



Guide to Requesting an Official Transcript Online

1. Access the following URL for Banner Web via DrexelOne : <http://one.drexel.edu/>
2. This will take you to **DrexelOne**

A screenshot of the "Login to DrexelOne" web form. The form has a white background with a blue border. It contains the following elements:

- The title "Login to DrexelOne" in bold black text.
- A label "User-ID:" followed by a white text input field.
- A label "Password:" followed by a white text input field.
- Two buttons at the bottom: "Login" and "Cancel", both in grey with black text.

Login using your Drexel University Username and Password.

- Your DrexelOne **User-ID** is the same as your Drexel Computer Account. Usually this is your initials followed by two or three digits (for example, abc12).
- Your DrexelOne **Password** is your e-mail password.

If you have not picked up your Drexel computer account(s), go to the Computer Accounts Management Systems pages at <https://accounts.drexel.edu/>. You will receive the information you need for your DrexelOne access, as well as other Drexel account related information. After you have activated your account, please return to <http://one.drexel.edu/> to log in to DrexelOne.

3. Once you are logged in you will see the following page. Click on the Students Tab.



4. Under the Student Records channel click on 'More BannerWeb Student Records'.



5. Once in the Student Records Menu you'll see a series of menu options. Click on 'Request Printed/Official Transcript'.



6. You will need to select a mailing address. Please read all of the information carefully and follow the instructions listed.

drexelone calendar help logout
groups email

Personal Information Student Services Financial Aid Services Faculty Services Employee Services SCDC Services

BANNERWEB HELP
12345678 Joseph J. Salomone
Oct 21, 2008 12:34 pm

Select a mailing address

Please read all instructions carefully.

You will need to identify the recipient of your official transcript(s). There are three options:

- To send your transcript(s) to another College/University or School** include the name of an individual in the 'Issue to' line. This will ensure that your transcript is received by the proper recipient. Do not select 'One of Your Addresses' option.' (This should display as None) Next select the external college code by selecting 'Look Up College Code'. Follow the instructions for locating the respective College/University or School. Once you have selected the information, the address for the school will be listed on the next screen entitled Select Transcript Type. Please verify the address of the College/University or School and the respective recipient. If the address is not correct, you can update the address and enter the correct information. You can also add "Att:..." if needed in the spaces provided. Please remember that it is very important to confirm/verify the address that is listed and that you have entered. This will ensure your transcript is received by the correct recipient and arrives at your desired destination. Next select 'Continue.'

(Please note that you can also follow the directions for the option below: To send your transcript(s) to any other recipient or to a College/University or School not listed in the external college code listing if you want to enter the College/University address from scratch.)
- To send your transcript(s) to yourself**, select one of your addresses from the drop down menu. You do not need to specify an 'Issued to' recipient (since you are the recipient) or an external college code. Next select 'Continue.'
- To send your transcript(s) to any other recipient or to a College/University or School not listed in the external college code listing**, specify an 'Issued to' recipient. Do not select 'One of Your Addresses' option' (This should display as None) or supply an external college code. Once you have selected the information an address screen will be listed on the next screen entitled 'Select Transcript Type.' Please enter the address of the respective recipient. You can also add "Att:..." if needed in the spaces provided. Please remember that it is very important to confirm/verify the address that is listed and that you have entered. This will ensure your transcript is received by the correct recipient and arrives at your desired destination. Next select 'Continue.'

External College Code: [Look Up College Code](#)

One of Your Addresses:

Issue to:

[\[View Holds \]](#)

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7. Once you have selected your mailing address you will need to select the transcript type that corresponds to your campus of study. Please read all of the information carefully and follow the instructions listed.

drexelone calendar help logout
groups email

Personal Information Student Services Financial Aid Services Faculty Services Employee Services SCDC Services

BANNERWEB HELP
12345678 Joseph J. Salomone
21, 2008 12:35 pm

Select Transcript Type

Please read all instructions carefully.

An address must be listed in order for your transcript to be processed.

You will need to identify the type of Official Transcript corresponding to your campus of Study. There are four types listed below:

Center City Campus Transcript- All programs associated with the Drexel University Center City Health Science Campus. This includes the College of Nursing and Health Professions and the School of Public Health.

