

Applying to Graduate on ZAGWEB

Log into ZAGWEGB by entering the secure area.

[Enter Secure Area](#)
• Login here to view your personal information.

[Prospective Students](#)
• Tell us about yourself and request information about our institution.

[Apply for Admission](#)
• Enter a new application, return to complete an application, check status of your submitted application or pay the application fee.

[Campus People Locator](#)
• Gonzaga University People locator for students and employees. Previously known as the Campus Email Directory.

[Course Catalog and Class Schedule](#)
View course information, including course description. Includes links to corresponding Class Schedule by Term.

[Registrar's Office on 'www.gonzaga.edu'](#)
• For additional information about the Registrar's Office. Follow the link above.

[Student Financial Services on 'www.gonzaga.edu'](#)
• For additional information about Student Financial Services. Follow the link above.

ZAGWEB RELEASE: 8.2

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Windows browser window showing the Gonzaga University - Zagweb website. The browser tabs include "Gonzaga INB", "NoliWeb_Logon", "English - Gonz...", "Workflow 'Su...", and "Main Menu". The website header features the Gonzaga University logo and the text "Gonzaga University - Zagweb". Below the header is a navigation menu with tabs for "Student Services & Financial Aid", "Faculty Services", "Personal Information", "Alumni Services", and "Employee Services". A search bar is located below the navigation menu, with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Main Menu" and includes a greeting: "Hello! Welcome to Zagweb - Gonzaga University's Web Information System Last web access on 22-SEP-2010 at 08:34pm". The "Student & Financial Aid" link is highlighted with a red arrow.

Student Services & Financial Aid Faculty Services **Personal Information** Alumni Services Employee Services

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Hello! _____
Welcome to Zagweb - Gonzaga University's Web Information System Last web access on 22-SEP-2010 at 08:34pm

[ZagAlert](#)
To ensure the safety and security of our campus community, Gonzaga has created an emergency notification system (ZagAlert) to make its students, faculty and staff aware and offer direction should something beyond our control ever threaten the health or safety of our campus community.
 Your ZagAlert contact information is considered current; should a campus emergency occur this information will be exchanged with our ZagAlert system provider. You will start receiving reminders to update your contact information on or around Friday, January 28, 2011.

[Student & Financial Aid](#)
Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Enrollment Verification Activities; Review Financial Aid requirements & awards; Complete online course evaluations; 1098-T Tuition Statement; Review Housing information.

[Search for Classes](#)
Search the class schedule for courses available during a specific term. This option facilitates adding classes to your schedule.

[Faculty & Advisors](#)
Display faculty schedule; Display class list; Enter grades; Display student information; Display advisor information; Display course catalog; Display course offerings; Online course evaluations.

[Electronic Billing, Payment, and Deposits](#)
Review your most recent electronic billing statement. Via **CASHNet**, make a payment on your student Account, or payment of tuition or room deposit.

[Online Course Evaluations](#)
Online course evaluations may be enabled for the classes you are enrolled in this term. Click this link to choose a TERM and display a list of your classes being evaluated online.

[GU Whos Who](#)
GU Who's Who is the official student directory. Personal student information available can include photo, student status, email address, phone number, and mailing address. Students who would like to make changes to their personal information must contact the REGISTRAR'S OFFICE. (Law Students contact the Registrar at ext 3731 or on the 2nd floor of the Law Building. All other Students contact the Registrar at ext 6592 or on the 2nd floor of the Administration Building.) Please Note. Student records flagged as "Confidential and Restricted" will NOT be displayed.

[Personal Information](#)
View or update address(es), phone number(s), e-mail address(es), emergency contact information & marital status; View name change & social security number change information; Change your PIN.

[Alumni Services](#)
Find a classmate; Communicate with your alma mater; Update career advisor information; Enter a job posting; Make a pledge; Review giving history; Become a volunteer; Update your volunteer activities; Make a donation on-line using your credit card.

Select the 'Student & Financial Aid' option.



