Applying to Graduate on ZAGWEB
Log into ZAGWEB 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
Select the ‘Student & Financial Aid’ option.
Choose the ‘Student Records’ menu.
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 and a degree conferred.
The ‘Term’ selection allows you to choose the academic record from any term you have attended. The most current term should contain the correct degree/major/minor information. If you are studying abroad, a previous term may be more advantageous to select.

THIS IS NOT YOUR GRADATION TERM
This menu prompts you to select your current curriculum and then continue. If this information is incorrect, you may use the back function on your web browser and select a different term. If you need to complete a change of Major/Minor form please contact your Dean’s office/program advisor to have your records corrected before you apply.
Select a graduation date from the drop-down menu and then ‘Continue’.
Indicate your intention for attending the graduation ceremony in May and ‘Continue’.
The name you select in this drop-down menu will be the name that appears in the commencement booklet and on your diploma. New is your name without a middle initial.
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.
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.
This screen displays the address you chose and allows you to make additional changes to your address.

When complete select ‘Continue’.
This form confirms the information you have submitted on your application to graduate.

Please print and save a copy for your records.

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<tr>
<th>Graduation Date</th>
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<tr>
<td>Date:</td>
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<tr>
<td>Term:</td>
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<td>Year:</td>
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<th>Ceremony</th>
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<td>Attend Ceremony:</td>
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<tr>
<th>Diploma Name</th>
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<tr>
<td>First Name:</td>
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<td>Middle Name:</td>
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<td>Last Name:</td>
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<tr>
<th>Diploma Mailing Address</th>
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<tbody>
<tr>
<td>Street Line 1:</td>
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<tr>
<td>City:</td>
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<tr>
<td>State or Province:</td>
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<tr>
<td>ZIP or Postal Code:</td>
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<td>Nation:</td>
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<tr>
<th>Curriculum</th>
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<td>Current Program</td>
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<td>Level:</td>
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<tr>
<td>College:</td>
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<td>Major and Department:</td>
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Submit Request
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.
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 $75 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.