

GENERAL INFORMATION

This packet is provided as a helpful tool for you as a new faculty member. This document as well as other information for new faculty including ID cards, email, technology, and blackboard is available at <https://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/NewFacultyOrientation.asp>

In addition to the information you find here, the University Undergraduate Catalogue is also a good source for information on general University policies and procedures. Catalogues are available at <https://www.gonzaga.edu/catalogues>

Further you should familiarize yourself with the University's Mission Statement <http://www.gonzaga.edu/About/Mission/Mission-Statement>

Be sure to pay close attention to the Academic Calendar (found at the end of this document and on-line <http://www.gonzaga.edu/About/Academic-Calendar/Academic-Calendar-2011-2012.asp> and Law School Academic Calendar http://www.law.gonzaga.edu/Academic+Program/academic_calendar_11-12.asp so you know when classes are and are not in session. This is particularly helpful for planning your course syllabi. Note holiday and exam schedules as well.

Open Meeting Times Schedule

An Open Meeting Times Schedule is published each semester and distributed by the Academic Vice President's Office. The Open Meeting Time is Tuesdays and Thursdays, 12:05-1:15 pm. The Open Meeting Time Schedule provides a dedicated time for school and department meetings, Center for Teaching and Advising presentations, Core Curriculum discussions and Faculty Senate Meetings. Scheduling office hours during the open meeting times should be avoided. The open meeting time schedule for each semester can be found at <http://guweb.gonzaga.edu/AVP-Office/information-for-Faculty/>.

Parking

Parking decals are required to park in on-campus parking lots. Parking lots are designated and posted by permit color and are restricted to particular groups (staff/faculty, students, etc). Faculty can purchase parking decals from Campus Security and a list of locations is provided at the time of registration or is available anytime at the Security Office. There are two different types of decals: red and green. The red decals cost \$75.00 and allow faculty parking in any red or green parking lot (in front of College Hall, to the east of the COG, behind Herak, and at Jepson).

Parking enforcement is conducted year round, but hours and conditions vary depending on the time of year. Violation fees are printed on the citation. Prompt payment (within 7 days) results in the fee being reduced. Unpaid citations for faculty may be collected

through payroll deduction. Citations can be appealed in writing to the Parking Appeals Board. Letters of appeal must be received at the Campus Security office (or sent through campus mail to MSC box 2468) no later than five working days after issuance of the citation. Complete instructions and conditions for appeal are listed in the parking rules and regulations, as well as on the reverse of the citation. For more information, please call the Parking Coordinator at ext. 4147 or Campus Security at ext. 2222.

Supplies

Each department has its own policy regarding the purchase of supplies. Office supplies are ordered through Office Depot and require 1-2 days for delivery. The Gonzaga bookstore (Zag Shop) has some supplies available. Check with your chair or faculty assistant before making any purchases to find out your department's policy.

COURSE BOOKS

Selecting

Most faculty require students to purchase and read one or more textbooks or other treatises for each course. Some faculty also recommend additional reading. Choosing what books to require is a difficult task, and adjunct faculty are encouraged to confer with those full-time faculty members who teach or have expertise in the relevant subject area.

Most textbook publishers will send free examination copies of their textbooks and treatises to faculty in the hope that they will require students to purchase them (most university presses will send examination copies on a trial basis, but will require that they be paid for or returned if not adopted for the course).

Desk Copies

Each department is responsible for ordering their own desk copies. Please check with your chair to find out if this is an individual responsibility or if desk copy requests are handled centrally through the department faculty assistant. The Zag Shop will send you a copy of the book with a sixty day return privileged if you inform them that the book will be used as a desk copy and that you or your department has put in a request to the publisher. The phone numbers of the principle publishers can be found in the print database "BooksInPrint" available on the Foley Center website <http://www.foley.gonzaga.edu> search All Databases A to Z, select Books in Print.

Ordering

Required and recommended books are ordered and sold to students through the Zag Shop. Order forms may be obtained online from the Zag Shop www.zagshop.com. Your department faculty assistant can help you obtain the user name and password to access the Faculty Adoptions link at this site. Orders for fall semester books must be

submitted to the bookstore by the first week in April; orders for spring semester books must be submitted by the third week in October; orders for summer session books must be submitted by the first week in March.

Supplemental Material

Most faculty provide handouts and other written materials for their students to supplement whatever course books the students must acquire. All faculty are required to provide students with a course syllabus (see the following section, below). Check with your School or department for information regarding supplemental materials.

All supplemental materials--whether sold at cost or given to students--must not infringe on any copyright. Faculty are expected to acquire whatever approval is necessary before reproducing any copyrighted material. Faculty Services will handle all approval procedures. Faculty should allow adequate time for obtaining approvals as this can be a lengthy process.

