



How do I apply for my degree?

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 DrexelOne login interface. It has a title "Login to DrexelOne" at the top. Below the title are two input fields: "User-ID:" and "Password:". At the bottom of the form are two buttons: "Login" and "Cancel".

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 channel within Student Records select 'More BannerWeb Student Records'.



5. Once the menu has expanded within Student Records select 'Apply for your Degree'.



8. Once you have selected the appropriate graduation Date/Term/Quarter, you will now be asked whether you will be attending the main Spring Ceremony. Please let us know if you will be attending the Spring Commencement ceremony. This information will be used for forecasting ceremony attendance. Please review the official Commencement website for additional details closer to the actual ceremony. After you have noted your decision, select continue.

calendar

groups

email

help log

Personal Information

Student Services

Financial Aid Services

Faculty Services

Employee Services

SCDC Services

BANNERWEB HELP

10000000 Dean Winchester

Jul 01, 2009 03:32 pm

i

Please let us know if you will be attending the Spring Commencement ceremony. This information will be used for forecasting ceremony attendance. Please review the official Commencement website for additional details closer to the actual ceremony.

Select Ceremony Attendance

Attend Ceremony:

☒ Yes

☐ No

☐ Undecided

Continue

9. You will now be asked to confirm your diploma name and edit/add your middle name and any applicable suffixes. The name listed is how your name will appear on your diploma. If a current diploma name exists, you may keep it by selecting 'Keep Diploma Name'. If a current name does not exist (meaning you have not applied before in the past) you can select the current name under 'Select a Name for your Diploma' from the Drop/Down menu. Selecting new will not allow you to add another name. Your official name is listed, new will only allow you to add a middle name or initial and/or suffix. If you do not select new, you may edit your defaulted middle initial and suffix on the next page. If you need to change your official name you will need to change it through the Office of the University Registrar with all official documentation, in order to have the option of printing on your diploma. One you have identified your name, select continue.

calendar

groups

email

help log

Personal Information

Student Services

Financial Aid Services

Faculty Services

Employee Services

SCDC Services

BANNERWEB HELP

10000000 Dean Winchester

Jul 01, 2009 03:43 pm

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The name listed below is how your name will appear on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name." You may edit your middle initial or add a suffix on the next page.

* indicates required field

Name

Name:

Dean Winchester

Current Diploma Name:

Select a Name for your Diploma

One of your Names: *

None

None

New

Current Name (Dean Winchester)

Continue

10. You may edit your middle name and/or suffix or if correct, select continue.

drexelone

calendar

groups

email

help

login

Students

Personal Information

Student Services

Financial Aid Services

Faculty Services

Employee Services

SCDC Services

BANNERWEB HELP

10000000 Dean Winchester

Jul 01, 2009 04:00 pm

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You may edit your middle name and/or suffix below or if correct, please select continue.

Name For Diploma

First Name:

Middle Name:

Last Name:

Suffix:

Dean

Winchester

Continue

11. Please enter or edit a new mailing address for your diploma by selecting new. Use the "One of your Addresses" drop down menu to select or change an existing mailing address for your diploma.

BANNERWEB HELP

10000000 Dean Winchester

Jul 01, 2009 04:08 pm

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Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

* indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma

One of your Addresses: *

Continue

None

None

New

Employee Campus Mailing (Drexel University)

Employee Home (122 Erie Ln)

Employee Work Location (Drexel University)

Student Billing (122 Erie Ln)

Student Current Mailing (122 Erie Ln)

or Degree

View Addresses And Phones

12. You can edit your address or if it is correct, select continue.

BANNERWEB HELP

10000000 Dean Winchester

Jul 01, 2009 04:20 pm

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You may edit your address below or if it is correct, please select continue.

