

Registrar Review

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

FALL 2011

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
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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
althompson@gonzaga.edu
Office supervision and management, department requisitions, registration issues, records maintenance, graduate on-line program administration, office budget manager, athletic and disability support student registration liaison, late appeal concerns

Program Assistant III

Jill Socotch
extension 6592
socotch@gonzaga.edu
Front counter supervision, grade changes and grade processing, responsibility for enrollment and degree verification procedures and issues, assistance with transcript processing and procedures, credit card processing, registration, general policy and procedure questions, main phone line supervision and contact, electronic document management/imaging, assistance with graduate on-line program administration, web page update

Client Services Assistant

Ryan Forim
extension 6509
forim@gonzaga.edu
Front counter supervision, registration, grade changes and grade processing, assist with transcript production, credit card processing, assistance with enrollment and degree verification processing and procedures, registration, general policy and procedure questions, main phone line supervision and contact, electronic document management/imaging, processing of Change of Advisor/Major forms, assistance with campus graduate student registration and issues, web page update

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 University catalogue, assistance with repeat course processing, workstudy supervision, work with departments on receipt of and dissemination of information on courses offered each semester

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 special 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, 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 applicants, degree office Web page update, undergraduate diploma orders and concerns, liaison to faculty advisors for undergraduate/post baccalaureate degree processing, assist with coordination of line up area for commencement, 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 technology, maintenance of student data; grade production and processes, assistance to University community on report generation and writing, and Banner functionality, Veterans educational benefits coordination and questions

WELCOME!!

Our office welcomes our two newest additions – Jill Socotch and Ryan Forim.

Jill comes to us as a proud graduate of University of Portland who has previous background in registrar office procedures having worked in the same arena at U of P. She is newly engaged and working on wedding plans toward her upcoming nuptials. She is a huge Oregon duck fan!

Ryan hails from St. Louis, Missouri. He holds both a bachelor and master degree and has an adorable five year old daughter. Ryan has a solid financial aid background having previously worked in that office at SFCC right here in Spokane.

Stop by and acquaint yourself with both of these fine young folks! You'll find them both very helpful.

STUDENT/ADVISOR ACTION GUIDE FALL 2011

Mar 29	Tues	Registration Period I (only for matriculated students enrolled Spring 2011)
May 2	Mon	Registration Period II (open for new and continuing students)
Aug 5	Fri	Last day for registered students to pay in full (if not on a payment plan) to avoid cancellation of Registration
July 29	Fri	Last day for Faculty and Staff to submit Tuition Waiver Requests to Human Resources
Aug 8-29	Mon-Mon	Non-Matriculated student registration
Aug 23	Tues	New Faculty Conference
Aug 25-26	Thur-Fri	Fall Faculty Conference
Aug 26-29	Fri-Mon	New Student Orientation
Aug 26	Fri	Low Enrollment Courses Cancelled
Aug 26-28	Fri-Sun	Residence Halls Open (New Students; Returning Students)
Aug 29	Mon	Fall Validation Day Student Accounts Cashier Open 8:30am-5:30pm Bookstore Open 8:00-6:00pm
Aug 30	Tues	Classes Begin
Aug 30	Tues	Late Registration Penalty Begins - \$50 fee
Aug 30-Sept 7	Tues - Wed	Add, ZAGWEB Registration open
Aug 30-Sept 9	Tues - Fri	Drop, ZAGWEB Registration open
Sept 2	Fri	Last Day to request a Meal Plan Change
Sept 5	Mon	Labor Day Observed
Sept 7	Wed	Last Day to: Add Late Register Change to/from Audit or Pass/Fail Option
Sept 8	Thur	\$50 Fee Assessment per course begins for Late Adds
Sept 9	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 12	Mon	Begin W Grade Assignment for Course & Complete Withdrawal, in-person, Registrar's Office \$50 Fee Assessment per course begins for Late Drops
Sept 14	Wed	Mass of the Holy Spirit, 11:00am and Noon Classes cancelled
Sept 30	Fri	Incompletes revert to Provisional Grades
Oct 6	Thur	Student Learning Outcomes Day (morning classes cancelled)
Oct 15	Sat	Last Day for 2012 & 2013 Undergraduate Degree Applicants to Apply to Graduate (May, June, August, December 2012 & 2013 degree terms)
Oct 16	Sun	Begin additional \$25 late fee for 2012 Undergraduate Degree Applicants
Oct 17	Mon	Founder's Day Holiday
Oct 19	Wed	Mid-Semester Grades due in the Registrar's Office (noon)
Oct 21-23	Fri-Sun	Fall Family Weekend
Nov 1	Tues	Spring 2012 ZAGWEB Registration Period I Begins
Nov 11	Fri	Last Day to Withdraw from a Course (W grade assigned)
Nov 15	Tues	Last day to Apply for May 2012 Graduation (Graduate/Doctoral Students)
Nov 16	Wed	Begin additional \$25 late fee for May 2012 (Graduate/Doctoral Degree)
Nov 18	Fri	Last Day to Completely Withdraw from the University (Fall 2011)
Nov 23-25	Wed-Fri	Thanksgiving Holiday
Dec 5-9	Mon-Fri	Prep Week
Dec 9	Fri	Last Day of Classes
Dec 12-15	Mon-Thur	Semester Examinations
Dec 16	Fri	Christmas Holiday Begins
Dec 20	Tues	Grades Due in the Registrar's Office (4pm)
Dec 26	Mon	Grades Inquiry and GPAs available on ZAGWEB

