Applying to Graduate on ZAGWEB
Log into ZAGWEB by entering the secure area.
- Select the ‘Student’ option.

  and then ‘Student Records.’
• The ‘Apply to Graduate’ menu will allow you to submit an application for graduation if you do not have a hold on your student account.

• This process is necessary in order to have degree requirements officially evaluated and so that a degree can be conferred.
The ‘Term’ selection allows you to choose the academic record for any term you have attended. The most current term should contain the correct degree/major/minor/concentration information.

If you are studying abroad, it may be more advantageous to select a previous term.

This is not your graduation term.
This menu prompts you to select your current curriculum and then continue. If this information is incorrect, you may use the back function on your web browser and select a different term. If you need to complete a Change of Major/Minor form please contact your Dean’s Office/Program Advisor to have your records corrected before you apply.
Please note: Your graduation date is the date when you will complete all of your degree requirements. Regardless of the graduation date, the Degree Evaluation Office will plan for your participation in the May ceremony of the calendar year your degree is granted. If you plan to participate in a later commencement ceremony, please contact the Degree Evaluation Office.

Select a graduation date from the drop-down menu and then ‘Continue.’
Indicate your intention for attendance at the graduation ceremony in May of the year for which you are applying to graduate and ‘Continue.’
Once you have selected a diploma name select ‘Continue.’
This screen confirms the name you have selected. It is important to note that by submitting the ‘Continue’ button, you are in agreement with your name appearing in the commencement booklet. You must contact the Degree Evaluation Office if you want your name removed from the booklet.

Select ‘Continue.’
• Please note that your diploma will be sent to the Permanent address listed on your student record. If no permanent address exists, the mailing of your diploma might be delayed.
This form confirms the information you have submitted on your Application to Graduate.

- Please print and save a copy for your records.

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**Graduation Application Summary**

- **Date:** 10-MAY-2019
- **Term:** Spring 2019

**Ceremony**

**Attend Ceremony:**

**Diploma Name**

**First Name:**
**Middle Name:**
**Last Name:**

**Curriculum**

**Current Program**
- **Level:** Graduate
- **College:** School of Business
- **Major and Department:** Business Administration, Graduate Business

[Submit Request]
Congratulations! Your electronic application for graduation has been successfully received by the Degree Evaluation Office.

For information on your academic progress you may run a degree evaluation from the 'Student Records' menu in ZAGWEB. This information can be used as an informed tool when you consult with your academic advisor regarding your degree progress. We encourage students to review their academic records on ZAGWEB anytime a change to your registration occurs (add/drop/withdraw). Doing so will provide both you as a student and your advisor, a better understanding of the impact registration changes have toward degree progress. Below are the directions for accessing and running a degree evaluation through ZAGWEB.

Degree Evaluation on ZAGWEB
1. Log into the secure area at https://zagweb.gonzaga.edu. Select 'Student & Financial Aid', 'Student Records', and then 'Degree Evaluation.'
2. Select the current term and 'Submit.' The information reflected will be for your current primary curriculum.
3. Other functionality include the following options located at the bottom of the web page.
   • View Previous Evaluations:
     The functionality will provide you with access to degree evaluations previously generated.
   • What-if Analysis:
     The functionality will provide you with relevant information regarding a potential new program of study.
   • View Hold:
     The functionality will provide you information regarding any holds assigned to your student record. Holds can potentially delay your graduation and your ability to run further degree evaluations.

The Degree Evaluation Office processes applications in the order they are received, with priority given to students completing their degree requirements for the upcoming graduation term. Undergraduate students and their advisors will be notified by email when their degree evaluation has been processed along with periodic update statuses. Graduate students are encouraged to contact their Program Directors with any questions regarding their degree progression and current status.

If you find it necessary to change your degree completion date or academic record (i.e. major/minor/concentration/catalogue term) please contact staff in the Degree Evaluation Office. If your diploma address is or will be different than your permanent address, it is also important to make contact with our office prior to departing Gonzaga to ensure your diploma arrives at the correct destination in a timely manner. Messages may be sent to the office inbox at degreeeval@gonzaga.edu.

By submitting this application you acknowledge that the Degree Evaluation Office will not make any changes to your degree application without explicit written permission from you. You also understand that once your degree has been conferred, no additional changes will be made. This includes the application of any change of grade to your student record once the degree is granted. Additionally, the addition of any new curriculum changes to your degree record will not be certified (new majors/minors/concentrations).

We wish you only the very best as you pursue your final studies at Gonzaga. Do not hesitate to contact us with any further questions you might have about the process.
If you have changes after you have submitted your graduation application, you must contact the Degree Evaluation office.

- Graduate students should contact carruthers@gonzaga.edu
- Undergraduate students should contact borek@gonzaga.edu

A $75 application fee will be assessed to your student account if your application is submitted by the graduation application deadline. An additional $25 late graduation application fee will be assessed to your student account if the application is submitted after the deadline.

- Undergraduate graduation application deadline information
- Graduate/Doctoral graduation application deadline information

There are no fees charged to change information on your graduation application.

Undergraduate students will receive an email once a degree evaluator has reviewed the evaluation.

Graduate student evaluations will be forwarded to the Program Advisor/Director for review.

It is recommended that students run a degree evaluation regularly; every time you make changes to your schedule (add, drop or withdrew from courses courses).

- Reviewing this information regularly in conjunction with regularly scheduled meetings with your advisor will keep you informed regarding the completion of your degree requirements and in planning courses for upcoming semesters.
- You will notice the deficient requirements have a red ‘N’ on the left side of the requirement on the report. It is important that a new report is generated every time you make changes to your schedule or you meet with your advisor.
- If you have questions regarding your deficiencies, please make an appointment to go over your report with your advisor. If you have additional questions after meeting with your advisor, you may come to College Hall, Room 234 to see one of our evaluation staff.