* indicates required field

Mailing Address For Diploma

Street Line 1: *

Street Line 2:

Street Line 3:

City: *

State or Province:

ZIP or Postal Code:

Nation:

122 Erie Lane

Spooksville

Pennsylvania

19666

None

Continue

13. A confirmation page will be displayed. This is the information that will be submitted for your application to graduate. Please verify to ensure that all information is correct before you select continue.

calendar

groups

email

help

logout

Back to Students Ta

Personal Information

Student Services

Financial Aid Services

Faculty Services

Employee Services

SCDC Services

Degree Application Summary

BANNERWEB HELP
10000000 Dean Winchester
Jul 01, 2009 04:26 pm

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This is the information that will be submitted for your application to graduate.

Graduation Date

Date:

Jun 12, 2010

Term:

Spring Quarter 09-10

Year:

2009-2010

Ceremony

Attend Ceremony:

Yes

Diploma Name

First Name:

Dean

Middle Name:

Last Name:

Winchester

Suffix:

Diploma Mailing Address

Street Line 1:

122 Erie Ln

City:

Spooksville

State or Province:

Pennsylvania

ZIP or Postal Code:

19666

Curriculum

Current Program

Doctor of Philosophy

Level:

Graduate Quarter

College:

School of Education

Major and Department:

Educ. Lead. & Learning Tech., School of Education

Submit Request

RELEASE: 8.1

[View Transcript]

[View Your Application(s) for Degree]

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14. Congratulations! The Degree Application Signature Page signifies that your application for degree has been successfully submitted. Please review the official Commencement website for additional details closer to the actual ceremony. Contact your academic advisor regarding completion requirements in adherence to your academic plan of study.

calendar

groups

email

help

logout

Back to Students Ta

Personal Information

Student Services

Financial Aid Services

Faculty Services

Employee Services

SCDC Services

Degree Application Signature Page

BANNERWEB HELP
10000000 Dean Winchester
Jul 01, 2009 04:35 pm

Congratulations! Your application for degree has been successfully submitted.

Please review the official Commencement website for additional details closer to the actual ceremony.

Contact your academic advisor regarding completion requirements in adherence to your academic plan of study.

To view your current application(s), please click the "View Your Application(s) for Degree" link below or from via the "Student Records" tab when you log back into DrexelOne.

If you have any additional questions, please visit AskDrexel via <https://ask.drexel.edu/>

10039537/1

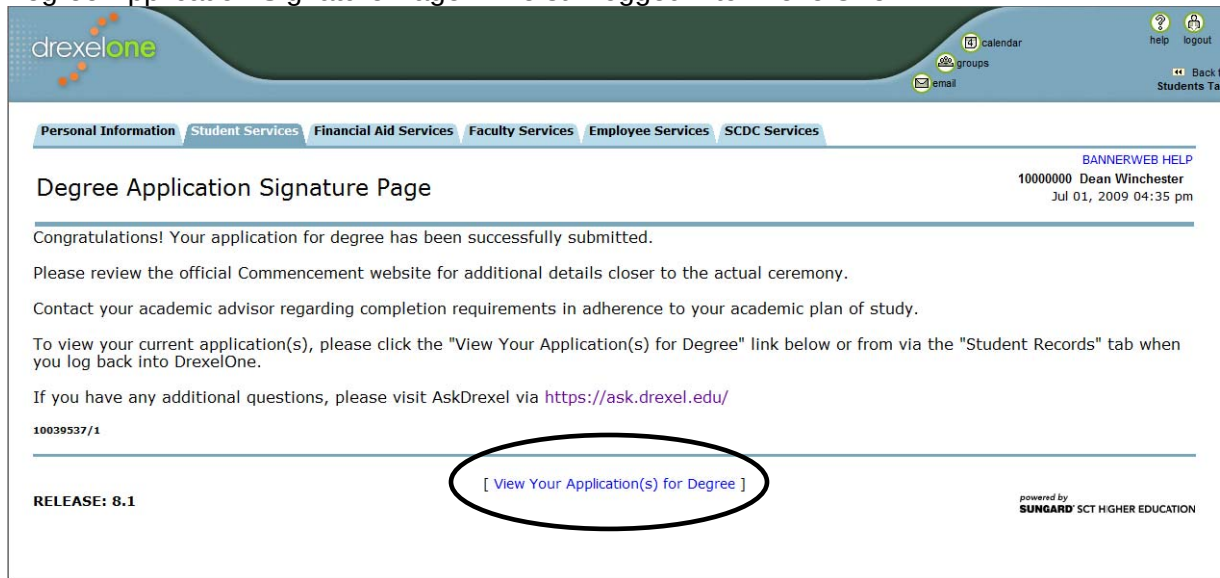
RELEASE: 8.1

[View Your Application(s) for Degree]

