MBA & MAcc Student Registration & Advising FAQ
Gonzaga University Graduate School of Business

Registration

All registration for MBA & MAcc courses is done using Zagweb (http://zagweb.gonzaga.edu)

1. Click on ‘Enter Secure Area’.
2. Enter your ID number and PIN.
   - Click on ‘Student & Financial Aid.’ Your ID number can be found in both your acceptance letter and on your ID card.
   - If you have never logged in to Zagweb before, your PIN will be your birthday in MMDDYY format.
   - If you have any issues logging in, please do not call your advisor – he or she cannot help you. Call Gonzaga’s IT Help Desk at x5550 on campus or (509) 313-5550.
3. Click on ‘Registration’.
4. If you don’t know the Course Registration Numbers (CRNs) of your courses, click on ‘Look up Classes to Add.’ Courses may be searched by subject, course number, instructor, start time, end time, or days. To view all MBA or MAcc courses offered, search for ‘Masters of Business Administration’ or ‘Masters of Accountancy’ in subject and select ‘All’ for the other fields.
   - If you get the error message ‘Changes have already been submitted’ when searching for classes, please refresh the page and try again.
5. If you know the CRNs of the courses for which you need to register, click on ‘Add/Drop Classes.’
6. Select courses with check boxes and click ‘add to worksheet’.
   - If there is no check box next to the class you would like to add, registration has not yet been opened or the course is closed. If a course is closed, you must email the professor to request to be added, then forward their approval to your advisor with your ID number, the course name, and the course CRN to be added.
7. After courses are selected to add, click on the ‘Submit Changes’ button.
   Common error messages:
   - PREREQ and TEST SCORE ERROR: A prerequisite exists for this course that has not yet been completed
   - COREQ DEPT XXXL REQ: Co-requisite must be taken at the same time
   - CLOSED SECTION: Course is full, permission required
   - TIME CONFLICT with XX: Course time overlaps with another course on the schedule
   **Please note: if you are attempting to register for more than one 699 course, you will get the “DUPLICATE COURSE with SEC – XXX” error message. Email your advisor with your ID number, the course name, and the CRN to be registered, as you cannot override this error yourself. (The CRN will be listed with the course when displayed on the registration screen.)
8. If you have printer capabilities, a schedule may be printed by selecting ‘Student Schedule by Day & Time’ at the bottom of the Look Up Classes to Add page, or via the registration menu, Class Search option.

Program Progress and Degree Evaluation

Many common advising question can be easily solved using Zagweb’s What-If Analysis:

- Am I on track to graduate within a specific time frame?
- What courses do I need to complete my concentration?
- What would I need to take to switch concentrations and still graduate on time?

To conduct a What-If Analysis, begin in the main Zagweb menu (http://zagweb.gonzaga.edu)

1. Click on ‘Student & Financial Aid’
2. Click on ‘Student Records’
3. Click on ‘Degree Evaluation’
4. To see which courses you still need to complete for your declared program and concentration, click on ‘Generate New Evaluation’ Note: this option will not be available to you until you have completed 8 credits. If you are considering a different program or concentration, or have not yet registered for or completed 8 credits, click on ‘What-If Analysis.’
5. Select your entry term. This will be the date closest to (but not after) your start date. The dates specify under which course catalog you entered the program and ensures you are evaluated against the appropriate program requirements.
6. Click ‘add more’ to continue.
7. Select the program. This will be MBA American Indian Entrep, MBA in HCM, Masters of Business Admin, or Masters of Accountancy, depending upon which set of requirements you’d like to evaluate your transcript against. Click ‘add more’ to continue.
8. Select your major. For all programs, there is only one option: choose it.
9. To add a concentration, click ‘add more’ and choose from the drop-down menu. If you are considering getting two concentrations, you can add more the same way.
10. Click ‘Submit.’
11. Choose the most recent semester for which you are registered from the drop-down menu to evaluate all courses you have taken and plan to take against the required courses for the program.
12. Click ‘generate request.’
13. The analysis will appear with a breakdown of all credits required, which have been completed, and which you have yet to enroll in and/or complete. If a course is completed, it will also display the grade you earned in that course.
   - Please note the request number at the top of the page: you will need to return after you’ve closed the request. To return, follow steps 1-3 and 5. Choose ‘View Previous Evaluations’ and choose the number you previously generated.

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Transcripts: Viewing Your Grades Online

- Where are my grades posted at the end of each semester?
- Can I see my cumulative GPA online?
- Where can I get an unofficial copy of my transcript?

1. In the main Zagweb menu, click on ‘Student and Financial Aid’
2. Click on ‘Student Records’
3. Click on ‘Academic Transcript’
4. Choose ‘Graduate’ for Transcript Level (or ‘All Levels’ if you’re a GU undergrad and would like to see both). Transcript type is ‘Unofficial’ by default; official transcripts must be ordered through the registrar’s office (509-313-6592).
5. Click on ‘Submit’
6. An unofficial transcript will appear with courses and grades by semester, including semester and cumulative GPA calculations. Courses in progress should appear, and if appropriate paperwork has been submitted, transfer credit should also appear.

**Please note: 10-week course grades will not be posted until the end of the term.**

If you feel your transcript is incorrect, contact the registrar’s office at 509-313-6592.

Schedules: Viewing Future Course Offerings Online

Schedules for future semesters are typically posted several months in advance for viewing on Zagweb. The fall schedule is often posted as early as March. Many courses are only offered in specific semesters. Please use these tentative schedules to plan future semesters to ensure you complete all requirements as they are offered to graduate on your preferred timeline.

1. To view schedules, use the ‘Registration’ area of Zagweb (http://zagweb.gonzaga.edu)
   - Don’t know your ID and PIN? Refer to #2 in the ‘Registration’ section of this document
2. Click on ‘Student and Financial Aid’
3. Click on ‘Registration’
4. Click on ‘Look Up Classes to Add’
5. If the schedule is available for viewing, the term will be listed in the drop-down menu, most likely with ‘view only’ in the name. Select the term you’d like to view and click ‘Submit.’
6. You can now search future courses in this semester by subject, course number, instructor, start time, end time, or days. To view the schedule in its entirety, select either ‘Masters of Business Administration’ or ‘Masters of Accountancy’ under ‘Subject’ and leave the other fields listed as ‘All.’

Other Zagweb Capabilities

- **Financial Aid:** Review your award, your eligibility, your overall financial aid status for this and previous years, or access student employment opportunities
- **Student Records:** Print copies of tuition statements (1098-T), apply to graduate, view a summary of your account
- **GU Who’s Who:** search for student contact information for students currently or previously enrolled
- **Electronic Billing, Payment, and Deposits:** view bills and statements of account or make a payment
- **Online Course Evaluations:** if you professor enables them, evaluations of courses can be done online
- **Update personal information:** If you have a change of address, email, phone number, or name, use this online form to update the university. Please also update us at the Graduate School of Business at mbamaccga@gonzaga.edu.
- **Employee Services:** View or print pay stubs if you are a graduate assistant

Other Helpful Resources

- **The Registrar’s Office:** www.gonzaga.edu/registrar or 509-313-6592
- **Academic Calendar:** www.gonzaga.edu/About/Academic-Calendar
- **GSB Website:** www.gonzaga.edu/MBA or /MAcc

Have further questions? Contact your advisor.

It is recommended that students request appointments at least one week in advance by email, as advising slots are limited.

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