12. Purchase a parking permit.

All students who park a vehicle, including motorcycles, on Gonzaga property are required to purchase and properly display a campus parking permit. Parking permits may be purchased online at gonzaga.edu/permits. Have your vehicle license plate number and Gonzaga ID number available when you register. After completing your registration, print a copy of the receipt and bring it to the Campus Security and Public Safety Office in Huetter Mansion to pick up your parking permit. Parking lots are designated and posted by permit color and are restricted to particular groups (staff/faculty, law students, residence halls, rental units, etc.). Information about Move-In Day parking and routes will be posted to the New Student Orientation website at gonzaga.edu/orientation. Be sure to discuss driver’s license and insurance requirements with ISSS once you arrive on campus.

13. Learn about the Campus Security and Public Safety Department.

Gonzaga encourages students to join in the effort to provide a safe and caring environment in which living, learning and working can take place most productively. For more information visit gonzaga.edu/security, call (509) 313-2222 or visit Huetter Mansion.

14. Check your Zagmail for your assigned mailbox number.

Undergraduate students living on campus must have a mailbox (MSC box) in order to receive packages and mail. Mail cannot be delivered to residence halls or apartments. We will automatically assign you a mailbox if you are living on campus and notify you of the number via an email. Personal belongings can be shipped to your MSC Box ahead of your arrival on campus, starting December 17, 2018.

15. If you have documented special circumstances or questions about support services, please contact or visit the following:

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions about immigration or other international student inquiries:</td>
<td>International Student &amp; Scholar Services (ISSS)  Main (800) 986-9585, x6236  Direct (509) 313-6236 gonzaga.edu/iss</td>
</tr>
<tr>
<td>Questions about student support services, wellness resources, case management and recovery support:</td>
<td>Center for Cura Personalis  Main (800) 986-9585, x2227  Direct (509) 313-2227 gonzaga.edu/ccp</td>
</tr>
<tr>
<td>Academic accommodations, auxiliary aids, assistive technology, advocacy and other types of assistance for students with disabilities:</td>
<td>Disability Access  Main (800) 986-9585, x4134  Relay Services (800) 833-6384 gonzaga.edu/disabilityaccess</td>
</tr>
<tr>
<td>Dietary concerns:</td>
<td>Zag Dining by Sodexo  Main (800) 986-9585, x6906  Direct (509) 313-6906  Executive Chef (509) 313-6925 gonzaga.edu/zagdining</td>
</tr>
</tbody>
</table>

NEW ZAG CHECKLIST

FOR <<FNAME>> <<LNAME>>

YOUR GONZAGA ID# <<ID>>

WELCOME TO GONZAGA!

We want to be sure you’ve prepared and have the information you need before you arrive. Please use this checklist to help you access resources and complete important steps on your way to attending in the spring...
1. Check your new Gonzaga email (Zagmail) regularly.

As a Gonzaga student, you have been assigned a username, password and email address that provide you access to technology services, which are referred to as ZagNet. These include the student network in the residence halls, access to email, University computer labs, Blackboard and the automated library systems. In order to access technology resources, you will need to activate your account by creating a new password at gonzaga.edu/passwordreset. The password must be 8 characters minimum, including one uppercase, one lowercase, and one number. Please note you must provide your Visa or Passport number when creating your account.

Your username: <<USERNAME>>

Gonzaga’s student email is hosted by Microsoft and is called Zagmail. Once you activate your account, you can access your email at https://zagmail.gonzaga.edu. You will create your own password.

Your Zagmail address is: <<EMAIL>>

This email address will be used for ALL official communication from the University from now on. Please check your email regularly so you do not miss important updates! If you need assistance with this process, please call the IT Help Desk at (509) 313-5550 during the week, or email techsupport@gonzaga.edu.

2. Submit your registration survey or plan registration with your advisor.

FIRST-YEAR STUDENTS

Watch your Zagmail account for an email from the Office of Academic Advising and Assistance (AAA) regarding registration and enrollment information. Be prepared to provide information including your major or intended area of study, special requests, and details of any applicable transfer or advanced standing credit. Upon receipt, AAA will enroll you for your first semester coursework, and will communicate with you regarding your schedule and faculty advisor assignment. For questions, please contact the office at advise@gonzaga.edu.

TRANSFER STUDENTS

The Office of Admission will send an email to your Zagmail and personal email accounts regarding contact with your registration advisor. ALL STUDENTS: Please wait to purchase textbooks until your schedule is finalized.

