [Student Portal](#), then click the **myMPTC** icon.



2. Click **My Student Center**.



3. Click the **Unofficial Transcript** option below the Additional Links menu.



4. Select **Undergraduate** and **Unofficial Web Transcript** from the drop-down boxes.

Transcript Level	Transcript Type
<div>Undergraduate</div>	<div>Unofficial Web Transcript</div>


5. Your unofficial transcript will appear.
 - a. Skip to a specific section by clicking the titles, or
 - b. Print by clicking the print icon.


Student Information

Degree Awarded

Institution Credit

Transcript Totals

 Print

 This is not an official transcript. Courses which are in progress may also be included on this transcript.

Student Information

Name

Birth Date

Curriculum Information

Current Program : Associate of Applied Science

Program

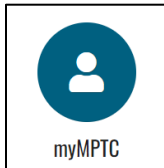
IT-Web Dev & Design Specialist

Update Your Name or Social Security Number

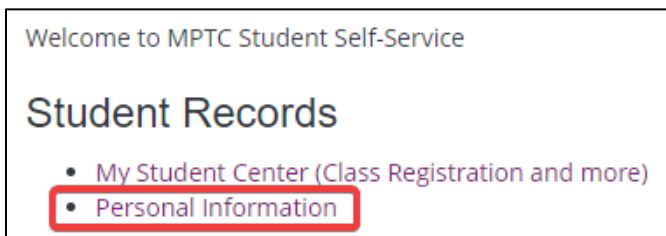
To update your legal name or social security number, submit a [Student Record Change Form](#).

Update Your Address, Phone, or Personal Email

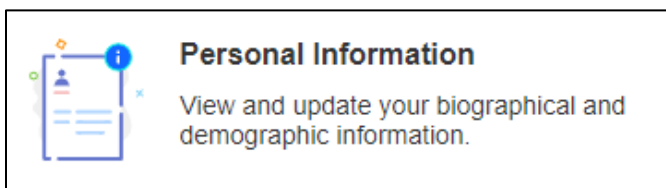
1. Log into the [Student Portal](#), then click the **myMPTC** icon.



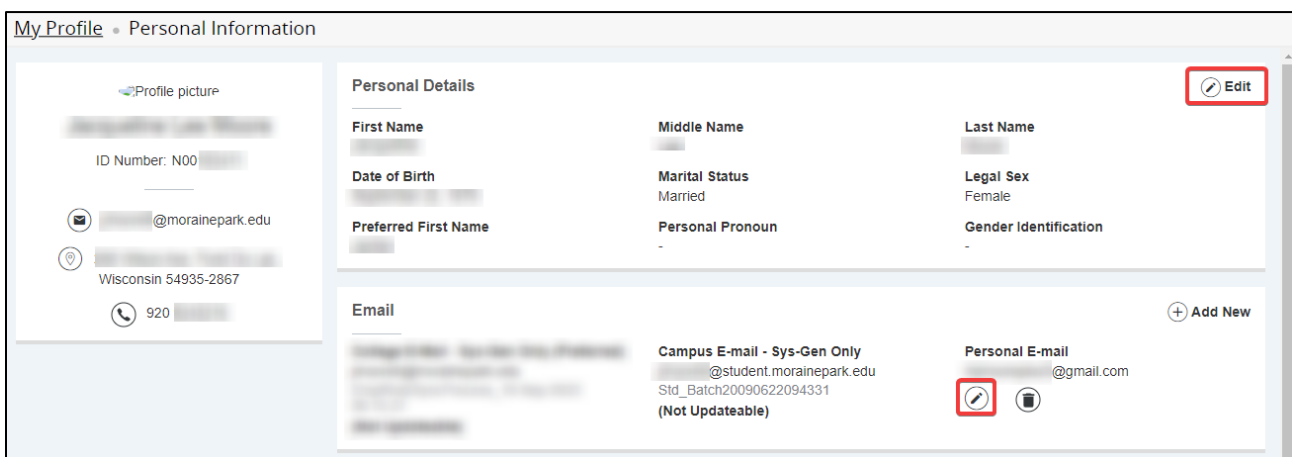
2. Click **Personal Information**.



3. Click **Personal Information**.



4. Add or Edit your information as needed.



[My Profile](#) • Personal Information

Profile picture

ID Number: N00

@morainepark.edu

Wisconsin 54935-2867

920

Personal Details

First Name	Middle Name	Last Name
Date of Birth	Marital Status Married	Legal Sex Female
Preferred First Name	Personal Pronoun	Gender Identification

Email

Campus E-mail - Sys-Gen Only @student.morainepark.edu Std_Batch20090622094331 (Not Updateable)	Personal E-mail @gmail.com
---	-------------------------------

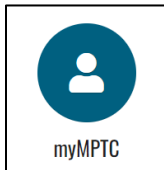
[Edit](#)

[Add New](#)

1098T Tax Form

1098-T forms are issued by the university to students that made a payment for qualified tuition and fees during a given calendar year. This form is to be used by the student to determine eligibility to receive the American Opportunity credit or Lifetime Learning education tax credits.

1. Log into the [Student Portal](#), then click the **myMPTC** icon.



2. Click **My Student Center**.

Welcome to MPTC Student Self-Service

Student Records

- [My Student Center \(Class Registration and more\)](#)
- [Personal Information](#)

If you have any questions, please email [Enrollment Services](#)

Student Accounts

- [Account Summary](#)
- [Account Detail by Term](#)
- [Payment History](#)
- [1098T Student Tax Notification](#)

3. Select the **Tax Year** from the dropdown box.

Tax Year

Select Tax Year ▼

4. View your tax form and print if needed.

Tax Notification

Print icon (circled in red) | Holds 1

Tax Year: 2023 ▼

A representation of the Tuition Statement form 1098-T is shown below as sent to you. This important tax information has been furnished to the Internal Revenue Service.

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Moraine Park Technical College 235 N National Avenue Fond du Lac WI 54935 United States (920) 9246309	1 Payments received for qualified tuition and related expenses \$	2023	Tuition Statement
	2		