SYLLABI

Required Disclosures

Each instructor is expected to distribute to students, on or about the first class, a written syllabus for the course. That syllabus must explain the rules by which the course will be conducted and pursuant to which the students will be evaluated. Thus, it must indicate the number of graded assignments and describe the nature and relative weight of each. Similarly, faculty who wish to take class participation and performance into account when awarding final course grades must disclose both that fact and the manner in which such adjustments will be computed in the syllabus. Many faculty make reference to the attendance policy (see Page 6).

In addition, syllabi must include information on contacting the instructor during non-office hours. This could be through email, phone message, and so on. Most syllabi also outline the assignments for the entire semester. This allows students who wish to read ahead to do so. More importantly, it can help outline the course for the students. Faculty teaching a course for the first time may find it impossible to do this, but efforts should be made to map out the course well in advance and to give the students as much notice as possible about the upcoming assignments. Samples of particularly effective syllabi may be obtained from the department chair.

Office Hours

Every full-time faculty member must be available for consultation with students during a minimum of four hours per week. These hours are to be posted at the entrance to the faculty member's office. Your Dean's Office may also request this information.

THE CLASSROOM

Academic Honesty Policy

The University has an Academic Honesty Policy to which students are expected to adhere. The policy can be found at <http://guweb.gonzaga.edu/AVP-Office/AcademicHonestyPolicy2002.pdf>

Course Evaluations

Every course is evaluated by the students at or near the end of the semester. After reviewing the results of the three-year pilot of administering the student rating instrument (SRI) on-line, the Council of Deans, with the Academic Vice President, has determined that Gonzaga now has the capacity to move fully to on-line course evaluations. The Council of Deans recommended unanimously that Gonzaga make the move to on-line administration of the SRI. Making this move will eliminate some errors that inevitably arise during the handling of paper in administering the hard copy version of the system, will save time and effort, and will contribute to the university's sustainability goals.

Beginning in fall semester, 2011, the on-line administration of the SRI will be implemented across campus.

FAQs about On-line Evaluations

Who has access to on-line data?

The individual faculty member only (as always, deans and chairs will receive printed copies of numerical summary data)

How will students access the on-line evaluations?

After they log into Zagweb, they click on "Student & Financial Aid," click on "Registration," click on "Online Course Evaluations," select a "Registered Term," select a course, complete the numerical questions and comment questions, and click "Save." (Students will see a menu that includes only the course in which they are registered.) A general reminder about how to access on-line evaluations will be provided to students and faculty during fall semester.

When can students carry out the on-line evaluations?

The last two weeks of each part of term (six, eight, ten, fourteen/fifteen week sessions.)

How soon will the data be available to faculty members?

As soon as the two-week window closes and the data has been forwarded by computer personnel to faculty; this does not occur before grades are turned in.

How do faculty access information about how many of their students have filled out on-line evaluations, or on the data once it is available?

Log on to Zagweb, click on "Faculty and Advisors," click on "On-Line Course Evaluations," enter the term (semester and year), hit "Select Term" (this is where you will see how many

students have responded), click on “Report,” check the data you want to see, click on “Execute Report.”

If you checked “Combined Comments” in the second last step (above), you can scroll down to see your students’ written comments (responding to the three questions bolded in our next FAQ).

Can I have my students respond to the written questions on-line?

The on-line option has always included three “boxes” in which students can write answers to specific questions. Currently the questions for those three boxes are:

Please describe specific aspects of the instructor’s approach and of the course (e.g., readings, assignments, exams, classroom exercises, discussion models, guest speakers, media products, etc.) that helped you to learn.

Please offer suggestions about specific aspects of the course (see above list) and the instructor’s approach that would have supported your learning in this course more effectively.

Please offer other observations about your experience in this course (e.g., how this course shaped or changed you or your perspectives.)

Can students go back and change their responses once they do on-line evaluations?

No

What options are there for doing on-line evaluations?

- a) Students do them any time during the two-week window (the following approach seems to gain higher response rates)
 - 1) Put on-line evaluations on your syllabus
 - 2) Explain why they matter to you and how you make use of them
 - 3) During the two-week window
 - a) Tell students the dates for on-line evaluation availability
 - b) Remind them periodically (remember that while you cannot know who has filled out the forms, you can always tell how many members of the class have done so)
 - c) Remember that it’s easy to send out a mass reminder through Blackboard
- b) Take your class to a computer lab and have them fill out the form
- c) Have your students bring laptops to class and fill them out on a specific date and time

Can I tell how many of my students and which ones have filled out the on-line form?

You can tell how many but not who.

Can faculty withhold grades (or create other negative incentives) until students have filled out the form?

