



# Graduation Grapevine for Graduates Students

## GONZAGA UNIVERSITY

ACADEMIC CREDENTIALS SERVICES

SEPTEMBER 2009

### As a graduate student, how do I apply for graduation?

The electronic application can be accessed by following the link: [www.gonzaga.edu/applytograduate-grad](http://www.gonzaga.edu/applytograduate-grad). Paper applications are available on campus from the Academic Credentials Services Office, College Hall, Room 234. The office is open from 8 am - 5 pm Mon.-Tues.-Thur. & Fri. and 9:30 am- 5:00 pm Wednesday. Forms are also available in a distribution center on the Graduation Information bulletin board outside of the Registrar's Office, CG 229, anytime. They are also available from your Graduate School Program Director. Fill the form out completely and

return in person or mail the form to Office of the Registrar, Gonzaga University, Spokane, Washington, 99258. Faxed applications can be received at (509) 313-5828. Retain a copy of the application for your records. There will be a \$50 application fee assessed to your student account. For any application received after the published deadline, there is an additional \$25 late fee. Information regarding all commencement related matters can be obtained at [www.gonzaga.edu/graduation](http://www.gonzaga.edu/graduation).

### I am planning to graduate in 2010. When do I apply?

**DO NOT** apply for the May 2010 graduation term unless this is the actual term when you will have all of your academic requirements completed toward your degree. The actual term of degree completion has no bearing on the Commencement ceremony. You will be included in the 2010 Commencement ceremony if you have applied to graduate for March 2010, May 2010, June 2010, August

2010, October 2010, or December 2010. There are two graduation terms for summer: June of 2010 if you are completing your requirements as of Summer Session I or August of 2010 if you are completing your requirements as of Summer Session II. Refer to the graduation deadlines below:



### APPLICATION DEADLINES

	March or May 2010 Graduation	June or August 2010 Graduation	October or December 2010 Graduation
Last day to apply with a \$50 graduation application fee .....	Nov. 13, 2009	Jan. 22, 2010	Apr. 16, 2010
\$25 late fee assessed beginning.....	Nov. 14, 2008	Jan. 23, 2010	Apr. 17, 2010
Degree Date .....	Mar. 31, 2010 May 7, 2010	June 25, 2010 Aug. 6, 2010	Oct. 29, 2010 Dec. 16, 2010
Commencement Ceremony .....	May 8, 2010	May 8, 2010	May 8, 2010