**As classes begin, be aware of the University's
Faculty Initiated Drop Policy
and the
Class Attendance Policy
(as taken from the
2011/13 Undergraduate Catalogue).**



Faculty Initiated Drop Policy

If a student misses the first day of class without notifying the instructor prior to the second class meeting, the student may be dropped from the course, provided that the course is closed and there are wait listed students. Professors will report absences to the Dean, who, upon approval, will notify the Registrar's Office to drop students from course sections.

Students should contact professors or academic departments if they plan to be absent the first class day. Students who register for courses they do not attend are themselves responsible for officially dropping the courses through the Registrar's Office. The consequence of not officially dropping courses is a "V" (unofficial withdrawal) grade which is calculated as a failing grade and is counted in the grade point average (GPA). Students should not assume that professors will automatically initiate course drops for non attendance. This may affect financial aid awards, scholarship eligibility, athletic eligibility, VA benefits, and numerous other areas related to minimum credit requirements.

Class Attendance Policy

Students are presumed to have sufficient maturity to recognize their responsibility for regular class attendance. Since illness or other good reasons may prevent attendance, Gonzaga University has a standard policy on absences. However, students should check the syllabus for each course to confirm the instructor's specific attendance policy, which should be clearly delineated within each syllabus, and which cannot be more restrictive than the GU policy.

Gonzaga's policy on absences stipulates that the maximum allowable absence is two class hours (100 minutes) for each class credit. For three credit classes the maximum absence is, therefore, six class hours (300 minutes). Classes scheduled to meet for more than 50 minutes have more than one class hour for each meeting; for example, a class which meets for 75 minutes has one and one-half class hours for each scheduled meeting. Instructors may report absences to the Registrar's Office which will in turn notify the students. The grade given for excessive absences is a "V", which has the same effect as "F" (Fail) and is counted in the GPA. This outcome can be appealed to the Dean of the College/School in which the course is offered. Faculty are encouraged to work with individual students to ensure academic success.

Participation in school activities or athletics does not exempt students from this standard policy on absences. The fact that a student has met the other course requirements (such as papers) is not sufficient to change a "V" to a passing grade. The University Class Attendance Policy may be modified for qualified students with documented short or long term disabilities. For more information or case consultation, contact Disability Resources, Education, and Access Management (DREAM).

IMPORTANT

The last day to add a course for fall semester is *Wednesday, September 7th*.
Last day to drop without penalty is *Friday, September 9th*.