Negative incentives are not encouraged. Students who feel under the gun are not likely to respond well to an evaluation form. While it has not been tested in the courts, withholding grades is probably illegal. Since faculty do not know who has filled out the forms, they would have to withhold grades for all members of a class, which is clearly not a good idea, since it affects those who have filled out the forms and those who have not.

Change of Grade

Change of Grade Forms can be obtained from the Registrar's Office or Dean's Office. The completed form, including student's ID number, the section title, the course number and the semester/year the course was taken is submitted to the Dean for approval. Once approved, the Change of Grade Form will then be forwarded to the Registrar's Office.

Attendance

Students are presumed to have sufficient maturity to recognize their responsibility for regular class attendance. Since illness or other good reason 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 allowable 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.

Faculty-Initiated Course Drops

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.

Audits

Audits are for students who want to sit in on a class, but do not want to receive credit or a grade. Students register for audits before the semester begins, or, at the latest, during the add-drop period at the beginning of the semester. Students cannot switch to audits after they have committed to taking a class for credit. An audit is not a substitution for a withdrawal. You may, at your discretion, allow a student who has withdrawn from a class to continue to attend. However, out of respect for honesty in academic records, the withdrawal must be recorded for what it is.

Confidentiality

The following information is considered "directory information," and therefore open to the public unless the student has asked for an information restriction status in the Registrar's Office:

- Student's Name
- Local Address and Telephone Number
- Permanent Address and Telephone Number
- Place of Birth
- Major Field of Study
- Dates of Attendance (Current and Past)
- Full or Part Time Enrollment Status
- Year in School (Class)
- Degree(s) Received
- Scholastic Honors and Awards Received
- Other Educational Institutions Attended
- Visual image (photo, video)
- Weight and Height of Members of Athletic Teams

If a student's parent calls you to inquire about grades or other non-directory information for their son or daughter, there are only two ways in which you can disclose information

without violating the law:

1. To have a signed consent statement from the student giving you permission. This consent should contain specifics as to what information can be released.
2. If the student is claimed as a dependent on the parent's tax return for the immediately preceding year. In this case, the parents may have access to all information. However, you cannot simply take the parent's word for the fact that the child is being claimed. It must be certified through the information on file in the Financial Aid Office or by seeing a copy of the parent's signed 1040 for the previous year.

Please keep in mind that each of us should use discretion in the release of information to parents. If either of the above criteria is met, the law simply states that we may release information, not that we are obligated to release it. Each case needs to be considered carefully and dealt with on an individual basis.

This may seem very cumbersome when all you are trying to do is assist a parent who is concerned about their son or daughter. However, keep in mind that there are some students who, for very legitimate reasons, do not want their parents or others to have any information. Also, it is important to remember that you should be encouraging dialogue between parents and their son or daughter rather than acting as an intermediary.

Returning Written Work

When returning written work to students, you are in significant violation of the law if you simply leave papers in a box or on a table in the hall. The students' work in this case is open to anyone passing by who would like to look at it.

Grades Posted on Doors

Grades are not to be posted by social security/ID numbers or any other method where it is possible to identify an individual's grades. With small classes it becomes easy to identify who has what grade by process of elimination since ID's are given in alphabetical order. If some type of random number system is used, grades can be posted.

Grades Given Out Over the Telephone

Grades should not be given out over the telephone or via email. Students can look at their grades through their personal Zagweb account or go to the Registrar's Office and present their picture ID in person to obtain grade information. If they have a hold on the record, the information is not given.

Please contact Shari Rasmussen, Associate Registrar, at ext. 6597, or via e-mail at

rasmussen@gu.gonzaga.edu with any questions or concerns that you have.

Canceling/Rescheduling/Moving Class

Classes should be on time and should not be dismissed before the end of the period without good reason. Although faculty members should avoid canceling class whenever possible, occasionally it is unavoidable. When it is necessary to cancel class, faculty are encouraged to give as much advance notice as possible. If the cancellation occurs after the previous class, so that the instructor was unable to inform the students directly, the instructor should inform the faculty assistant or department chair (or the Dean's Office if they are not available). A notice will be posted on your classroom.

Because of limited availability of classrooms, any faculty member who desires to move a course into a classroom, other than the one to which it was assigned within the first two (2) weeks of either fall or spring semester, must first obtain permission from the Academic Curriculum Specialist in the Registrar's Office at ext. 6506. After the first two weeks of a semester, contact Campus Services at ext. 6854. The Registrar's Office authorizes room rescheduling/moving requests for the entire duration of the summer sessions.

Locked Classroom

If your classroom is locked when you are scheduled to teach, contact Campus Security at ext. 2222 to unlock the door. Campus Security is available 24 hours daily, including weekends. If ext. 2222 is busy, call the Gonzaga Operator at ext. 0 and s/he will contact Campus Security for you. If you are calling from off campus, the Gonzaga Operator can be reached at 328-4220.