## Grad Schools Program Directors & Contacts

Contact	Director	Program	Ph #	Mail:	E-Mail
<b>School of Professional Studies</b>					
	Francovich, Chris	Leadership Studies	3592	MSC 2616	<a href="mailto:francovich@gonzaga.edu">francovich@gonzaga.edu</a>
Broughton, Marnie		Leadership Studies	3485	MSC 2616	<a href="mailto:broughton@gonzaga.edu">broughton@gonzaga.edu</a>
	Gorski, Mary Sue	Nursing	3587	AD 38	<a href="mailto:gorski@gu.gonzaga.edu">gorski@gu.gonzaga.edu</a>
Wood, Molly		Nursing	6640	AD 38	<a href="mailto:woodm@gonzaga.edu">woodm@gonzaga.edu</a>
Caddis, Connie		Organizational Leadership	3684	MSC 2616	<a href="mailto:caddis@gonzaga.edu">caddis@gonzaga.edu</a>
Crane, Teresa		Organizational Leadership	6645	MSC 2616	<a href="mailto:tcrane@gonzaga.edu">tcrane@gonzaga.edu</a>
	Albert, Joe	Organizational Leadership	3564	MSC 2616	<a href="mailto:albert@gonzaga.edu">albert@gonzaga.edu</a>
	Carey, Mike	Organizational Leadership	3550	MSC 2616	<a href="mailto:carey@gonzaga.edu">carey@gonzaga.edu</a>
Caddis, Connie		Comm. Leadership Studies	3684	MSC 2616	<a href="mailto:caddis@gonzaga.edu">caddis@gonzaga.edu</a>
	Crandall, Heather	Comm. Leadership Studies	3567	MSC 2616	<a href="mailto:crandallm@gonzaga.edu">crandallm@gonzaga.edu</a>
<b>School of Education</b>					
Huston, Janice			3481	AD 25	<a href="mailto:hustonj@gonzaga.edu">hustonj@gonzaga.edu</a>
	Fein, Al	MALDAD (Canada)	3651	AD 25	<a href="mailto:fein@gonzaga.edu">fein@gonzaga.edu</a>
	Mahoney, Dan	MAE	3584	AD 25	<a href="mailto:mahoney@gonzaga.edu">mahoney@gonzaga.edu</a>
	Salina, Charles	Leadership Formation&MALDAD	3643	AD 25	<a href="mailto:salina@gonzaga.edu">salina@gonzaga.edu</a>
	Derby, Mark	Special Education	3633	AD 25	<a href="mailto:mderby@soe.gonzaga.edu">mderby@soe.gonzaga.edu</a>
		MED Literacy	3821	AD 25	<a href="mailto:bogarosh@gonzaga.edu">bogarosh@gonzaga.edu</a>
	Koffman, Steve	Counselor Education (Canada)	6290	AD 25	<a href="mailto:koffman@gonzaga.edu">koffman@gonzaga.edu</a>
	Bennett, Elisabeth	Community Counseling	3512	AD 25	<a href="mailto:ebennett@gonzaga.edu">ebennett@gonzaga.edu</a>
	Brown, Mary	School Counseling	3631	AD 25	<a href="mailto:brown@gonzaga.edu">brown@gonzaga.edu</a>
	Anjali Barretto	Special Ed:MIT	3492	AD 25	<a href="mailto:barrette@gonzaga.edu">barrette@gonzaga.edu</a>
	Tunnell, Diane	Sports Mgmt/Physical Ed.	3479	AD 25	<a href="mailto:tunnell@gonzaga.edu">tunnell@gonzaga.edu</a>
	Traynor, John	MIT	3632	AD 25	<a href="mailto:traynor@gonzaga.edu">traynor@gonzaga.edu</a>
<b>School of Business</b>					
Piskel, Jinny	Piskel, Jinny	MBA	3414	AD 9	<a href="mailto:piskel@jepson.gonzaga.edu">piskel@jepson.gonzaga.edu</a>
	Weber, Gary	MAcc	3427	AD 9	<a href="mailto:weber@jepson.gonzaga.edu">weber@jepson.gonzaga.edu</a>
<b>Arts &amp; Sciences</b>					
Gieber, Kim		Philosophy	6741	AD 47	<a href="mailto:gieber@calvin.gonzaga.edu">gieber@calvin.gonzaga.edu</a>
	DiMaria, Ted	Philosophy	6762	AD 47	<a href="mailto:dimaria@gonzaga.edu">dimaria@gonzaga.edu</a>
Jennings, Gail		Religious Studies	6782	AD 57	<a href="mailto:jennings@gonzaga.edu">jennings@gonzaga.edu</a>
	Milos, CSJ, Joy	Religious Studies	6714	AD 57	<a href="mailto:milos@gonzaga.edu">milos@gonzaga.edu</a>
	Schearing, Linda	Religious Studies	6797	AD 57	<a href="mailto:schearing@calvin.gonzaga.edu">schearing@calvin.gonzaga.edu</a>
<b>English Language Center</b>					
McKenzie, Amber		Program Coordinator	5560	AD 88	<a href="mailto:mckenzie@gonzaga.edu">mckenzie@gonzaga.edu</a>
Olson, Linda		Office Coordinator	6563	AD 88	<a href="mailto:olson@gonzaga.edu">olson@gonzaga.edu</a>
	Jeannot, Mary	MA/TESL	6559	AD 88	<a href="mailto:jeannot@gonzaga.edu">jeannot@gonzaga.edu</a>
<b>Admissions</b>					
McCulloh, Julie			6591	AD 102	<a href="mailto:mcculloh@gu.gonzaga.edu">mcculloh@gu.gonzaga.edu</a>
<b>Registrar</b>					
Huston, Carol		Registration/Enrollment	6594	AD 83	<a href="mailto:huston@gu.gonzaga.edu">huston@gu.gonzaga.edu</a>
Carruthers, Janice		Degree Evaluation/Graduation	6593	AD 83	<a href="mailto:carruthers@gonzaga.edu">carruthers@gonzaga.edu</a>
<b>Foley Library</b>					
Pierce, Linda		Librarian	3834	AD 95	<a href="mailto:pierce@gonzaga.edu">pierce@gonzaga.edu</a>
Kitt, Valerie		Circulation	6540	AD 95	<a href="mailto:kitt@gonzaga.edu">kitt@gonzaga.edu</a>
<b>Financial Aid</b>					
Griffith, Sharon		On-Campus Students	6581	AD 72	<a href="mailto:griffiths@gonzaga.edu">griffiths@gonzaga.edu</a>
Off. Kelsey		On-Line Students	5817	AD 72	<a href="mailto:off@gonzaga.edu">off@gonzaga.edu</a>