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15. To view your current application(s), please click the "View Your Application(s) for Degree" link below the Degree Application Signature Page while still logged into DrexelOne



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calendar groups email help logout Back Students Ta

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

Degree Application Signature Page

BANNERWEB HELP
10000000 Dean Winchester
Jul 01, 2009 04:35 pm

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Contact your academic advisor regarding completion requirements in adherence to your academic plan of study.

To view your current application(s), please click the "View Your Application(s) for Degree" link below or from via the "Student Records" tab when you log back into DrexelOne.

If you have any additional questions, please visit AskDrexel via <https://ask.drexel.edu/>

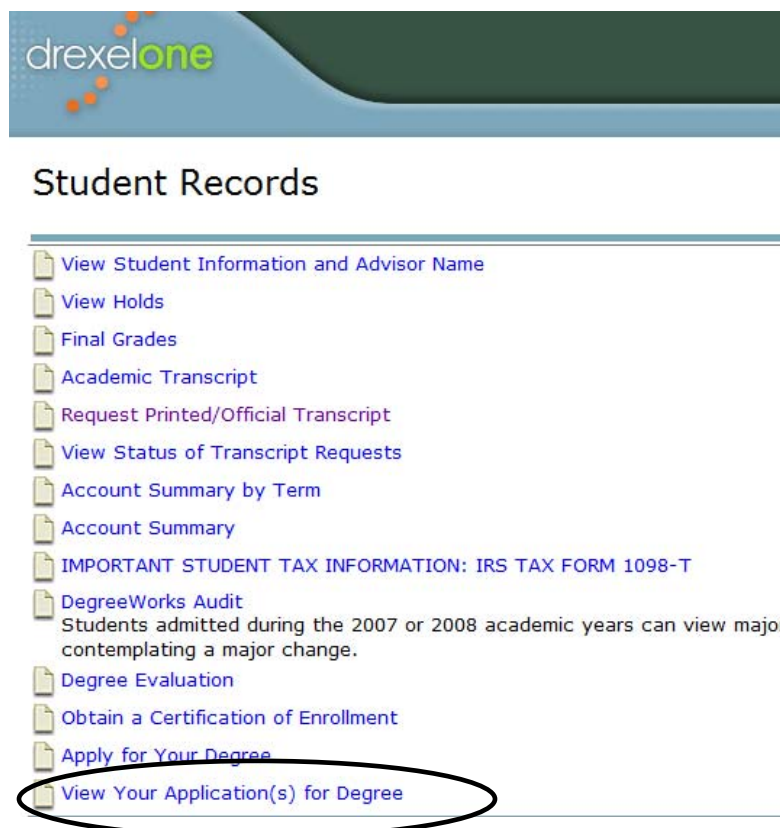
10039537/1

[View Your Application(s) for Degree]

RELEASE: 8.1

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16. You can also view your current applications for degree under the Student channel within Student Records by selecting, 'View your Applications for Degree' when you log back into DrexelOne. If you have any additional questions, please visit AskDrexel via <https://ask.drexel.edu/>



drexelone

Student Records

View Student Information and Advisor Name

View Holds

Final Grades

Academic Transcript

Request Printed/Official Transcript

View Status of Transcript Requests

Account Summary by Term

Account Summary

IMPORTANT STUDENT TAX INFORMATION: IRS TAX FORM 1098-T

DegreeWorks Audit
Students admitted during the 2007 or 2008 academic years can view major contemplating a major change.

Degree Evaluation

Obtain a Certification of Enrollment

Apply for Your Degree

View Your Application(s) for Degree