Media Classrooms

Most classrooms are equipped with media equipment. The classrooms are unlocked at 7:30 a.m. and locked at 9:30 p.m. Monday through Friday.

If you have questions about the equipment in the classroom, please contact the Central Computing Help Desk at ext. 5550.

Late Drops and Withdrawals

The last day to *drop* a class is typically during the second week of the semester. Once the add/drop period has ended and a student wishes to drop a class the student must fill out an "Appeal to Drop a Course After the University Deadline" form. That form must be signed by the student's advisor and the professor. The Dean's Office does not automatically approve late drops. THERE MUST BE EXTENUATING OR UNUSUAL CIRCUMSTANCES TO WARRANT THE DROP (not simply because the student does not want a "W" - Withdrawal on their transcript). If approved, the drop completely takes the course off the student's transcript. In addition, the last day to *withdraw* from a

course (with no special permission or fees) is typically well after mid-term grades have come out. After the last day to withdraw, students must fill out an “Appeal to Withdraw From a Course After the University Deadline” form. Again, these are not automatically approved and they need the approval of the advisor and professor in addition to the Dean. **THE STUDENT MUST DEMONSTRATE EXTENUATING OR UNUSUAL CIRCUMSTANCES TO WARRANT THE WITHDRAWAL AT SUCH A LATE DATE.** The Dean’s Office reserves the right to ask for documentation in order to make a decision. If approved, the withdrawal will appear on the student’s transcript.

STUDENT COMMUNICATION

Faculty Mailboxes

Faculty share a mailbox with other members of the department to receive both on and off campus mail. Please check with your chair or faculty assistant for the correct mailbox number. Outgoing mail is placed in the appropriate mail slot at Faculty Services. Please include the box number on any campus/departmental mail, along with the addressee's name. Outgoing mail must be received by Faculty Services before 2:00 p.m. in order to be postmarked that day. Mail received after 2:00 p.m. will be sent the following day.

Advising

Check with your department chair for information about academic advising policies and expectations within your school. Training will be provided to new advisors by the Center for Teaching & Advising (CTA, ext. 6953).

Locating Information and/or Contacting a Student

The University has an online system (Zagweb) that allows faculty to obtain general student information about students registered for their classes and advisees. Zagweb enables faculty to access such information as class rosters, permanent and local addresses and phone numbers, pictures, and transcripts. A pin number must be acquired in order to have access to the Zagweb system. Contact Carol Huston in the Registrar’s Office at ext. 6594. Training is not required, but if you would like some guidance, call the Training Specialist at ext. 6878 to schedule an appointment.

ENROLLMENT INFORMATION VIA Zagweb

Web Address <http://zagweb.gonzaga.edu>

(Be sure to add this URL to your list of Bookmarks or Favorites.)

The Main Menu

The Enter Secure Area option allows you to access advisee lists, class lists (with photos), personal directory information, teaching schedules, and information about your advisees and the students enrolled in your classes. This area requires an ID number and PIN to view the information.

The menu options Apply for Admission, Campus People Locator, and Course Catalog & Class Schedule allow access to public information regarding email addresses, course information, class schedules, and applying for Admissions. These areas require no ID or Personal Identification Number (PIN) to view.

Using your Identification Number and PIN

When you attempt to access non-public information via Zagweb, you will be prompted to enter your ID number and PIN. Non-public information includes access to class lists, advisee lists, teaching schedule, grade submission forms and your personal information.

If you haven't done so already, you will be asked to enter a security question and answer to assist you in accessing Zagweb in the future should you forget your PIN. If you need to access Zagweb at a later time and you do not know your PIN, simply enter your ID number and select on Forgot your PIN? Give the answer to your security question and Zagweb will open the secured area to you.

You may change your PIN by selecting the first option on the Personal Information menu.

Navigation Tips

At the top of some pages, there are tips to help you navigate through the system. Be sure to read these helpful instructions.

Menu options can be selected by single clicking on them with your left mouse button.

If a student has requested that his/her information remain confidential, the word ****Confidential**** will appear with the student's name.

If you do not see the menu item that you're looking for, it may be further down the page. Use your scroll bar to see if there are more menu items listed below.

To move directly to the bottom of a page, hold down the <CTRL> key while striking the <END> key.

When you are done with a Zagweb session, be sure to click 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.

Where to Get Help

If you would like training or personal assistance in using Zagweb, please call the Training Specialist at ext. 6878 or you may call the Help Desk at ext. 5550 for additional assistance.

How to Login

1. Select [Enter Secure Area](#) from the Zagweb Home Page.
2. Enter your Identification number and PIN and click [Login](#). Re-enter the PIN if prompted.
3. Either click on the option: [Faculty & Advisors](#), or [Personal information](#).

