

Mailing Address:
AD Box 83 (campus)
Registrar Office
Gonzaga University
Spokane, WA 99258
Office Website:
www.gonzaga.edu/registrar

Registrar Review

SPRING 2010

Office of the Registrar • Gonzaga University
East 502 Boone Avenue • College Hall, Room 229
Transcript Requests: www.gonzaga.edu then "Quick Links"

Hours:
M,T,Th,F 8:00 am to 5:00 pm
W 9:30 am to 5:00 pm
Phone:
(509) 313-6592
(800) 793-1723
Fax: (509) 313-5828

Who Do I Contact?

Assistant Academic Vice President & University Registrar

Jolanta Kozyra
extension 6595
kozyra@gonzaga.edu

University academic policy and procedure,
excess credit issues, excess credit tuition issues

Associate Registrar

Shari Rasmussen
extension 6597
rasmussen@gonzaga.edu

Office administration, planning, staffing and
budgeting procedures, degree and academic
issues, late appeal concerns, FERPA issues,
course substitution, waiver, and transfer credit
posting/issues, Banner access authorization

Client and Student/Faculty Services

Client Services

Client Services Manager

Anne Thompson
extension 3680
athompson@gonzaga.edu

Office supervision and management, depart-
ment requisitions, registration issues, records
maintenance, graduate on-line program admini-
stration, office budget manager, athletic and
disability support student registration liaison,
late appeal concerns

Program Assistant III

Kristen Churney
extension 6509
churney@gonzaga.edu

Front counter supervision, grade changes and
grade processing, late appeal processing,
assistance with enrollment and degree verifica-
tion procedures, assistance with transcript and
enrollment verification issues, registration,
general policy and procedure questions, elec-
tronic document management/imaging

Client Services Assistant

Cory Adams
extension 6592
adamsc@gonzaga.edu

Front counter assistance, registration process-
ing and initial contact for general policy ques-
tions/concerns, transcript production (on-line
and in person), credit card processing, verifica-
tion of enrollment, address changes, main line
phone supervision and contact, processing of
Change of Advisor/Major forms, electronic
document management/imaging, assistance
with graduate on-line program administration,

Student/Faculty Services

Academic Curriculum Specialist

Autumn Vargas
extension 6506
kamalu-nako@gonzaga.edu

Development of course offerings, class room
scheduling, assistance with production of Uni-
versity catalogue, assistance with repeat course
processing, workstudy supervision

Special Programs Specialist

Carol Huston
extension 6594
huston@gonzaga.edu

Administration of concerns/questions regarding
registration issues, course content, and transfer
credit for consortium programs, off campus
graduate student programs, and study abroad
programs, process forms and grading for spe-
cial program populations, privacy holds, Student
Team liaison, repeat course processing.

Degree Evaluation Services

Assistant Registrar, Academic Credential Services

Heather Teshome
extension 3543
teshome@gonzaga.edu

Administration and supervision of services provided by
the Academic Credential Services office, contact for
degree and diploma concerns for undergraduate,
graduate, post baccalaureate and doctoral students,
responsible for the posting of transfer credits for cur-
rent students and credit concerns and questions on
substitution and double counting of requirements,
CAPP degree audit maintenance, Academic Council
issues, production of University catalogues

Academic Degree Evaluator (undergraduate, post baccalaureate)

Natalie Borek
extension 6502
borek@gonzaga.edu

Undergraduate degree evaluation and certification,
substitution/waiver processing, assistance with transfer
credit posting for undergraduate level degree appli-
cants, degree office Web page update, undergraduate
diploma orders and concerns, liaison to faculty advi-
sors for undergraduate/post baccalaureate degree
processing, coordination of line up area for commence-
ment, repeat course processing.