3. Submit the Residential Living Agreement & Advance Room Deposit by December 1.

If you plan to live on campus, you must submit the Residential Living Agreement and Submit Your Photo to view photo requirements and upload instructions. When picking up your ZAGCARD you must present an original valid permanent (not temporary or voided), government issued photo ID. IMPORTANT: If you need to renew your license or passport give yourself enough time to receive the new one before arriving on campus.

New students must submit a final, official transcript from the institution previously attended. An official transcript is one that is submitted directly to Gonzaga from the issuing institution. Your final transcript must be received by the date the application is submitted. Your final transcript must be received by the date the application is submitted. Your final transcript must be received by the date the application is submitted.

4. Update your emergency contact information by January 10, 2019.

Visit gonzaga.edu/zagweb. Click on Enter Secure Area, and enter your Username from Section 1 above and the password you created. Then, click on Personal Information. Choose Update Emergency Contacts and update the information as necessary.


All students are required to complete the New Student Health Clearance process in the secure online portal before attending classes. The Health Clearance includes a mandatory immunization requirement, submission of insurance information, and the completion of various online health forms. You will not need a physician’s signature or a physical exam. Your completed New Student Health Clearance form will be available in your ZAGCARD account in December with additional instructions. For more information on Health & Counseling or the required New Student Health Clearance process, please visit gonzaga.edu/handcounseling.


Check your Zagmail for more information on receiving a campus pickup on one of these dates from Gonzaga’s International Student & Scholar Services (ISSS) Office. The cost is $10.00 and payable online. The mandatory International Student Orientation is Monday, January 14, beginning at 8 a.m. ALL INTERNATIONAL STUDENTS ARE REQUIRED TO ATTEND! Contact ISSS if you have questions: iss@gonzaga.edu.

7. Save the date for the New Student Orientation: Monday, January 14, 2019.

First Year Experience Programs coordinates New Student Orientation, which you can learn more about at gonzaga.edu/orientation. All students are registered for Orientation, and we appreciate your RSVP to confirm your attendance by Wednesday, January 9. Keep checking your Zagmail for important information regarding New Student Orientation.

8. Submit final transcripts and college credit exams before your arrival on campus.

All incoming students must submit a final, official transcript from the institution previously attended. An official transcript is one that is submitted directly to Gonzaga from the issuing institution. Your final transcript must be received before you arrive on campus in order to ensure your spring enrollment at Gonzaga. Holders will be placed on student records for non-receipt of a final transcript. The hold will prevent further access to registration.

Additionally, if you have completed any college credit, A and AS level exams or AP/IB exams during your high school career, please have all official college transcripts (with earned degrees posted if applicable) and score reports forwarded as soon as possible.

9. Submit a photo to create your ZAGCARD, your Gonzaga University ID, by January 2, 2019.

Visit gonzaga.edu/zagcard to read about the features of your ZAGCARD. Click on the Submit Your Photo tab to view photo requirements and upload instructions. When picking up your ZAGCARD you must present an original valid permanent (not temporary or voided), government issued photo ID. IMPORTANT: If you need to renew your license or passport give yourself enough time to receive the new one before arriving on campus.

10. Set up your payment account with Student Accounts.

Spring semester billing statements will be available to view on CASHNet in December. You will receive notification at your Zagmail address. You can set up another person (such as a parent) as an authorized payer on CASHNet which will give them access to view and/or pay your bills including your Mandatory Medical Insurance for International Students. Payment options are also available in your country’s currency. Visit gonzaga.edu/paymentportal for more information. Families can sign up for one of the flexible payment plans at gonzaga.edu/paymentplans.

11. Learn about dining services options.

All students who reside in the residence halls are required to eat on campus under a board plan. Zag Dining by Sodexo partners with Gonzaga University to provide a full-service food program. You can learn more about gonzaga.edu/zagdining.

Zag Dining by Sodexo assists students with religious dietary restrictions, allergies, and many medical diets. Please contact our Zag Dining Executive Chef at (509) 313-6925 with questions. If you medically require a special diet, you may need to provide documentation from your physician.

To enhance your board plan, Gonzaga includes Bulldog Bucks. Students may use this account to purchase meals and snacks at any on-campus Zag Dining location as well as several off-campus locations. Bulldog Bucks included with a board plan are intended to supplement the plan the entire semester. You can learn more about Bulldog Bucks at gonzaga.edu/zagcard.