Access to Advisee Lists

1. Once you're logged in, click on the option: [Faculty & Advisors](#).
2. Click on [Advisor Menu](#). Select [Advisee List](#). You will be prompted for the term selection, if you have not previously entered the term information. If prompted, select the term you wish to view and click on [Submit](#). You will then be presented with an alphabetical list of your advisees.
3. To print, click on “File” in the upper left corner of your screen, then select “Print” or “Print Frame” (depending upon which browser you are using).
4. To view information on an individual student, click on the student's name. For additional information on the student, click on [\[Student Information\]](#) at the bottom of the page. Access to the student's class schedule and email address is available at the bottom of the page.
5. To select a different student, click the “Back” button on the top left of your screen until you return to the Advisee List screen. Click on the name of the student you wish to view.
6. Be sure to click on [\[exit\]](#) on the upper right corner of your screen and close your browser when finished.

Access to Class Lists

1. Once you're logged in, click on the option: [Faculty & Advisors](#).
2. Select [Detail Class List](#) or [Summary Class List](#). You can also select [Class List: Student Photos](#) and see a photo of each student. You will be prompted for the Term Selection if you have not previously entered this information. If prompted, select the term you wish to view and click on [Submit](#). You will then be prompted for the Course Registration Number (CRN). Select the class you wish to view and click on [Submit CRN](#).
3. To print your class list, refer to Step 3 in *Access to Advisee Lists* above.
4. To view information on an individual student, follow Step 4 in *Access to Advisee*

Lists above.

5. Be sure to click on [\[exit\]](#) on the upper right corner of your screen and close your browser when finished.

Access to Course Load Information

1. Once you're logged in, click on the option: [Faculty & Advisors](#).
2. Click on [Course Offering by Term/Subject](#). Select the Term and Subject that you wish to view, then click on [Show Course Offerings](#). You will be presented with a list of all courses for the Term and Subject that you selected. Under the column heading "Enrl/Max" is listed the current number of enrolled students and the maximum number of students allowed in the class. To choose another subject, click on the "Back" button to return to the previous screen.
3. To print the course offerings, refer to Step 3 in *Access to Advisee Lists* above.
4. Be sure to click on [\[exit\]](#) on the upper right corner of your screen and close your browser when finished.

EXAMINATIONS AND GRADING

Prep Week

All faculty are required to comply with the established guidelines for Prep Week.

1. Prep Week pertains to courses with final exams.
2. The prep week for each semester encompasses the last five days (Monday-Friday) before final examinations, thus allowing students time to prepare for finals. **Classes are still scheduled to meet during prep week.**
3. Only minor graded assignments may be given during the time period designated Prep Week. Minor graded assignments are defined as those appearing on the syllabus and worth no more than 10% of the course grade.
4. Make-up exams and paper extensions will be permitted during Prep Week at the discretion of the teacher and the student.
5. Lab finals are allowed during Prep Week.

Mid-semester Grades/Exams

Mid-semester exams are still the option of the professor, but each undergraduate faculty member must assign mid-semester grades, based on performance. In the past, the Academic Council has discussed this matter and expressed its support for this practice. Younger students particularly, and those returning from a long absence can benefit from this early "temperature taking." Our students deserve this extra attention which remains

as one of Gonzaga's distinguishing hallmarks.

Both mid-term and final grades are due in the Registrar's Office by the dates specified on the Academic Calendar. Grades must be submitted electronically via Zagweb.

Grade Submittal

Final grades are due via Zagweb by 4:00 pm on the Tuesday immediately following Finals Week.

"I" grades – Issued at the discretion of the instructor when a student with a legitimate reason does not complete all course work during the session in which it was offered. Provisional grades should be submitted for each "I" grade issued to the Registrar's Office using the link on Zagweb. A provisional grade is the grade a student will earn if no additional work is submitted. If the faculty member fails to submit a provisional grade, a grade of "F" will be issued by the Registrar's Office. All incomplete grades not changed to new final grades 30 days into the following semester will be converted to the provisional grades or the grade of "F" by the Registrar's Office.

"IP" grades – Issued for courses that extend beyond designated term dates (Internships, Research, Comprehensive Exams, Thesis, Dissertation, and Proposal Seminar). Once the course is completed and graded, the Change of Grade form needs to be processed. If a grade is not submitted within one year an "IP" automatically becomes a "W".

"RD" grades (Report Delayed) – Issued by the Registrar's Office when a faculty member fails to submit final grades by the deadline. After RD grades are entered, a Change of Grade form is required.

If you have any questions concerning entering grades, please contact the Registrar's Office at ext. 6592.

Zagweb Instructions: Entering Grades Via Web

Web Address <http://zagweb.gonzaga.edu>

Note: Use the most current version of any browser that can accept Java applets and cookies.