COM Official Transcript, MD- The following programs associated to the Queen Lane Medical Campus: Medicine, M.D./Ph.D., Biochemistry, Molecular & Cell Bio & Genetics, Microbiology & Immunology, Molecular Pathobiology and Neuroscience, Pharmacology and Physiology

COM Official Transcript, Other- The following programs associated to the Queen Lane Medical Campus: Post-Bacc Pre-Med, Drexel Pathway to Med School, Interdepartmental Medical Sciences, Medical Science Preparatory, Biological Science, Drexel Pathway to Medical School, Medical Science, Laboratory Animal Science, Clinical Research Org & Mgmt and Pathologists' Assistant

University City Campus Transcript- All programs associated with the Drexel University-University City Main Campus

Please remember that it is very important to confirm/verify the address and transcript type that you have entered. This will ensure that the correct transcript is received by the correct recipient and arrives at your desired destination. Next select 'Continue.'

* indicates required field

Transcript Type: *

Issued To:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Zip or Postal Code:

Nation:

Area Code:

Phone Number:


Extension:

International Access Number:

[\[View Holds \]](#)

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8. Once you have selected your transcript type you will need to specify the Transcript Request Information and the mode of delivery that corresponds to your transcript request. Please read all of the information carefully and follow the instructions listed.



[calendar](#)
[groups](#)
[email](#)

[help](#) [logout](#)
[back](#)
[Students Ta](#)

[Personal Information](#)
[Student Services](#)
[Financial Aid Services](#)
[Faculty Services](#)
[Employee Services](#)
[SCDC Services](#)

[BANNERWEB HELP](#)
 12345678 Joseph J. Salomone
 Oct 21, 2008 12:36 pm

Transcript Request Information

Please read all instructions carefully.

You will now be selecting the number of official transcripts you need sent as well the servicing options related to your transcript request.

Number of Copies (Up to 10): You can select up to 10 transcripts per each individual web request. Multiple requests can accommodate more than 10 transcripts (if needed.)

In Progress Cut-off Term: SHOULD BE LEFT AS NONE -Leaving the option as none will allow your transcript to reflect the current courses in which you are enrolled as In-Progress (if you are currently enrolled at the time you are requesting a transcript.) For example if you have completed Fall Term and are currently enrolled in Winter Quarter your Winter Quarter Courses will appear on your transcript (as in-progress courses).

Prints Transcript-There are three print transcript options:

- As of today**- You are approving the release of your transcript as it appears on the date of the request.
- Hold for degree**- You are approving the release of your transcript after your formal degree has been awarded and posted to your academic record.
- Hold for grades**- You are approving the release of your transcript after your grades for the respective term have been assigned. Please be advised that when grades are reported and you have been assigned INC's or NGR's, these are valid grades and represent the grades assigned at the time of grade submission and your respective transcript request.

Delivery Method-There are servicing options:

- 24 Hour Pick-up \$20 per copy**- processed within 24-hrs from receipt of web transcript request. Transcript(s) will be ready for pick up in the Student Resource Center (SRC) 24 hours after receipt of the web transcript request.
- 24 Hour Mailed \$20 per copy**- processed within 24-hrs from receipt of web transcript request. Transcript(s) will be mailed within 24-hrs after receipt of the web transcript request to the recipient specified.
- Expedited Mailing \$45**- If you prefer to have a tracking number and expedited mailing, there is an associated fee (per mailing location) of \$45.00 (Continental US). Expedited mailing is guaranteed overnight delivery.
- International Expedited Mailing \$60**- If you prefer to have a tracking number and expedited mailing for international recipients, there is an associated fee (per mailing location) of \$60.00 (International). International Expedited mailing is not guaranteed overnight delivery but rather within 3-5 days.
- Standard Mailed \$10 per copy**- 5 day processing. Transcript(s) will be mailed 5 days after receipt of the web transcript request to the recipient specified.
- Standard Pick-up \$10 per copy**- 5 day processing. Transcript(s) will be ready for pick up in the Student Resource Center (SRC) 5 days after receipt of the web transcript request.

Number of Copies (Up to 10):

Official Transcript: Yes

In Progress Cut-off Term:

Print Transcript:

Delivery Method:

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[\[View Holds \]](#)

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- Once you have selected your Transcript Request Information you will be asked to verify (and make adjustments if necessary) if the information you entered is correct before you submit your request for payment. Please read all of the information carefully and follow the instructions.

drexelone

calendar help logout
groups email

Personal Information Student Services Financial Aid Services Faculty Services Employee Services SCDC Services

BANNERWEB HELP
12345678 Joseph J. Salomone
Oct 20, 2008 01:14 pm

Transcript Request Confirmation

Please confirm all information.

Click the **'Submit Request'** button below only when you have confirmed/verified your transcript request. Please make sure you have provided a valid and complete address since transcripts from Drexel University will be mailed to the address provided in this web request form. If you need to make corrections you can click the **"Back"** button on your browser and edit the appropriate pages as needed.

