

## ZAGWEB REGISTRATION

<http://zagweb.gonzaga.edu>

### *Days and Hours of Operation*

*Monday-Sunday*

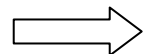
*7:00am-12:00 midnight*

1. Open your browser and go to <http://zagweb.gonzaga.edu>
2. Click on *Enter Secure Area*.
3. Enter your *Gonzaga Student ID and PIN*. Your *Initial PIN* is your birth date in “MMDDYY” format.
4. Click on *Search for Classes*.
5. Select the *term*.
6. Select the *subject*: Masters Business Administration or Masters Accounting etc. There is no need to enter further course information.
7. Click *Class Search* at the bottom.  
**NOTE:** This will bring up ALL the MBA or MAcc course options for the term.
8. Click in check box to the left of the courses.
9. After all the courses are selected to add, click on the *Register* button.

### **IMPORTANT:**

- **MBUS 600 or MACC 600 Orientation:** If you have not taken MBUS 600 or MACC 600 Orientation, you will need to register for it first or you will be blocked from register for the rest of your classes. NOTE: Zagweb dates for these courses are incorrect.
- **Pre-requisite Courses:** If you need to register for a pre-requisite/foundation course (500 level or below), you must send your advisor an email requesting to be registered for the course(s) with the **Course title and number, Course CRN (5 digit number) and your Student ID**.
- **CLEP Exams:** If you are planning to take a CLEP exam to test out of a pre-requisite/foundation, you will need to take and pass it before you will be allowed to register for the 600 level course it applies to.
- **Students Provisionally Accepted:** If you are provisionally accepted (this was noted in your acceptance letter), you will **not** be able to register on Zagweb until you have become fully accepted. However, you can register before becoming fully admitted by emailing your advisor with your registration request. You must include the **Course title and number, Course CRN's (5 digit number) and your Student ID**.

Revised 3/26/09



10. When you are finished with a Zagweb session, be sure to click on the Exit button in the upper

right hand corner of your screen to ensure that any confidential information is cleared from your cache, then exit the browser normally. Using the *Back* button or the *Menu* option will not clear your cache.

**NOTE:**

**If you are using a computer, i.e. lab, library, etc. you must exit the browser after you have finished registering otherwise anyone may access your records including changing your registration.**

**Also, ZagWeb is normally available 24 hours a day with some limited downtime.**

**IMPORTANT: Dual Degree Students (MBA/JD & MAcc/JD)**

Our computer system doesn't always recognize you as MBA or MAcc students and therefore it will probably not allow you to register on Zagweb for MBA and MAcc courses until you have completed your JD program. In the mean time, please follow the steps below to register:

1. Log in to Zagweb and try to register for the MBA and MAcc courses you want to take.
2. For the courses you aren't able to register for, email Jinny Piskel, [piskel@gonzaga.edu](mailto:piskel@gonzaga.edu), the **CRN's**.
3. Don't forget to include your **Student ID and Course title and number**.

**Important Contact Information:**

**Registrar's Office:** (509)313-6592

**Student Accounts:** (509)313-6812

**Jinny Piskel**

Director of Graduate  
School of Business  
(509)313-3414  
[piskel@gonzaga.edu](mailto:piskel@gonzaga.edu)

**Stacey Chatman**

Assistant Director Admissions  
MBA AIE Program Manager  
(509)313-4622  
[chatman@gonzaga.edu](mailto:chatman@gonzaga.edu)

**Colleen Mallon**

Marketing and  
Recruiting Specialist  
(509) 313-7047  
[mallon@gonzaga.edu](mailto:mallon@gonzaga.edu)

**Gary Weber**

MAcc Program Director  
MAcc Advisor  
(509)313-3427  
[weber@jepson.gonzaga.edu](mailto:weber@jepson.gonzaga.edu)