1. Login to secure area (see page 9).
2. Select **Faculty & Advisors**
3. Select **Mid Term Grades or Final Grades**
4. Select the **Term** and click the Submit button.

5. Select the **CRN** and click the Submit button.
6. Enter appropriate grades. Note: Instructors are not required to enter all grades in the same web session.
7. Click on **Submit Changes** button. Changes may be entered by the instructor until grades are rolled into academic history by the Registrar's Office.

Note: The "**Rolled**" column flagged as "**Yes**" means changes must be submitted to the Registrar's office through the grade change process. The faculty final grade input does not reflect grade changes past the grade submission period. Use the **Grade List w/Academic History** to view grades that include grade changes past the grade submission period.

****TIP**** to select the next CRN, hit **Control End** to skip to the bottom of the page. Click on **CRN Selection**.

For classes with more than 99 students, enter and submit the first 99 grades. At the bottom of the page, **click 99- ?** until all grades are entered. You must click on **Submit Changes** on each page.

8. Repeat steps 3-7 until all grades are entered for all your courses.

Provisional grades are required for all 'I' grades. Click on **E-mail Provisional Grades** from the **Faculty & Advisor Menu**. Enter into body of the e-mail course subject and number, student name and ID number, provisional grade and outstanding assignments. Click on **Send** to submit to the Registrar's Office.

Mid-term grades are delivered to the academic advisors only. They are not available for student viewing on Zagweb. Advisors must meet personally with their advisees to give them their mid-term grades and have an appointment to discuss their schedule for the next semester. Advisors receive the students' pin numbers which give the students access to register for the next semester. *Do not give the pin numbers to the students without meeting with them.*

Final Examinations

Final examinations are held at the end of each semester. Final examination times can be found on the following web page: <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Registrar/ExaminationSchedule/default.asp>

Students making their travel arrangements for the end of each semester must take into account these final examination times. Final examination schedules must be adhered to and may not be changed without authorization by the Dean. If you are changing the time of a final exam or considering rescheduling an exam for an individual student whether because of conflicts with other exams, for medical reasons, or due to some other emergency, please contact your Dean's office to obtain approval.

For further information, please see the GU Faculty Handbook: Policies and Procedures, Section 314.05 (page 3-25) or the GU 2009-2011 Undergraduate Catalog: Degree Requirements and Procedures, Section I. (page 38).

FACULTY SUPPORT

Faculty Services

Faculty Services is the printing and word processing area for the entire University. The office is located in College Hall, Room 011. The telephone extension is 6881. Their office hours are from 7:00 a.m. to 5:00 p.m. (including 12:00 noon to 1:00 p.m.). Below are listed the primary functions of the office. If something is not listed that you have a question about, please contact Faculty Services directly. At least 24 hours notice is preferred for all tasks when feasible. Rush jobs will be done as soon as they can get to them.

Fees are recharged to your department budget for all services listed below. You will need to check with your Department Chair on policy and department budget numbers.

Services Available

1. Word processing/typing and document scanning services are accessible to all University areas.
2. FAX services are available to the Gonzaga Community. Our FAX number is (509) 313-5718. They have cover sheets for your use.
3. Reproduction of all materials (subject to U.S. copyright laws) is completed as quickly as possible. Binding is also available. Copy requests can be delivered in person or sent as an e-mail attachment to facultyservices@gonzaga.edu.
4. Folding services are available for most materials that have been reproduced.
5. Cutting services are also available at no charge.
6. Transparencies can be made for overhead projections.
7. Laminating is also available.
8. Color printing & copies on colored paper can be requested. Color printing can be quite expensive. Please check with your department before making these requests.

Procedures

Faculty Services has work slips available at the front counter for you to fill out to explain

how the work needs to be completed. If any special verbal explanation of the work is needed, please let one of the employees know at the time the work is requested; if a written explanation is enough, please write it on the work description slip under "special instructions." After the instructions are completed, place the project, with the work slip attached, in the appropriate basket. If you would like to pick up the work yourself and not have anyone else in your department receive it, please fill in "HOLD for _____" under Special Instructions on the work slip. Check back with their office at the time the project is due to be finished to pick it up.

Cost of Services

There are a variety of costs involved for the services provided. Any work done that does not pertain to the University needs to be charged as personal costs. Otherwise, the costs will be deducted from your department's budget. Both personal and business costs are posted at Faculty Services.

Campus Directory

Each year, the University publishes a campus directory that lists the office phone numbers of most faculty and staff, and describes the organizational structure of the University. It is published in the fall and is available in October. If you do not have a copy in your office, please contact your department faculty assistant.