Drexel University will not be held responsible for unsuccessful US Postal Mail or UPS deliveries due to incorrect/incomplete addresses provided. If you have filed your form incorrectly and it is sent to the address you specified (and that address is wrong) you will be charged again to send another request.

By clicking the **'Submit Request'** button, you have confirmed that the information you have provided for your web transcript request has been confirmed/verified and is deemed accurate.

Issued to: Joseph J. Salomone
Street: 1234 Indiana Jones Way
City: Philadelphia
State or Province: Pennsylvania
Zip or Postal Code: 19999
Phone Number: (215) 777-7777
Course Levels: All course levels
Copies Ordered: 1
Official Transcript: Yes
Delivery Method: Expedited Mailing
Cost of Order: \$45.00
Payment Method: Web Credit Card
Print Transcript: As of today

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- Once you have verified your Transcript Request Information and submitted your request, you will now be asked for a method of payment using a credit card in the Credit Card Information Page. Drexel University accepts the following credit cards for transcript requests: American Express, Visa, Discover and Master Card. Please read all of the information carefully and follow the instructions.

drexelone

calendar help logout
groups email

Personal Information Student Services Financial Aid Services Faculty Services Employee Services SCDC Services

BANNERWEB HELP
12345678 Joseph J. Salomone
Oct 21, 2008 12:38 pm

Credit Card Payment Information Page

Please enter the credit card information requested below. When complete, click Submit Payment to request authorization.

Credit Card Information

Credit Card: American Express
Card Number: 11111111111111111111
Expiration Date: 01 / 2008
Payment Amount: \$10.00

[View Holds]

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- Once you have entered your credit card information and clicked on submit payment, you will be taken to the the Credit Card Validtaion page to verify your credit card information. Please read all of the information carefully and follow the instructions. Once you have done so you can change information by selecting change information or if all information is accurate, you can select 'Submit Payment'.

The screenshot shows the 'Credit Card Validation Page' in the BannerWeb system. The page header includes the 'drexelone' logo and navigation links for 'calendar', 'groups', 'email', 'help', 'logout', and 'back to Students Ta'. The main content area features a red warning: 'Please read all instructions carefully.' Below this, instructions state: 'Click on **Submit Payment** below to proceed with the transcript request. (if needed) You can click on **Change Information** below to change your credit card information.' A section titled 'Payment Details' contains a table of credit card information:

Credit Card Information	
Credit Card:	American Express
Card Number:	11111111111111111111
Expiration Date:	01/2008
Payment Amount:	\$10.00

At the bottom of the form are two buttons: 'Submit Payment' and 'Change Information'. The footer includes 'RELEASE: 7.3.0.1', a '[View Holds]' link, and 'powered by SUNGARD SGT HIGHER EDUCATION'.

- Once you have validated your credit card information and selected submit payment, you will be taken to the the Credit Card Payment Status page. Please read all of the information carefully and follow the instructions. You will receive notification if your payment has been successful or if your credit card has been declined. If your credit card has been declined please confirm the information you have entered, if correct then contact your issuing bank or try another credit card for payment.

The screenshot shows the 'Credit Card Payment Status' page in the BannerWeb system. The page header includes the 'drexelone' logo and navigation links for 'calendar', 'groups', 'email', 'help', 'logout', and 'back to Students Ta'. A navigation menu at the top lists: 'Personal Information', 'Student Services', 'Financial Aid Services', 'Faculty Services', 'Employee Services', and 'SCDC Services'. The main content area features a warning: '**Please wait while your credit card information is processed.**' Below this, a bold instruction reads: 'DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER!' followed by the text: 'PRESSING THE BACK BUTTION MAY RESULT IN DUPLICATE CHARGES TO YOUR CREDIT CARD.' The footer includes 'RELEASE: 7.3.0.1', a '[View Holds]' link, and 'powered by SUNGARD SGT HIGHER EDUCATION'.

- Once your credit card has been approved you will receive confirmation via the Credit Card Payment Status page. Please read all of the information carefully and follow the instructions. Once you have done so please select 'Continue'. Save this page as proof of payment.

drexelone

calendar help logout
groups email back Students Ta

Personal Information Student Services Financial Aid Services Faculty Services Employee Services SCDC Services

Credit Card Payment Status BANNERWEB HELP
12345678 Joseph J. Salomone
Oct 21, 2008 12:14 pm

Please read all instructions carefully.

Your credit card transaction has been approved, and a payment credited to your student account.

Print this page as your receipt/payment confirmation.

Click on 'Continue' below to proceed with the transcript request.

DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER!

PRESSING THE BACK BUTTON MAY RESULT IN DUPLICATE CHARGES TO YOUR CREDIT CARD.

