

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

Registrar Review

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

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

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

Take Note!!

**Be aware that course participation
requires official registration into the
course. Due to liability and fire code
classroom issues, attending a course
without course registration IS NOT
allowed**

STUDENT/ADVISOR ACTION GUIDE FALL 2009

Mar 31	Tues	Registration Period I (only for matriculated students enrolled Spring 2009)
April 24	Fri	Registration Period II (primarily for new students)
July 31	Fri	Last day for registered students to pay in full (if not on a payment plan) to avoid cancellation of Registration.
July 31	Fri	Last day for Faculty and Staff to submit Tuition Waiver Requests to Human Resources
Aug 10-31	Mon-Mon	Non-Matriculated student registration
Aug 26	Wed	New Faculty Conference
Aug 27-28	Thur-Fri	Fall Faculty Conference
Aug 28-31		New Student Orientation
Aug 28	Fri	Low Enrollment Courses Cancelled
Aug 28-29; 30	Fri-Sun	Residence Halls Open (New Students; Returning Students)
Aug 31	Mon	Fall Validation Day Student Accounts Cashier Open 8:30am-6:30pm Offices Open until 6:00pm: Bookstore, Registrar, Student Life
Sept 1	Tues	Classes Begin
Sept 1	Tues	Late Registration Penalty Begins - \$50 fee
Sept 1-9	Tues-Wed	Add, ZAGWEB Registration open
Sept 1-11	Tues-Fri	Drop, ZAGWEB Registration open
Sept 4	Fri	Last Day to request a Meal Plan Change
Sept 7	Mon	Labor Day Observed
Sept 9	Wed	Last Day to: Add Late Register Change to/from Audit or Pass/Fail Option
Sept 10	Thur	\$50 Fee Assessment per course begins for Late Adds
Sept 11	Fri	Last Day to: Drop Receive 100% Tuition Adjustment for Complete Withdrawal Drop Applied Music Lessons and receive a refund Receive refund of Lab Fee
Sept 11	Fri	Last Day to Apply for May 2010 Graduation.
Sept 14	Mon	Begin W Grade Assignment for Course & Complete Withdrawal, in-person, Registrar's Office Begin \$25 Late Fee Assessment for May 2010 Graduation Applications
Sept 16	Wed	Mass of the Holy Spirit, 11:00am and Noon Classes cancelled
Oct 2	Fri	Incompletes revert to Provisional Grades
Oct 7	Wed	Student Learning Outcomes Day (morning classes cancelled.)
Oct 19	Mon	Founder's Day Holiday
Oct 20	Tues	Mid-Semester Grades due in the Registrar's Office (noon)
Oct 23-25	Fri-Sun	Fall Family Weekend
Nov 3	Tues	Spring 2009 ZAGWEB Registration Period I Begins
Nov 13	Fri	Last Day to Withdraw from a Course (W grade assigned)
Nov 20	Fri	Last Day to Completely Withdraw from the University (Fall 2009)
Nov 25-27	Wed-Fri	Thanksgiving Holiday
Dec 7-11	Mon-Fri	Prep Week
Dec 11	Fri	Last Day of Classes
Dec 14-17	Mon-Thur	Semester Examinations
Dec 18	Fri	Christmas Holiday Begins
Dec 22	Tues	Grades Due in the Registrar's Office (4pm)
Dec 31	Thurs	Grades Inquiry and GPAs available on ZAGWEB .

Registrar's Office	CG 229	Telephone:	(509) 313-6592 (800) 793-1723
Monday/Tuesday/Thursday/Friday	8 am - 5pm	E-mail:	registrar@gonzaga.edu
Wednesday	9:30am - 5pm	Fax:	(509) 313-5828

ZAGWEB Registration Hours

*24 hours a day, 7 Days a Week, *EXCEPTION*: The last working day of each month, 12 am - 3 pm*

Important Deadline for Graduating Students:

Note the following degree application deadlines as they relate to completion of degree requirements by March (graduate level only) or May, 2010. **Only** apply for these degree completion dates if you will have all academic degree requirements **completed** by the spring 2010 semester. Please know that this date is separate from participation in our Commencement ceremonies which take place in early May. The ceremony will encompass all degree application terms (March (graduate level), May, June, August, October (graduate level), or December) in the calendar year of 2010 (January through December of 2010).

Applications need to be received no later than close of business at 5:00 p.m. on the dates listed below by the Degree Evaluation Office, College Hall, Room 234. An application fee of \$50 will automatically be charged to your student account when the application is processed. An additional late fee of \$25 will be assessed for those applications not received on time. Undergraduates can obtain the paper application in the Degree Evaluation Office or the Registrar's Office and your advisor must sign the application prior to its submission. Graduate students can submit their applications online via the link of <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/>

[Registrar/Degree-Office/Graduate/appgraduatedegree.asp](#).

Please contact our degree evaluators at (509) 313-6502 (undergraduate) or (509) 313-6593 (graduate) if you have questions regarding the process.



Undergraduate and Post-Baccalaureate Students

Friday, September 11, 2009

Additional \$25 late fee begins

Monday, September 14, 2009

Graduate Students

Friday, November 13, 2009

Additional \$25 late fee begins

Saturday, November 14, 2009

Important Course Drop/Add Deadline Information for fall semester 2009

The last day to add a course for the fall semester is **Wednesday, September 9th**. After that date, a Late Appeal form will need to be submitted to and approved by your Dean in order to add a course. The forms are available in the Registrar's Office, Room 229, College Hall.