Gonzaga ID

All faculty should obtain a Gonzaga ID card. This card can be useful in identifying yourself to Gonzaga Security and is necessary to obtain admittance to the Rudolf Fitness Center, (Gonzaga's athletic facility) and check out material from the library. To obtain a Gonzaga ID, faculty must obtain the appropriate form from Human Resources, sign the form, and submit it to the Student Accounts office, where a picture ID will be produced.

LIBRARY RESOURCES

FOLEY CENTER HOURS OF SERVICE

Academic School Year

Monday-Thursday:	8 a.m.-2 a.m.
Friday:	8 a.m.-9 p.m.
Saturday:	10 a.m.-6 p.m.
Sunday:	10 a.m.-2 a.m.
Study Lounge:	Open 24 hours every day

Hours vary during holidays, finals week and summer sessions. Check website for those changes.

LIBRARY SERVICE TO THE FACULTY

The Foley Library is eager to be of service to all faculty. The information below will give brief information on library services that may be valuable to you and your students.

Library Homepage

The Library homepage is located at www.foley.gonzaga.edu. On this website, you will find links to the library catalog, online indexes, reference resources, interlibrary loan forms, hours, etc.

Library Orientations

Orientation sessions for faculty start the second week of September to introduce the automated catalog and web-based resources. Check the Library homepage by clicking on RefWorks and Training Schedules for dates and times. For personal tours and orientation, please call ext. 3829.

Library Instruction

The Public Services Library Faculty can help coordinate library instruction for your classes. They can provide everything from a basic tour to a multi-session, in depth introduction to library resources, critical thinking skills and evaluation of web sites. The library has an instruction lab with PC's available for a library instruction session and a larger site for a lecture type orientation that seats up to 70. They can also come to your classroom, if needed. Please allow at least a week advance notice for class bookings. The library also provides instruction in the use of RefWorks the campus wide bibliographic management software for classes or individuals. The Instruction Librarian can be reached at ext. 3829.

Reserves

Reserve materials meet the needs of faculty wishing to make items requiring short-term use available to their students. Reserve readings are located at the Circulation Desk and can be checked out by anyone presenting a valid ID card. Reserve readings cannot be renewed. A list of items on Reserve is available through the library catalog. A University faculty member may place any material on reserve as long as it is not in violation of federal copyright guidelines. Most reserve material is kept at the Circulation Desk on the first floor of the Foley Center. Material may be placed on 1 hour, 2 hour, 2 hour-building use only, 24 hour, or 3 day reserve. Library materials or personal copies may be placed on reserve. Requests to place items on reserve can be done over the phone by calling ext. 3850.

Processing of reserve materials may take up to three working days at the beginning of the semester; please allow enough time for the material to be processed.

Copies of the Library Reserve Materials Form are available at the Circulation Desk or a

form can be obtained through the website.

Circulation Policies

Your Gonzaga ID card is your library card. It is required for a variety of on-site services including checkout of materials as well as access to some electronic data bases from locations outside the Foley Center.

You can access your library record online. This option allows you to view current activity on your borrowing record (e.g., items checked out, fines owed, holds pending). You can also renew your items from here. To return materials, an outside book drop is provided for your convenience along with a book drop in the Staff Lounge in College Hall. The College Hall book drop is emptied daily, Monday-Friday when classes are in session (fall and spring).

Faculty are entitled to keep books for a semester. Materials can be renewed up to eight times unless requested by another user. Periodicals and reference materials do not circulate. The loan periods for reserve, curriculum and media materials vary in length. Exception: popular books checked out for two weeks can be renewed only twice. Material may be renewed by phone, online, or in person at the Circulation Desk.

Faculty will be charged fines for late and lost materials. Fines have been set at \$0.25 a day per item for media items, and \$1.00 a day for interlibrary loan items or material that has been recalled. Failure to pay fines will result in the loss of borrowing privileges. Lost materials are charged at \$50.00. Lost interlibrary loan items are charged at \$100.

Personal Research

Foley Library is glad to help in any way they can with your personal research. Interlibrary Loan is available free of charge to all Gonzaga students and faculty. Individuals need to set up an ILLiad account (our Interlibrary Loan program) by going to the Foley homepage. Foley also has wireless internet access as well as wired ports. Stop by the Reference Desk for additional information on these features.

Faculty may also request that articles from periodicals in the Foley collections be scanned and emailed to them. Requests for scanning can be made through ILLiad or materials may be dropped off at any service point in Foley.

Technology Education Services

Technology Education Service is the primary resource for the support of audiovisual and media technology on campus, they also schedule some areas of Foley. To schedule use of multimedia equipment call ext. 3875. To schedule the Foley Teleconferencing Center or ACT Lab call ext. 3810.

All questions regarding specialized services and operations such as distant learning

support, teleconferencing, video production, editing, and duplication should be directed to Technology Education Services, ext. 3810.