Browser tabs: Favorites, Gonzaga INB, NoliJWeb_Logon, English - Gonz..., Workflow 'Su...', Student &... X

Gonzaga University - Zagweb

Navigation: Student Services & Financial Aid | Faculty Services | Personal Information | Alumni Services | Employee Services

Search: Go

RETURN TO MENU | SITE MAP | HELP | EXIT

Student & Financial Aid

- [Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule; Complete online course evaluations.
- [Student Records](#)
View your holds; Display your grades and transcripts; Review charges and payments; Degree Evaluation; 1098-T Tuition Statement, Law Exam Numbers.
- [Financial Aid](#)
Eligibility and Award Information
- [Housing and Residence Life](#)
ZagLiving; Off-Campus Rental Payments
- [National Student Clearinghouse](#)
This **free** service is offered by **Gonzaga University** through the National Student Clearinghouse. The service allows you to perform a wide range of enrollment verification activities via the Web such as printing your own enrollment verification certificates for health insurers, viewing your enrollment history status, checking enrollment verifications that the Clearinghouse has provided to student service providers on your behalf, viewing student loan deferments, and linking to real-time information on your student loans.
IMPORTANT: Do NOT use the browser forward/back buttons. LOG OFF when you are done to protect the privacy of your records.

ZAGWEB RELEASE: 8.4

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Choose the 'Student Records' menu.



Browser tabs: Favorites, Gonzaga INB, NoliWeb_Logon, English - Gonz..., Workflow 'Su...', Student R... X

Gonzaga University - Zagweb

Navigation: Student Services & Financial Aid | Faculty Services | Personal Information | Alumni Services | Employee Services

Search: Go

RETURN TO MENU | SITE MAP | HELP | EXIT

Student Records

- [View Holds](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Account Summary by Term](#)
- [Select Tax Year](#)
- [1098-T Tuition Statement](#)
- [Degree Evaluation](#)
- [Apply to Graduate](#)
- [View Application to Graduate](#)
- [Review your Law Exam Numbers](#)
- [Review your Law Class Rank](#)

ZAGWEB RELEASE: 8.4

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The 'Apply to Graduate' menu will allow you to submit an application for graduation **if you do not have a hold on your student account.**

This process is necessary in order to have degree requirements evaluated a degree conferred.



File Edit View Favorites Tools Help
X Convert Select

Favorites Gonzaga INB Gonzaga INB Curriculum Selection X

X Find: MBUS Previous Next Options

SUNGARD HIGHER EDUCATION

Student Services & Financial Aid Personal Information

Search Go RETURN TO MENU SITE MAP HELP EXIT

Curriculum Selection

i Select one curriculum for this graduation application. If any of the information listed below is incorrect, you must complete a Change of Major/Advisor form through your Dean's office before submitting this application on-line. Please allow three to five days for processing of the Change of Major/Advisor form.

Select Curriculum

Current Program

Level:

College:

Major and Department:

[[View Holds](#) | [View Transcript](#) | [View Graduation Applications](#) | [View Student Information](#) | [Degree Evaluation](#)]

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This menu prompts you to select your current curriculum and then continue. If this information is incorrect, please contact your program advisor to have your records corrected before you apply.


File Edit View Favorites Tools Help
X Convert Select
Favorites Gonzaga INB Gonzaga INB Graduation Date Selection X
Find: MBUS Previous Next Options

SUNGARD HIGHER EDUCATION

Student Services & Financial Aid **Personal Information**

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Graduation Date Selection

 Please select the graduation date in which you will complete your degree requirements. All students applying in a calendar year (January - December) will be included in that years' May commencement ceremony.

