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.

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.

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 mail for a postcard with your mailbox number on it, if applicable.

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 a mailed postcard.

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:

- **Center for Cura Personalis**
  - Main (800) 986-9585, x2227
  - Direct (509) 313-2227
  - gonzaga.edu/ccp

- **Disability Access**
  - Main (800) 986-9585, x4134
  - Relay Services (800) 833-6384
  - gonzaga.edu/disabilityaccess

- **Dietary concerns**
  - Zag Dining by Sodexo
    - Main (800) 986-9585, x6906
    - Executive Chef (509) 313-6925
    - gonzaga.edu/zagdining

**NEW ZAG CHECKLIST**

FOR
<<FNAME>> <<LNAME>>

YOUR GONZAGA ID#
<<ID>>

**WELCOME TO GONZAGA!**

We want to be sure you’re 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.
We are excited you are now a Zag!
As you prepare to attend Gonzaga, please review these important reminders:

☐ 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 University 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 that you must have your Social Security Number on file in order for you to access your Zagmail account. Contact the Office of Admission to provide your SSN if you did not list it on your application for admission. If you do not have an SSN, please contact our Information Technology Department at (509) 313-5550. Your username is: <<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 email 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. Connect with your registration advisor.

The Office of Admission will send an email to your Zagmail and personal email accounts regarding contact with your registration advisor. 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 $200 Advance Room Deposit. To submit a Residential Living Agreement online, follow these steps:
1) Visit ZagWeb at gonzaga.edu/zagweb, then click “Accepted Student Login.” Have your ID and PIN ready.
2) Enter your ID and PIN in the appropriate fields, then click the Login button.
3) Once logged in, click the “Student” link.
4) On the next page, click the “Housing and Residence Life” link, then click the “ZagLiving” link. The ZagLiving site contains instructions on applying for housing. Housing is based, in part, on the date the application is submitted, not the date of the housing deposit (if they are on different dates). To look at photos and descriptions of on-campus living opportunities, go to gonzaga.edu/residencehalls.

To submit the $200 Advance Room Deposit online, go to gonzaga.edu/accepted. Click on “Confirm Enrollment – Be A Zag” and scroll down to the Student Housing Section and click “Paying the Deposit Online” for instructions on how to pay.

The Advance Room Deposit converts to a damage deposit upon enrollment and will be returned when the student leaves the residence hall system if no damages are incurred. This deposit is refundable if written cancellation and request for refund is received by the Dean of Admission prior to enrollment.

If you plan to live with immediate family in the Spokane area, you must meet the requirements outlined in the Gonzaga University Residence Requirement document and submit the associated Exemption Request Form to Housing by December 1. The form can be found online in the ZagLiving portal.

☐ 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 starting 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 to complete this process. New students will receive an e-mail in their Zagmail account in December with additional instructions. For more information on Health & Counseling or the required New Student Health Clearance process, please visit gonzaga.edu/healthandcounseling.


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.

☐ 7. Submit final transcripts and AP/IB credit scores before 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. Holds 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 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.

☐ 8. 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 the photo requirements and upload instructions. New students pick up their ZAGCARD during orientation. Each student is required to present an original (not picture or photocopy) government issued photo ID such as a driver’s license, driver’s permit, state ID, passport or military ID. If a government ID is not available we will accept original birth certificate, social security card and a piece of mail sent to the student at the address on file with the University. All three must be presented. IMPORTANT: If you need to renew your license or passport give yourself enough time to receive the new one before arriving on campus.

☐ 9. 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. Visit gonzaga.edu/paymentportal for more information. Families can sign up for one of the flexible, interest-free payment plans at gonzaga.edu/paymentplans.

☐ 10. Check your financial aid status and learn about student employment options.

Visit gonzaga.edu/zagweb, then click “Enter Secure Area” to view and complete any outstanding requirements to receive financial aid.

Complete a Federal Direct Loan Master Promissory Note and Loan Entrance Counseling at gonzaga.edu/studentaid. If you are interested in finding employment, you can begin your job search by visiting gonzaga.edu/studentemployment and viewing the various job boards. Contact the Financial Aid Office by email: financialaid@gonzaga.edu or by phone: (509) 313-6582.

☐ 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 at gonzaga.edu/zagdining.