Library Contacts

Linda Pierce, Collection Development, Circulation, ext. 3834, pierce@gonzaga.edu
Theresa Kappus, Distance Services Librarian, Interlibrary Loan, ext. 3820,
kappus@gonzaga.edu John Spencer, Chair, Public Services, ext. 6110,
spencer@gonzaga.edu Kelly Jenks, Instruction Librarian, ext. 3829, jenks@gonzaga.edu

Disability Resources, Education, & Access Management: "DREAM"

DREAM is dedicated to facilitating and co-creating a welcoming and equal opportunity environment for persons with disabilities. To that end DREAM offers resources, education, and access management to the University community as a whole. DREAM offices are located in 203 Foley Center, ext. 4134.

All academic accommodations are determined on an individual basis. DREAM determines appropriate accommodations by reviewing documentation, interviewing the student, and determining if the requested accommodation is reasonable. Services are either provided by the DREAM office or by the individual professor. Services **may** consist of one or more of the following:

Enrollment Assistance:

- Priority registration

Reduced Course Load

- Orientation to campus
- Classroom Relocation

Classroom Accommodations:

- Sign Language Interpreter
- Notetaker
- Attendance Policy Flexibility
- Modified Furniture
- Magnification systems

Alternative Media:

- Textbooks in alternative formats
- Large print or Brailled materials

Adaptive Technology:

- Screen magnification systems
- FM systems

Training in use of text to speech programs
Training in use of speech to text technology
Captioning

Alternative Testing:

Extended time
Distraction reduced environment
Alternative answer sheets
Reader or use of text to speech software
Scribe or use of speech to text software
Use of computer for essay

For more information for faculty see the DREAM website at:

<http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Disability-Resources-Education-and-Access-Management/Faculty-Resources/default.asp>

FACULTY DEVELOPMENT FUNDS

Policies on Faculty Development Funds are subject to University Budget Policies and budget constraints on an annual basis. Check with your department chair to obtain information regarding faculty travel policies and other faculty development opportunities.

TECHNOLOGY TRAINING

To learn more about technology that is available to you at Gonzaga, such as Blackboard and Banner, visit the GU Training and Professional Development site at <http://www.gonzaga.edu/gutaining>. This site provides helpful information on resources and training opportunities with links to training schedules and on-line registration.

In addition to courses offered by our Technology Education Services department, Human Resources also provides seminars in safety and professional development. Registration for all of these courses can be done on-line through this site.

Access to Banner requires the completion of the General Navigation course. During this session you will learn how to log into Banner and navigating the system. Faculty needing access to budgets and information about students, employees and alumni that is not available through Zagweb, will need to enroll in a General Navigation course. Please contact the Training Specialist at ext. 6878 with specific questions about Banner access.

ITS also provides Gonzaga Faculty, Staff and Students with free, online software training through Atomic Learning (www.atomiclearning.com). Log in using your university username and password. Atomic Learning offers online and on-demand, flexible training opportunities—making it easy for learners to embrace technology. From instant access to answers on common “how to” questions, to step-by-step training workshops and projects,

Atomic Learning can help you simplify campus technology.

TELEPHONE INFORMATION

Telephone System

The telephone number for Gonzaga University is 509/328-4220 to reach the Gonzaga switchboard (available 24 hrs/day) or thru the Auto Attendant you can dial the 4 digit extension to call an office/person directly. When calling the university from on campus phones you can dial the four-digit extension for a specific office. If you should require Switchboard assistance while on campus, dial "0" from any campus telephone. To make off-campus calls, dial "9" first and then your local seven-digit number.

Telephone Features

Two important features of our telephone system are "Direct-In-Dial" (DID) and Modular Messaging Voice Mail. DID services make it possible for people to call in directly to your office, rather than going through the University Switchboard. If calling from off campus to an on-campus office, dorm or apartment, add the prefix "313" before the 4 digit extension.

The other important feature is called "Modular Messaging." Your extension is equipped with a self-contained voice mailbox accessible only to you. You may obtain access to your Voice mailbox by dialing **2417** from any campus phone or 313-2417 from off-campus and follow the instructions. You will be asked for your password, which is initially set as the # sign (or 3535#). Modular messaging will prompt you to change and set your own password the first time entering the system. See www.gonzaga.edu/audix to access the Modular Messaging User Guides and Quick Reference Guides, or contact the telephone system administrator/Customer Service, 313-5656 or ext. 5656. If your voice mailbox is locked or has previous "owners" greeting, password etc., please contact Customer Service, Plant Services at 313-5656 to reset your mailbox.

QWEST Directory

The Qwest Directory regional phone book is available online at <http://www.dexonline.com>.

Disclaimer: As of August 30, 2011, this information is deemed to be reliable.