Transaction Details

Payment Credited To:

Name:	Mr Joseph J. Salomone
ID:	12345678
Receipt Number:	555555
Date/Time:	Oct 21, 2008 at 12:14 pm

Payment Information

Credit Card Type:	American Express
Credit Card Number:	11111111111111111111
Expiration Date:	01/2008
Payment Amount:	\$10.00
Authorization Code:	444444

[\[View Holds \]](#)

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14. Once you have selected 'Continue' you will be guided to the Confirmation Page. Please read all of the information carefully and follow the instructions. Congratulations, you have successfully ordered your official transcript online! To submit another transcript request (if needed), select the 'Request Printed/Official Transcript' link at the bottom of the page. If you wish to logout of the system, you can select 'Logout' at the top of the page.

The screenshot shows the BannerWEB interface for a transcript request confirmation. At the top, there is a navigation bar with the Drexel logo and links for help, login, calendar, groups, email, and a back button for students. Below this is a menu with categories: Personal Information, Student Services, Financial Aid Services, Faculty Services, Employee Services, and SCDC Services. The main heading is 'Confirmation Page' with a user ID of 12345678, name Joseph J. Salomone, and a timestamp of Oct 21, 2008 12:14 pm. A red warning message states: 'Please read all information carefully.' The message is addressed to 'Dear Joseph,' and confirms that the transcript request has been received. It includes a disclaimer that Drexel University is not responsible for delivery issues due to incorrect addresses. The page lists several service options with their respective fees and processing times: 24 Hour Pick-up (\$20 per copy), 24 Hour Mailed (\$20 per copy), Expedited Mailing (\$45), International Expedited Mailing (\$60), Standard Mailed (\$10 per copy), and Standard Pick-up (\$10 per copy). Instructions are provided on how to return to the main menu or request a printed transcript, and an 'EXIT' option for logging out. Contact information for transcript requests at three campuses is provided. The footer includes the release version (7.3.2.2), a link to view holds, and the SUNGARD SGT Higher Education logo.

Confirmation Page BANNERWEB HELP
12345678 Joseph J. Salomone
Oct 21, 2008 12:14 pm

Please read all information carefully.

Dear Joseph,

Your transcript request has been received.

Drexel University will not be held responsible for unsuccessful US Postal Mail or UPS deliveries due to incorrect/incomplete addresses provided. If you have filed your form incorrectly and it is sent to the address you specified (and that address is wrong) you will be charged again to send another request.

Your transcript will be mailed/available based upon the service option that you selected. The current servicing options are as follows:

24 Hour Pick-up \$20 per copy- processed within 24-hrs from receipt of web transcript request. Transcript(s) will be ready for pick up in the Student Resource Center (SRC) 24 hours after receipt of the web transcript request.

24 Hour Mailed \$20 per copy-processed within 24-hrs from receipt of web transcript request. Transcript(s) will be mailed within 24-hrs after receipt of the web transcript request to the recipient specified.

Expedited Mailing \$45- If you prefer to have a tracking number and expedited mailing, there is an associated fee (per mailing location) of \$45.00 (Continental US). Expedited mailing is guaranteed overnight delivery.

International Expedited Mailing \$60- If you prefer to have a tracking number and expedited mailing for international recipients, there is an associated fee (per mailing location) of \$60.00 (International). International Expedited mailing is not guaranteed overnight delivery but rather within 3-5 days.

Standard Mailed \$10 per copy- 5 day processing. Transcript(s) will be mailed 5 days after receipt of the web transcript request to the recipient specified.

Standard Pick-up \$10 per copy- 5 day processing. Transcript(s) will be ready for pick up in the Student Resource Center (SRC) 5 days after receipt of the web transcript request.

To submit another transcript request (if needed), Click on the **RETURN TO MAIN MENU** link above to return to the **Student Records** menu. You can select **Request Printed/Official Transcript.** Or you can select the **Request Printed/Official Transcript** link at the bottom of the page.

If you wish to logout of the system, you can select **EXIT**.

If you have any questions regarding your transcript request please contact:

Center City Campus Requests: CC-Transcripts@drexel.edu
Main Campus Requests: UC-Transcripts@drexel.edu
Queen Lane Campus Requests: QL-Transcripts@drexel.edu

Thank you,

The Office of the University Registrar
12345678 / 20

[[View Holds](#) | [Request Printed/Official Transcript](#)]

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If you have any questions regarding your transcript request please contact representatives according to your campus of study:

Center City Campus Requests: CC-Transcripts@drexel.edu
Main Campus Requests: UC-Transcripts@drexel.edu
Queen Lane Campus Requests: QL-Transcripts@drexel.edu

Thank you,

The Office of the University Registrar