Academic Degree Evaluator (graduate, doctoral)

Janice Carruthers
extension 6593
carruthers@gonzaga.edu

Graduate and doctoral student degree evaluation and
certification, substitution/waiver processing, assistance
with transfer credit posting for graduate level degree
applicants, graduate and doctoral diploma orders and
concerns, liaison to program directors for graduate/
doctoral degree processing, compilation and editing of
commencement programs, coordination of line up area
for commencement, workstudy supervision

Data Services

Computer Operations Specialist/VA Advisor

Mike Grabowski
extension 6596
grabowski@gonzaga.edu

Statistical data reporting, development of technol-
ogy, maintenance of student data; grade production
and processes, assistance to University community
on report generation and writing, and Banner func-
tionality, Veterans educational benefits coordination
and questions

IMPORTANT!!

**Gonzaga summer courses for Summer I,
Summer II, and Full Summer are now
available for viewing on ZAGWEB.
Summer registration will begin on
Monday, March 15th!**

STUDENT/ADVISOR ACTION GUIDE SPRING 2010

Nov	3	Tues	Registration Period I (only for matriculated students enrolled Fall 2009) Registration Materials Available from your Advisor
Nov	30	Mon	Registration Period II Open Registration (Open for New and Continuing Students)
Nov	30	Mon	Last Day for Faculty and Staff to Submit Tuition Waiver Requests to Human Resources
Dec	14	Mon	Non-Matriculated Student Registration Begins
Jan	4	Mon	Payment/Arrangement deadline for all registered students not already on a payment plan. Coursework for students not confirming through Student Accounts office will be CANCELLED. Students who register after Jan 1, 2010 have until the close of the business day on the day they register to complete their payment arrangements with Student Accounts.
Jan	8	Fri	Low Enrollment Classes Cancelled
Jan	10	Sun	Residence Halls Open
Jan	11	Mon	New Student Orientation
Jan	11	Mon	Spring Faculty Conference
Jan	11	Mon	Student Accounts Cashier Open 8:30am-6:30pm
Jan	11	Mon	Bookstore Open Until 6pm
Jan	11	Mon	Classes Which Meet on Mondays Only Begin
Jan	12	Tues	Classes Begin
Jan	12	Tues	Registration Period III (Late Registration & Add/Drop) <i>ZAGWEB Registration</i> Open
Jan	12	Tues	Begin Late Registration, Late Fees Apply
Jan	15	Fri	Last Day to Request a Meal Plan Change
Jan	18	Mon	Martin Luther King Holiday
Jan	20	Wed	<i>ZAGWEB</i> Add Period Closes for Spring Semester
Jan	21	Thurs	\$50 Fee Assessment Per Course Begins for Late Adds
Jan	22	Fri	<i>ZAGWEB</i> Drop Period Closes for Spring Semester
Jan	22	Fri	Last Day to Apply for March, June, August, October or December 2010 Graduation, \$50 Application Fee Applies
Jan	22	Fri	Last Day to Receive 100% Tuition Adjustment for Complete Withdrawal, to Drop Applied Music Lessons and Receive a Refund, or to Receive Refund of Lab Fee
Jan	25	Mon.	Begin W Grade Assignment for Course and Complete Withdrawals, In Person, Registrar's Office. Advisor's Signature Required
Jan	25	Mon	Begin \$25 Graduation Late Fee for March, June, August, October or December 2010 applications
Jan	25	Mon	\$50 Fee Assessment Per Course Begins for Late Drops
Feb	12	Fri	Last Day to Sign Up for Spring Student Health Insurance
Feb	12	Fri	Incomplete Grades from Fall 2009 Revert to Provisional Grades
Feb	15	Mon	President's Day Holiday
Mar	1-5	Mon-Fri	Mid-Semester Week (Classes in Session)
Mar	8-12	Mon-Fri	Spring Vacation
Mar	9	Tues	Mid-Semester Grades due 4:00 pm
Mar	15	Mon	Summer Registration Begins
Mar	26	Fri	Last Day to Withdraw from a Course (W Grade Assigned)
Apr	2	Fri	Good Friday Holiday
Apr	5	Mon	Easter Holiday
Apr	6	Tues	Fall 2010 <i>ZAGWEB</i> Registration Period I Begins
Apr	9	Fri	Last Day to Completely Withdraw From the University
Apr	20	Tues	Academic Honors Convocation (Classes Canceled 3:15-4:45 pm)
Apr	26-30	Mon-Fri	Prep Week
Apr	30	Fri	Last Day of Classes
May	3-7	Mon-Fri	Semester Examinations
May	8	Sat	Graduate Commencement
May	9	Sun	Undergraduate Commencement
May	11	Tues	Grades Due 4:00 pm
May	14	Fri	Grade Inquiry and GPAs Available on <i>ZAGWEB</i>