* indicates required field

Curriculum


Current Program

Level:

College:

Major and Department:

Select Graduation Date

Graduation Date: * 

- None
- Date:16-DEC-2010 Term:Fall 2010 Year:Academic Year 2010-2011
- Date:31-MAR-2011 Term:Spring 2011 Year:Academic Year 2010-2011
- Date:30-OCT-2010 Term:Fall 2010 Year:Academic Year 2010-2011
- Date:06-MAY-2011 Term:Spring 2011 Year:Academic Year 2010-2011

[\[View Transcript \]](#) [\[View Graduation Applications \]](#)

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Select a graduation date from the drop-down menu and then 'Continue'.

http://zagweb1.gonzaga.edu:91/pls/test/bwskgrad.p_proc_grad_date

File Edit View Favorites Tools Help

X Convert Select

Favorites Gonzaga INB Gonzaga INB Graduation Ceremony Se... X


X Find: MBUS Previous Next Options

SUNGARD HIGHER EDUCATION

Student Services & Financial Aid Personal Information

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Graduation Ceremony Selection

 Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony: Yes No Undecided

[[View Transcript](#) | [View Graduation Applications](#)]

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Indicate your intention for attending the graduation ceremony in May and 'Continue'.

Browser tabs: Favorites, Gonzaga INB, Gonzaga INB, Diploma Name Selection

Search: MBUS Previous Next Options

SUNGARD HIGHER EDUCATION

Student Services & Financial Aid Personal Information

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Diploma Name Selection

Choose a name from the options below.

* indicates required field

Name
Name:

Current Diploma Name:


Select a Name for your Diploma

One of your Names: *


[[View Transcript](#) | [View Graduation Applications](#)]

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The name that appears in the highlighted area represents the Current Diploma Name



The name you select in this drop-down menu will be the name that appears in the commencement booklet and on your diploma.



The screenshot shows a web browser window with the following elements:

- Browser tabs: Favorites, Gonzaga INB, Gonzaga INB, Diploma Name Selection
- Search bar: Find: MBUS, Previous, Next, Options
- Header: SUNGARD HIGHER EDUCATION
- Navigation: Student Services & Financial Aid, Personal Information
- Search: Search [input] Go
- Links: RETURN TO MENU, SITE MAP, HELP, EXIT
- Section: Diploma Name Selection
- Info: Below is the name that will be read during the commencement ceremony and appear on your diploma. If you would like to use an alternate name, you must see the Degree Evaluation office in College Hall Room 234 or email carruthers@gonzaga.edu.
- Section: *Name For Diploma*
- Form fields: First Name:, Middle Name:, Last Name:
- Button: Continue
- Footer: ZAGWEB RELEASE: 8.3.0.1, [View Transcript | View Graduation Applications], powered by SUNGARD HIGHER EDUCATION

This screen confirms the name you selected. It is important to note that by submitting the 'Continue' button you agree to have your name appear in the commencement booklet. You must contact the Degree Evaluation office if you want your name removed from the booklet.



★ Favorites Gonzaga INB Gonzaga INB Diploma Mailing Address ... X

X Find: MBUS Previous Next Options ▾

SUNGARD HIGHER EDUCATION

Student Services & Financial Aid **Personal Information**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Diploma Mailing Address Selection

i Select or enter the address where you would like your diploma to be mailed. Please allow a minimum of eight weeks following the May degree date and four weeks for all other degree dates for receipt of the diploma.

* indicates required field

Current Diploma Mailing Address
Select an Address for your Diploma

One of your Addresses: *

[[View Transcript](#) | [View Graduation Applications](#) | [View Addresses And Phones](#)]

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Select the address where you wish to have your diploma sent from the drop-down menu and then Continue.

The 'New' option allows you to type in an address that is not currently on your student record.

★ Favorites Gonzaga INB Gonzaga INB Diploma Mailing Address ... X


X Find: MBUS Previous Next Options

SUNGARD HIGHER EDUCATION

Student Services & Financial Aid **Personal Information**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Diploma Mailing Address Selection

 Please enter or edit a new mailing address for your diploma.

* 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:

[[View Transcript](#) | [View Graduation Applications](#) | [View Addresses And Phones](#)]

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This screen displays the address you chose and allows you to make additional changes to your address.

When complete select 'Continue'.



