How to Run a Degree Evaluation on Zagweb

Updated 9/27/18
Log into Zagweb by entering the secure area

<table>
<thead>
<tr>
<th>Enter Secure Area</th>
<th>Accepted Student Login</th>
<th>Check Application Status - UNDERGRADUATE APPLICANTS</th>
<th>Check Application Status - GRADUATE APPLICANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, Staff and Current Students login using your Gonzaga Network credentials.</td>
<td>Login using your ID and PIN to make a payment or view your Financial Aid award.</td>
<td>Check the status of your submitted application</td>
<td>Check the status of your submitted application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Catalog and Class Schedule</th>
<th>Campus People Locator</th>
</tr>
</thead>
<tbody>
<tr>
<td>View course information, including course description. Includes links to corresponding Class Schedule by Term.</td>
<td>Gonzaga University People locator for students and employees. Previously known as the Campus Email Directory.</td>
</tr>
</tbody>
</table>
Next, you will be prompted to login using your Gonzaga username and password.
Select the ‘Student’ option

And then Student Records
Under Student Records, select ‘Degree evaluation. This will allow you to view your progress toward degree requirement completion.
On the next screen, select the current term.

Generate New Evaluation allows you to run a degree evaluation based on the ‘Curriculum Information’ that appears on the page.

What-if Analysis allows you to run an evaluation by selecting curriculum information from a series of drop down menus.
Select your program information

Select the current term and the ‘Generate Request.’

Once the evaluation is complete, it will display in the window with requirements not met appearing in red. The evaluation is separated into several sections:

- Total degree credits requirements
- Degree course requirements
- Concentration and Minor requirements where applicable
- An elective area to accumulate credits not used for the fulfillment of specific course requirements.
Select the term you first started at Gonzaga (your catalog term), then select ‘Continue.’ This sets your degree requirements.

Select the degree program on the next screen. Note: this is NOT the major. This is the college where the major is housed.
Select a major from the drop down menu. If you only want to look at a major, you can select submit.

If you want to view additional minors or majors, select ‘Add More’ until you have chosen all of your intended curriculum. Then select submit.
On the next screen, choose the current term for ‘Evaluation Term.’ Then, select ‘Generate Request’ to run the what-if degree evaluation.

**Note:** What-if analyses are a great way to look at degree requirements if you are considering changing your major/minor or adding a major/minor. It will show you everything you have fulfilled along with courses you still need to complete. You can run as many scenarios as you would like. This DOES NOT officially update your major.