The last day to drop a course for the fall semester is **Friday, September 11th**. **This is also the last date to receive a 100% tuition adjustment for complete withdrawal, to receive a refund for dropping applied music lessons, or to receive a refund of laboratory fees.** Begin-

ning on **Monday, September 14th**, you may withdraw from courses. A "W" grade will be assigned to your academic transcript or you can elect to drop the course via the late appeal process earlier described.

NOTE: Drop/add deadlines may differ for graduate students in part of term courses. Contact Anne Thompson in the Registrar's Office at (509) 313-3680 or by e-mail at thompsona@gonzaga.edu for further information.



IMPORTANT: Unfortunately due to limited resources, our office is unable to accommodate any student request for statistical information as it relates to projects or papers required in your courses.

Classroom Update:

In order to meet the needs of you, our students, the University has added two new classrooms – one in the new freshman dorm and one in the former dance studio. This includes additions/updates to Coughlin 104 (new freshman dorm) THEATD 104; Jepson 104, 107, 108 and Rosauer 141, 153, 216. Additionally, to provide the utmost capabilities in technology to our faculty and student population, **all** campus classrooms are now outfitted with the latest in technology. The technology includes projectors with screens, internet access, access to share drives, PowerPoint, DVD playing capability, the ability to hookup laptops, high-resolution document cameras, and the majority of classrooms also have existing desktop computers.



Spring Semester 2009 Incomplete Grades

If you have an incomplete "I" grade on your transcript from the spring semester 2009, this grade will revert to the provision grade assigned by the instructor (or to a failing grade if no provisional grade was received by our office) on **Friday, October 2, 2009**.

Online Degree Evaluation WebCAPP (Curriculum, Advising, and Program Planning)

Would you like to see what requirements you have remaining to graduate? Students and their advisors can run a Degree Evaluation (CAPP) report to assess a student's degree progress. To do this follow the steps listed below:

1. Log into the secured area at <http://zagweb.gonzaga.edu>. Select the section 'Student & Financial Aid', then 'Student Records', then 'Degree Evaluation'.
2. Select the current term and submit. This will show you your current Primary Curriculum.
3. To run a process, select from the following options located at the bottom of the web page.



View Previous Evaluations - This function will access evaluations which have previously been run.

Generate New Evaluation - This function will run a new evaluation for the selected term.

What-if Analysis - If you are thinking of changing you major, the 'What -if Analysis' functionality will provide you with relevant information about your potential new program of study.

View Holds - If you have holds that would delay graduation, view the office to contact regarding its release.

For further questions, please contact the Degree Evaluation Office at 313-6502, and 313-6593 or see the staff in AD 234.

Form Distribution Center

As an added convenience to you, a Form Distribution Center has been added on the wall outside the Registrar's Office, Room 229 in College Hall. This allows our student and faculty to obtain forms necessary to transact many processes including substitution/waiver, transfer of credit, course authorization, late appeals and more.

For further information, contact Kristin Churney at (509) 313-6509.



FALL 2009 FINAL EXAMINATION SCHEDULE

CLASSES SCHEDULED ON:

MWF 8:00 am
 MWF 3:10 pm
 MWF 10:00 am
 MWF 12:00 noon
 MW 5, 5:45 pm
 M 6:00 pm

 MWF 9:00 am
 TR 8:00 am
 TR 9:00 & 9:25 am
 TR 10:00 am
 TR 5, 5:45 pm
 T 6:00 pm

 MWF 11:00 am
 TR 2:40 pm
 MWF 1:10 pm
 TR 3:10 pm
 W 6:00 pm
 MWF 4, 4:10, 4:45 pm

 TR 1:15 pm
 MWF 2:10 pm
 TR 10:50 am
 TR 4:05, 4:10, 4:45 pm
 R 6:00 pm

WILL BE HELD ON:

Monday, December 14 8:00 to 10:00 am
 Monday, December 14 10:30 to 12:30 pm
 Monday, December 14 1:00 to 3:00 pm
 Monday, December 14 3:30 to 5:30 pm
 Monday, December 14 5:45 to 7:45 pm
 Monday, December 14 8:00 to 10:00 pm

 Tuesday, December 15 8:00 to 10:00 am
 Tuesday, December 15 10:30 to 12:30 pm
 Tuesday, December 15 1:00 to 3:00 pm
 Tuesday, December 15 3:30 to 5:30 pm
 Tuesday, December 15 5:45 to 7:45 pm
 Tuesday, December 15 8:00 to 10:00 pm

 Wednesday, December 16 8:00 to 10:00 am
 Wednesday, December 16 10:30 to 12:30 pm
 Wednesday, December 16 1:00 to 3:00 pm
 Wednesday, December 16 3:30 to 5:30 pm
 Wednesday, December 16 5:45 to 7:45 pm
 Wednesday, December 16 8:00 to 10:00 pm

 Thursday, December 17 8:00 to 10:00 am
 Thursday, December 17 10:30 to 12:30 pm
 Thursday, December 17 1:00 to 3:00 pm
 Thursday, December 17 3:30 to 5:30 pm
 Thursday, December 17 6:00 to 8:00 pm

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.