Summer Transfer Credit

Undergraduate:

If planning to take courses off campus this summer through another institution, take note of the following:

Courses need to be approved by securing the Permission to Transfer Credits/Senior Year in Residence form, obtaining the required signatures, and returning the form to the Registrar's Office **prior** to taking the course. The forms are available in the Registrar's Office, Room 229 in College Hall.

A 2.00 cumulative and upper division major GPA is required to qualify to take a transfer course off campus.

If a course is taken through another institution with a P (pass), S (satisfactory), or CR (credit) grade mode, the course will transfer to Gonzaga as elective credit only and does not fulfill any core, major, minor, or concentration requirements.

The majority of upper division major course work must be completed at Gonzaga.

Courses deemed to be at the graduate level at the transfer institution cannot be used toward an undergraduate degree at Gonzaga.

A grade of C (2.00) or higher is needed for a course to qualify for transfer back to GU. Courses graded with a C- grade or lower will not transfer. Grades **do not** calculate into the cumulative Gonzaga GPA.

All quarter credit is converted to the equivalency in semester credit and is not rounded up.

Graduate:

You will need to work with your Program Director in filing the Permission to Transfer Graduate Credit form.

Transfer credit grades **do** calculate into the cumulative graduate GPA. Transfer courses with earned grades of B (3.00) or higher qualify for transfer back to Gonzaga.

Courses deemed as undergraduate level at the transfer institution, cannot be used in the graduate level degree program. Course work must be distinctively graduate level by the transfer institution and must have been taken within the last five years.

Courses and credits previously applied to any other degree(s) may not be used in transfer toward credit in a current graduate degree program.

Students may transfer a maximum of 1/5th of the program credit which for most graduate level programs equates to six semester credits (or twelve credits at the doctoral level).

All quarter credit is converted to the equivalency in semester credit and is not rounded up.

JUNIOR UNDERGRADUATE DEGREE APPLICANTS

Students at the junior level are now asked to apply to graduate. The current deadline for the class of 2011 was December 4, 2009 if completing your degree in May 2011. If you have not done so already, and are planning to graduate in any of the four graduation terms in the calendar year of 2011, please do so now. No late fees will be assessed to the group of students who are being initiated into the new process.

We are in the midst of processing these applications. You will be notified when an unofficial evaluation has been compiled and is viewable on Zagweb. Please know that degree audits **include** both completed courses and currently registered courses. Depending on the drop/add/withdrawal registration activity, these credits can dramatically alter at any

ATTENTION GRADUATING STUDENTS

If you have applied to graduate as an undergraduate for May, June, August, or December 2010, or as a graduate student for March, May, June, August, October, or December 2010, Commencement will soon be upon us. Please visit the Commencement Web pages at <http://www.gonzaga.edu/Current-Students/Commencement/default.asp> to view important dates regarding the respective Commencement ceremonies. Cap and gown orders will take place during **Senior Fest on Wednesday, February 3rd from 2:00 p.m. until 7:00 p.m.** Please mark your calendars for this very important event!



given point in time. If a course has been added, dropped, withdrawn, or cancelled from the time the initial report posted you will need to rerun the report to ensure that the credits being viewed are accurate.

In the fall, an official paper copy of the evaluation will be mailed to your local or mailing address.

