

# Medaille 360 Graduation Application Instructions

Log In to Medaille 360 [360.medaille.edu](http://360.medaille.edu) and click on the 360 for Students Tab



## Medaille 360 - Student

[360 for Students](#)

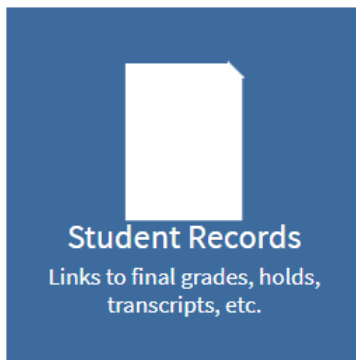
[360 for Faculty](#)

[360 for Staff](#)

[Feedback](#)

[Sign Out](#)

(1) Click on the Student Records Box



(2) In the Student Records Box, click on 'More BannerWeb Student Records'

### Student Records

[View Holds](#)

[Final Grades](#)

[Academic Transcript](#)

[More BannerWeb Student Records](#)

(3) At the Student Records Menu, click 'Apply for Graduation'

### Student Records Menu

- [View Student Information and Advisor Name](#)
- [View Holds](#)
- [Final Grades](#)
- [Academic Transcript](#)  
View/print your unofficial transcript.
- [Request Official Transcript](#)  
Request your official transcript.
- [Account Summary by Term](#)
- [Account Summary](#)
- [Select Tax Year](#)
- [Tax Notification](#)
- [Degree Audit](#)  
Review your degree completion progress here!
- [Apply for Graduation](#)
- [View Application\(s\) for Graduation](#)
- [1098-T Delivery Option](#)
- [Request a Certification of Enrollment](#)

### **Follow the below instructions:**

- (1) At “**Curriculum Selection**”, select your degree. If your degree appears incorrect, contact your Academic Advisor immediately. If multiple degrees (ie – AS / BS), the application process must be completed for each degree.
- (2) At “**Graduation Date Selection**”, select date from the drop-down menu that is AFTER all of your requirements will be met.
- (3) At “**Graduation Ceremony Selection**”, select one (yes, no, or undecided). This is not absolute and you always have the option to change your mind.
- (4) At “**Diploma Name Selection**”, **\*\*PLEASE NOTE\*\*** this is EXACTLY what will be printed on your diploma. If your current name in the system is not as you prefer, you **MUST** provide a name change request to the Registrar’s Office, along with legal documentation for the revision to be processed. See instructions below.
- (5) At “**Diploma Mailing Address Selection**”, select option from drop-down menu and verify your mailing information. To change your mailing address, see instructions below.
- (6) At “**Graduation Application Summary**”, review your information before clicking “**Submit Request**”

If you choose the “pay later” option for the \$50 graduation fee, please contact Student Accounts at 716-880-2309.

#### **To change your name:**

- Please fill out the [Change of Name/Address form](#). Make sure to include:
  - Your Student ID #
  - Your current name on file
  - Your new name
- Email the form to [registrar@medaille.edu](mailto:registrar@medaille.edu) with a copy of legal documentation for the revision or bring the form and legal ID to the Registrar’s Office.

#### **To change your address:**

- Please fill out the [Change of Name/Address form](#). Make sure to include:
  - Your Student ID #
  - Your current name on file
  - Your new address, with the city, state, and zip code, and apartment number if applicable
- Email the form to [registrar@medaille.edu](mailto:registrar@medaille.edu) or hand in to the Registrar’s Office.