MedailleOne
Graduation Application Instructions

- Login to MedailleOne at https://one.medaille.edu/cp/home/displaylogin.
- From the Welcome screen click “Students” tab.
- At the bottom of “Students” tab, under “Student Records”, click “More BannerWeb Student Records”.
- At the “Student Records Menu”, click “Apply for Graduation” (2nd from the bottom) and proceed as follows:
  1. At “Curriculum Selection”, select your degree. If your degree appears incorrect, contact your Academic Advisor or Student Services 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 name is not as you prefer, you MUST provide a name change request to the Registrar’s Office or Student Services Office along with legal documentation for the revision to be processed.
  5. At “Diploma Mailing Address Selection”, select option from drop-down menu and verify your mailing information.
  6. At “Graduation Application Summary”, review your information before clicking “Submit Request”.

- You may either pay your $50 graduation fee online or have it billed to you at a later date. Contact Student Accounts to pay at a later date (716-880-2309).