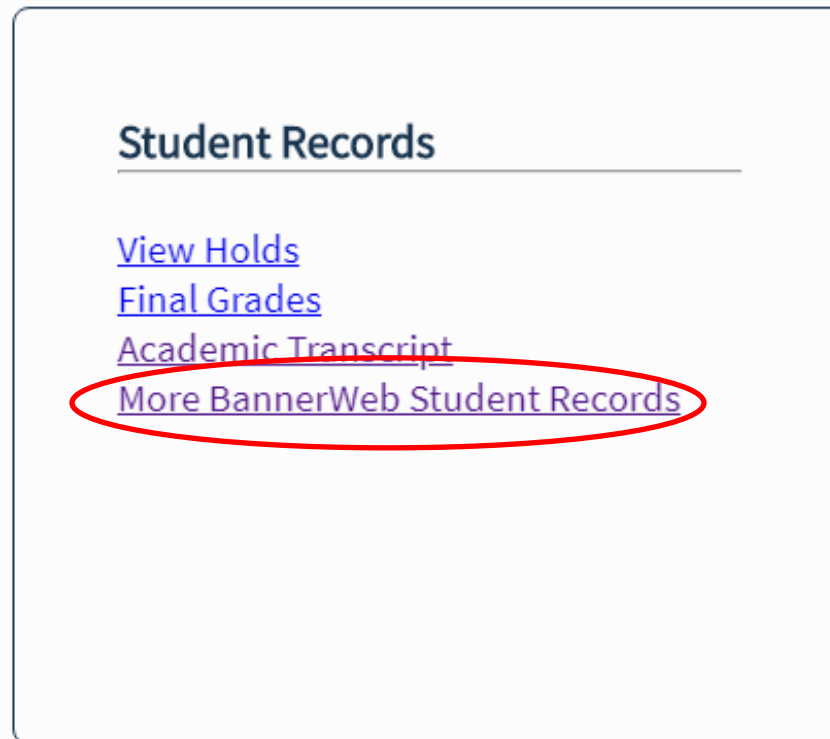
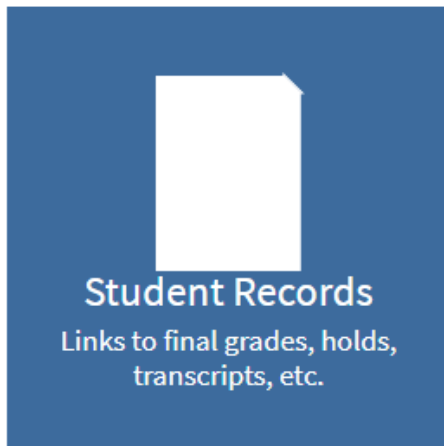


Certificate of Enrollment – Medaille 360

- (1) Log In to Medaille 360 <https://360.medaille.edu> and click on the Student Records Box
- (2) In the Student Records Box, click on 'More BannerWeb Student Records'



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
-

(3) At the bottom of the Student Records Menu, choose 'Request a Certification of Enrollment'

(4) The next screen describes you are now leaving MedailleOne. You must hit the 'Continue to NSLC' button to process the certificate.

Continue to NSLC

(5) Choose the first option: Obtain an enrollment certificate

- You can choose to process your current enrollment (the current semester you are enrolled) and all enrollment (each semester you have been enrolled, including the current semester).

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.

Current enrollment

All enrollment

Advanced registration

(6) The certificate will open in a PDF document. You will be able to print and save the document.