Although the format of a Zagweb degree audit may look different than the report mailed from the evaluation office to you, know that the information contained on the report is the same.

SPRING 2010 FINAL EXAMINATION SCHEDULE

1 0 0 a n d 2 0 0 L e v e l C o u r s e s

CLASSES SCHEDULED ON:

MWF	4:10 pm
MWF	8:00 am
MWF	3:10 pm
MWF	10:00 am
MWF	12:00 noon
MWF	9:00 am
TR	8:00 am
TR	9:00 & 9:25 am
TR	10:00 am
MWF	11:00 am
TR	2:40 pm
MWF	1:10 pm
TR	3:10pm
TR	12:45 & 1:10 pm
MWF	2:10 pm
TR	10:50 am
TR	4:05, 4:10, 4:45 pm

WILL BE HELD ON:

Monday, May 3	3:30 to 5:30 pm
Tuesday, May 4	8:00 to 10:00 am
Tuesday, May 4	10:30 to 12:30 pm
Tuesday, May 4	1:00 to 3:00 pm
Tuesday, May 4	3:30 to 5:30 pm
Wednesday, May 5	8:00 to 10:00 am
Wednesday, May 5	10:30 to 12:30 pm
Wednesday, May 5	1:00 to 3:00 pm
Wednesday, May 5	3:30 to 5:30 pm
Thursday, May 6	8:00 to 10:00 am
Thursday, May 6	10:30 to 12:30 pm
Thursday, May 6	1:00 to 3:00 pm
Thursday, May 6	3:30 to 5:30 pm
Friday, May 7	8:00 to 10:00 am
Friday, May 7	10:30 to 12:30 pm
Friday, May 7	1:00 to 3:00 pm
Friday, May 7	3:30 to 5:30 pm

3 0 0 a n d 4 0 0 L e v e l C o u r s e s

CLASSES SCHEDULED ON:

MWF	11:00 am
TR	2:40 pm
MWF	1:10 pm
TR	3:10 pm
MWF	4:10 pm
TR	1:15 & 2:10 pm
MWF	8:00 am
MWF	3:10 pm
MWF	10:00 am
MWF	12:00 noon
TR	10:00 am
TR	4:05, 4:10, 4:45 pm
MWF	9:00 am
TR	8:00 am
TR	9:00 & 9:25 am
TR	10:50 am
MWF	2:10 pm

WILL BE HELD ON:

Monday, May 3	8:00 to 10:00 am
Monday, May 3	10:30 to 12:30 pm
Monday, May 3	1:00 to 3:00 pm
Monday, May 3	3:30 to 5:30 pm
Monday, May 3	Arranged
Monday, May 3	6:00 to 8:00 pm
Tuesday, May 4	8:00 to 10:00 am
Tuesday, May 4	10:30 to 12:30 pm
Tuesday, May 4	1:00 to 3:00 pm
Tuesday, May 4	3:30 to 5:30 pm
Tuesday, May 4	5:45 to 7:45 pm
Tuesday, May 4	Arranged
Wednesday, May 5	8:00 to 10:00 am
Wednesday, May 5	10:30 to 12:30 pm
Wednesday, May 5	1:00 to 3:00 pm
Wednesday, May 5	3:30 to 5:30 pm
Wednesday, May 5	6:00 to 8:00 pm

E v e n i n g C o u r s e s

CLASSES SCHEDULED ON:

Monday	Evening
Tuesday	Evening
Wednesday	Evening
Thursday	Evening
Friday	Evening

WILL BE HELD ON:

Monday, May 3	8-10pm
Tuesday, May 4	8-10pm
Wednesday, May 5	8-10pm
Thursday, May 6	8-10pm
Friday, May 7	8-10pm

Grades are due from the Faculty by 4pm Tuesday, May 11

NOTES:

1. Final exams will be held in the same classrooms as originally scheduled for courses during the semester.
2. Faculty teaching courses beginning days & times not listed will arrange convenient & appropriate exam times.