OFFICIAL TRANSCRIPTS

To request a copy of an official transcript and to avoid having to file additional forms, access to this process can be undertaken through a student's secure ZAGWEB account. After logging in, the links can be found by clicking on 'Student & Financial Aid' then on 'National Student Clearinghouse' and finally on 'Order or track a transcript'. Unofficial copies which are free of charge can be ordered by accessing the request form found at <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Registrar/Transcripts/default.asp>.

SUMMER TRANSFER COURSES

If course work was taken off campus at another institution this summer and departmental/dean permission was not received prior to enrolling and completing the course(s) off campus, the needed permissions need to be given by way of completion of the Transfer of Credit/Senior Year in Residence form located at <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Registrar/Forms.asp> before the transfer credit can be posted to any student's academic history. The form must be signed by the chair of the department who would oversee the associated subject curriculum and by the dean of the college/school a student is majoring under.

DEGREE APPLICANTS

If you are a member of the graduating Class of 2013 and as a junior, degree applications are due to the Academic Credential Service office by Saturday, October 15th, 2011. For those graduate level students graduating in 2012, the degree applications are due by Tuesday, November 15th.

Both application processes are online and the application is available through student's personal ZAGWEB accounts. Applications can be found by accessing the 'Student & Financial Aid' option, the 'Student Records' link and then 'Apply to Graduate'.

UNDERGRADUATE ACTIVITY CREDITS

No more than **eight (8)** activity credits can be counted toward a baccalaureate degree.

The following courses, which may be repeated, are designated as activity courses under the 2011-12 undergraduate catalogue : Journalism (JOUR): 220 & 230; Music (MUSC): 131A-131V, 141-154, 331A-331V; Theatre Arts (THEA): 124-130, 224, 230, 260-261, 320- 323; Physical Education (EDPE): 101-188

Exceptions to these limitations:

- 1) Physical Education Majors (B. Ed.) are, with the permission of the chairperson of the Physical Education department, allowed a total of four (4) EDPE activity courses beyond the eight (8) credit limit for all activity courses. **(twelve (12) credit maximum)**
- 2) Majors and minors in Music or Music Education may exceed the eight (8) credit limit.
- 3) Majors in Theatre Arts are allowed a total of four (4) performance credits beyond the eight-credit limit **(twelve (12) credit maximum)**.

Please follow these limitations closely. Overabundance of activity credits past the eight maximum will lead in a reduction in earned credit toward the 128 required for a bachelor degree.

FALL 2011 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 12 8:00 to 10:00 am
Monday, December 12 10:30 to 12:30 pm
Monday, December 12 1:00 to 3:00 pm
Monday, December 12 3:30 to 5:30 pm
Monday, December 12 5:45 to 7:45 pm
Monday, December 12 8:00 to 10:00 pm
Tuesday, December 13 8:00 to 10:00 am
Tuesday, December 13 10:30 to 12:30 pm
Tuesday, December 13 1:00 to 3:00 pm
Tuesday, December 13 3:30 to 5:30 pm
Tuesday, December 13 5:45 to 7:45 pm
Tuesday, December 13 8:00 to 10:00 pm
Wednesday, December 14 8:00 to 10:00 am
Wednesday, December 14 10:30 to 12:30 pm
Wednesday, December 14 1:00 to 3:00 pm
Wednesday, December 14 3:30 to 5:30 pm
Wednesday, December 14 5:45 to 7:45 pm
Wednesday, December 14 8:00 to 10:00 pm
Thursday, December 15 8:00 to 10:00 am
Thursday, December 15 10:30 to 12:30 pm
Thursday, December 15 1:00 to 3:00 pm
Thursday, December 15 3:30 to 5:30 pm
Thursday, December 15 6:00 to 8:00 pm

**Grades are due from the Faculty by 4pm
Tuesday, December 20**

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.
3. For courses indicated as arrange, contact the Registrar's Office at ext. 6506 to initiate room assignment.