MedailleOne
Certificate 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 certificate. If your certificate appears incorrect, contact your Academic Advisor or Student Services immediately.
  2. At “Graduation Date Selection”, select date from the drop-down menu that is AFTER all of your requirements will be met.
  3. At “Diploma/Certificate 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.
  4. At “Diploma/Certificate Mailing Address Selection”, select option from drop-down menu and verify your mailing information.
  5. 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).