## What happens next?

You will receive confirmation from the Academic Credentials Services Office that your application to graduate has been received. We then run a compliance report of all of your academic course work which includes your Gonzaga courses and any transfer work you have completed against the requirements that are shown under the particular catalogue under which you entered. The report is sent to your Program Director in order that he/she can determine whether or not you have met all requirements for your particular program as well as any foundation courses that need to be completed. The Program Director works with our office in determining proper

substitution/waivers for your degree. If there are questions regarding your academic progress, please contact your Program Director. A listing of these individuals is included in the previous section. Once it has been determined that you have met your requirements to graduate, your degree will be posted for the appropriate semester, and an official student copy of your transcript along with your diploma will be mailed to your diploma mailing address. This mailing occurs approximately six weeks after the last day of classes for your semester. Additional diplomas may be ordered through the Academic Credentials Services Office for a fee of \$30.00.



## What if I will not meet my requirements by the date I applied?

Your Program Director will be in close contact with you whether or not all of your academic requirements have been met for graduation. If it is ascertained that you will not meet all the requirements by the date for which you have applied to graduate, please contact the Academic Credentials Services Office at (509) 313-6593 or (509) 313-6502 to change your date of graduation with us. There is no fee involved in this process.



## What if I wish to transfer work to Gonzaga from another institution to meet some of my requirements?

Graduate programs accept up to one-fifth of the total number of credits required for a degree from another accredited college or university which is usually six credits for most degree programs. Courses must be clearly graduate level as defined by the granting institution. The subject matter of courses transferred must be relevant to the degree or requirement in question, which is determined by

your Program Director. The date of each course considered needs to be within five years of your beginning semester at Gonzaga. No course for which a grade less than 'B' has been awarded may be accepted. Classes graded on a Pass/Fail scale will not be considered unless Pass is equivalent to a 'B'. Transfer credit forms are available from your Program Director.

## What if I've recently been married and wish to order my diploma under a different name?



When applying for graduation, we order your diploma under the name in which your records are recorded in the Registrar's Office. Otherwise, a name change must be submitted to the Registrar's Office, CG 229. You will need to provide a marriage certificate or divorce decree and a picture identification before a name change is transacted, along with a completed form.

## What do I need to know about the Commencement Weekend?

The Commencement 2010 will begin at 5:00 pm on Saturday, May 8, 2010, on campus in the McCarthy Athletic Center. Guests will not require tickets. Students need to line up in academic attire at 4:00 pm in the old gym of the Martin Centre with an academic procession at 4:45 pm. The Baccalaureate Mass will be celebrated at 1:30 in the McCarthy Center, doors will open at 12:15 pm. Graduates (in their robes) line up by 1:00 pm in the old gym. For all Commencement information, go to [www.gonzaga.edu/graduation](http://www.gonzaga.edu/graduation) and follow instructions. Do check out the Dates & Events and the Frequently Asked Questions sections. For additional questions, please contact Susie Prusch, Manager of University Events, at (509) 313-5571 or

[prusch@gu.gonzaga.edu](mailto:prusch@gu.gonzaga.edu).

No honors are awarded to graduate students.

Gonzaga is proud to contract C.E. Ward National Company as the supplier for your cap and gown and announcement needs. The price of the Keepsake units for the Master's and the Ph.D. regalia will be included in the Commencement Ceremony Regalia mailing from C.E. Ward National. The prices will include tax and transportation. A late fee will be incurred for any late orders. Information regarding caps, gowns and announcements can be obtained through the website address of [www.cewardnational.com](http://www.cewardnational.com).