★ Favorites Gonzaga INB Gonzaga INB Graduation Application S... X

X Find: MBUS Previous Next Options ▾

 This is the information that will be submitted for your application to graduate. Your name will appear in the commencement booklet unless you contact the Degree Evaluation office in writing, carruthers@gonzaga.edu and request that it not be published. If you have a confidential restriction on your student record, please know that by submitting this application you agree to have your name published in the commencement booklet.

Graduation Date

Date: 31-MAR-2011
Term: Spring 2011
Year: Academic Year 2010-2011

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name:
Middle Name:
Last Name:

Diploma Mailing Address

Street Line 1:
City:
State or Province:
ZIP or Postal Code:
Nation:

Curriculum

Current Program

Level: Graduate
College: School of Education
Major and Department: Leadership & Administration, Leadership and Administration

This form confirms the information you have submitted on your application to graduate.

Please print and save a copy for your records.

Graduation Application Signature Page

Congratulations! Your application for graduation has been successfully submitted to the Degree Evaluation office in CG 234.

For information on your academic progress you may run a degree evaluation from the 'Student Records' menu in ZAGWEB. This can be used as a tool in consultation with your academic advisor on your degree progress. We encourage students to review their academic records on ZAGWEB anytime a change in registration occurs (add/drop/withdraw). This will provide both students and advisors a better understanding of the impact registration changes have toward degree progress. Below are the directions to access and run a degree evaluation through ZAGWEB.

Degree Evaluation on ZAGWEB

1. Log into the secure area at <https://zagweb.gonzaga.edu>. Select 'Student & Financial Aid', 'Student Records', and then 'Degree Evaluation'.
2. Select the current term and submit. This will show your current Primary Curriculum.
3. Other functions are the following options located at the bottom of the web page.
 - * View Previous Evaluations:
This function will access evaluations which have previously been run.
 - * What-if Analysis:
Provides you with relevant information about a potentially new program of study.
 - * View Hold:
Provides contact information regarding a hold, which will delay your graduation and your ability to run a degree evaluation.

The Degree Evaluation office processes applications in the order that they are received, with priority given to students completing their degree requirements in the next graduation term. Undergraduate students and their advisors will be notified by email when their degree evaluation has been processed. Graduate students are encouraged to contact their program director with any questions regarding their course work.

If you find it necessary to change your degree completion date, academic record (i.e. major/minor/concentration/catalogue term) and/or your diploma address, you must contact staff in the Degree Evaluation office. By submitting this application you acknowledge that the Degree Evaluation office will not make any changes on this application without written permission from you. You also understand that once your degree is granted no additional majors and/or minors will be certified.

The final screen will confirm that your application was successfully submitted.

If you have changes after you have submitted your graduation application, you must contact the Degree Evaluation office.

- Graduate students should contact carruthers@gonzaga.edu
- Undergraduate students should contact borek@gonzaga.edu

A \$50 application fee will be assessed to your student account if your application is submitted by the graduation application deadline. An additional \$25 late graduation application fee will be assessed to your student account if the application is submitted after the deadline.

- [Undergraduate graduation application deadline information](#)
- [Graduate/Doctoral graduation application deadline information](#)

There are no fees charged to change information on your graduation application.

Undergraduate students will receive an email once a degree evaluator has reviewed the evaluation.

Graduate student evaluations will be forwarded to the program advisor/director for review.

It is recommended that students run a degree evaluation regularly; each time you make changes to your schedule (add and/or drop courses).

- Reviewing this information regularly in conjunction with regularly scheduled meetings with your advisor will keep you informed regarding the completion of your degree requirements in planning for upcoming semesters.
- You will notice the deficient requirements have a red 'N' on the left side of the requirement within the report. It is important that a new report is generated each time you make changes to your schedule or are meeting with your advisor.
- If you have questions regarding your deficiencies, please make an appointment to go over your report with your advisor. After meeting with your advisor if you have additional questions you may come to College Hall, Room 234 to see one of the degree evaluators.