Zagweb Quick Guide

Zagweb (http://zagweb.gonzaga.edu) is Gonzaga’s student services portal. From here, students can register for upcoming courses and view their financial aid status, transcripts, billing information, and graduate assistant time sheets.

**Student & Financial Aid**
- Register for classes
- Display class schedule
- Display grades

**Electronic Billing, Payment, Deposits, and eRefund**
- Review billing statement
- Make a payment

**Search for Classes**
- View upcoming course offerings

**GU Who’s Who**
- Student directory

**Online Course Evaluations**
- Evaluate MBA or MAcc classes

**Employee**
- Access time sheet
- Tax forms

**View Course Offerings**

To view course offerings by semester:

1. Select **Search for Classes** from the Zagweb home screen
2. Choose the appropriate semester from the drop-down menu, followed by the **Select** button
3. **Immediately select the Advanced Search button at the bottom of the screen**
4. Highlight **Masters Accounting** or **Masters Business Administration** from the subject box
5. Choose the **Section Search** button at the bottom of the screen
6. This will display all classes in the MBA or MAcc program for the selected term, including pre-requisites (500-level courses)

**View Grades**

1. Select **Student and Financial Aid** from the Zagweb homescreen
2. Select **Student Records**

From this screen, **Final Grades** will allow you to view the most recent semester’s grades while **Academic Transcript** will display grades for every enrolled semester.

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

For assistance with login issues, contact Gonzaga’s IT Help Desk at 509-313-5550.

First-time Login:

1. Select “Enter Secure Area”
2. Your ID can be found in both your acceptance letter and on your ID card
3. Your PIN will be your birthday in MMDDYY format
Registration

All registration for MBA & MAcc courses is done using Zagweb.

From the Zagweb home screen:

1. Select **Student & Financial Aid** from the Zagweb homescreen
2. Choose **Registration**, followed by **Look-up Classes To Add**
3. **Immediately select the Advanced Search button at the bottom of the screen**
4. Highlight **Masters Accounting** or **Masters Business Administration** from the subject box
5. Choose the **Section Search** button at the bottom of the screen
6. On the far left-hand side of the screen, under the **Select** column, click the boxes of the courses you would like to register for, and select the **Register** button at the bottom of the screen.

If a check box is not available, registration has not yet been opened or the course is full.

If a course is closed, you must email the professor to request to be added. Forward his or her approval to your advisor with you student ID number, the course name, and the course CRN.

Common Errors

**COREQ_DEPT XXXL REQ:** Co-requisite must be taken at the same time
**CLOSED SECTION:** Course is full, permission is required
**DUPLICATE COURSE with SECTION XX:** This occurs when attempting to register for multiple 699 courses. Email your advisor with the below list of information to complete registration.
**PREREQ and TEST SCORE ERROR:** A pre-requisite exists for this course that has not yet been completed
**TIME CONFLICT with XX:** Course time overlaps with another course schedule

If you receive any of the errors listed above, please send an email to your advisor including:

1. Your name
2. **Student ID**
3. Description of the error/what you would like to register for
4. **CRN** of the course or courses you would like to add

Advisors

Primary advisors are assigned upon a student’s acceptance into Gonzaga’s MBA or MAcc program. If you are unsure who your advisor is, please refer to your acceptance email from Stacey Chatman, or call Gonzaga’s Graduate School of Business at 509-313-7044.

Advisor Contacts

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