## OTHER NOTES

If your degree mailing address has changed from the time your graduation application was submitted, make sure you stop by CG 234 and change the address on your application prior to leaving campus to avoid unnecessary delays in the mailing of your diploma. You can also call us at 1-800-793-1723, extension 6593 or 6502 to change your address. To reach us locally, please call (509) 313-6593 or (509) 313-6502. **(Make sure any financial holds have been cleared.)**

If you have additional questions contact your Program Director or the Academic Credentials Services Office, Room 234, Monday, Tuesday, Thursday & Friday 8 am - 5 pm and Wednesday, 9:30 am - 5:00 pm.

## **GRADUATION CANDIDATE ACTION GUIDE FOR GRADUATE STUDENTS**

Nov. 13, 2009 ... Fri .....	Last day to apply for March 2010 or May 2010 degree completion.
Nov. 14, 2009 ... Sat .....	Begin \$25 late fee for March 2010 or May 2010 degree.
Dec. 9, 2009 ..... Weds .....	CEWardNational will mail information to you regarding Commencement Ceremony Regalia. Regalia may be ordered either by mail or via the internet at <a href="http://cewardnational.com">cewardnational.com</a> .
Jan. 22, 2010 .... Fri .....	Last day to apply for June 2010, August 2010
Jan. 23, 2010 .... Sat .....	Begin \$25 late fee for June 2010, August 2010
Feb. 22, 2010 .... Mon. ....	Last day to postmark order caps & gowns for 2009 commencement without late fee.
Apr. 16, 2010 .... Fri .....	Last day to apply for October 2010 & December 2010
Apr. 17, 2010 .... Sat .....	Begin \$25 late fee for October 2010 & December 2010
April 30, May 4 Fri & Mon .....	Cap & gown distribution, 11 am - 3 pm, location TBA
May 6 ..... Thu .....	Cap & gown distribution, 4:30 - 7 pm, location TBA
May 6 ..... Thu .....	Commencement rehearsal: 4 pm the McCarthy Athletic Center
May 6 ..... Thu .....	Doctoral Cap & Gown distribution at Doctoral Banquet (scheduled by Doctoral Office)
May 7 ..... Fri .....	Cap & Gown Distribution 2:30 - 5 pm & 7 - 8 pm, location TBA
May 8 ..... Sat .....	Cap & Gown Distribution 12:30 - 1:30 pm / 2:00 - 4:00 pm, location TBA
May 8 ..... Sat .....	Baccalaureate Mass 1:30 pm. 1:00 pm—line up in old gym in academic attire 1:30 start of Mass.
May 8 ..... Sat .....	Graduate Commencement Ceremony.

McCarthy Athletic Center, Gonzaga University

Lineup begins no later than 4:00 pm

\*\*Procession begins at 4:45 pm

Ceremony begins at 5:00 pm

After ceremony, social for graduates, faculty and families

6:35-7:45 pm South Lawn Martin Centre (If rain, Martin Centre old gym)

### **Resume Preparation and Entering Degree Information on Job/Graduate School Applications**

Misrepresentation in the marketplace has become epidemic and remains a chronic and worrisome problem for employers in this country. As a result, more and more employers are verifying academic information that appears on resumes and employment applications.

You, as a prospective graduate of Gonzaga University, should know that anyone can verify your directory information, including dates of attendance, honors received, majors, and degrees granted by calling or contacting the Office of the Registrar. This information may not be restricted once your enrollment at Gonzaga ends, so it is open to the public for verification.

It is imperative that you accurately reflect your degree, majors, honors, and dates of attendance on your resume and on job or graduate school applications at all times. You should not indicate that you have a degree if you have not actually received a transcript with the degree posted; instead, you should indicate the expected completion date, e.g. "Degree Expected, May 2010." Once you have received a notice from the Academic Credentials Services Office that your degree has been granted, you can explicitly indicate that you have graduated.

If you have not received a degree bearing transcript as expected, please contact the Academic Credentials Services Office as there may still be deficiencies preventing your degree from being awarded. To ensure effective communication, please notify the Academic Credentials Services Office of any address or telephone number changes.