

**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](http://gonzaga.edu/security), call (509) 313-2222 or visit Huetter Mansion.

**14. REQUEST A MAILBOX**

Undergraduate students living on campus must have an MSC (Mail Services Center) number to receive packages and mail. Mail cannot be delivered to residence halls or apartments. MSC numbers are not automatically assigned. To request one, please visit [gonzaga.edu/mail](http://gonzaga.edu/mail) and select *Mailbox Request*. You will receive an email with your box number, proper format for addressing packages, and important information to ensure delivery of your mail. You may start sending items as soon as you have your number. You will have the same MSC number until you graduate from Gonzaga, so there it no need to reapply each year.

If you wish to have your mail forwarded (USPS only) during summer breaks, please visit [gonzaga.edu/mail](http://gonzaga.edu/mail) and select *Forward Mail*. Forwarding is not available for Winter or Spring breaks.

**15. IF YOU HAVE DOCUMENTED SPECIAL CIRCUMSTANCES OR QUESTIONS ABOUT SUPPORT SERVICES, PLEASE CONTACT OR VISIT THE FOLLOWING:**

Questions about student support services, wellness resources, case management and recovery support:

**CENTER FOR CURA PERSONALIS**

Main (800) 986-9585, x2227  
Direct (509) 313-2227  
[gonzaga.edu/ccp](http://gonzaga.edu/ccp)

Academic accommodations, auxiliary aids, assistive technology, advocacy and other types of assistance for students with disabilities:

**DISABILITY ACCESS**

Main (800) 986-9585, x4134  
Relay Services (800) 833-6384  
[gonzaga.edu/disabilityaccess](http://gonzaga.edu/disabilityaccess)

Dietary concerns:

**ZAG DINING BY SODEXO**

Main (800) 986-9585, x6906  
Direct (509) 313-6906  
Executive Chef (509) 270-5755  
[gonzaga.edu/zagdining](http://gonzaga.edu/zagdining)

# NEW ZAG! CHECKLIST

FOR

YOUR GONZAGA ID#

<<First>> <<Last>>

<<Banner\_Id>>

Please Note: Your **Gonzaga ID** (which is different from your Application Portal ID) will be used as your official student ID number upon enrollment at Gonzaga University.

## 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.



# YOU ARE NOW A ZAG!

As you prepare to attend Gonzaga, please review these important reminders:

SPRING 2022 } FIRST-YEAR STUDENTS

## 1. CHECK YOUR NEW GONZAGA EMAIL (ZAGMAIL) REGULARLY

As a Gonzaga student, you have been assigned a username and email address that provides you access to technology services. These include access to email, University computer labs, Blackboard, and the automated library systems.

Your username is:

<<Username>>

Your Gonzaga email address is:

<<Email>>

If you haven't already, you will need to set up a password for your account by going to <https://zagmail.gonzaga.edu>, filling in your username, and then selecting "forgot my password".

The password must be 15 characters, minimum (this is a non-expiring password; a regular password change will not be required). We recommend using 5 unrelated words (a "passphrase") and we do not require character complexity (symbols, numbers, upper or lower case).

Gonzaga's student email is hosted by Microsoft and is called Zagmail. Once you have set up a password for your account, you can access your email at <https://zagmail.gonzaga.edu>. You will be required to provide additional information on your first login to facilitate multifactor authentication.

**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 Support Center at (509) 313-5550 during the week, or email [techsupport@gonzaga.edu](mailto:techsupport@gonzaga.edu).

## 2. SUBMIT YOUR REGISTRATION SURVEY

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](mailto:advise@gonzaga.edu). Please wait to purchase textbooks until after your schedule has been finalized.

## 3. SUBMIT THE RESIDENTIAL LIVING AGREEMENT & \$200 ADVANCE ROOM DEPOSIT BY DECEMBER 1

If applicable, please submit the Residential Living Agreement and \$200 Advance Room Deposit.

**To Submit a Residential Living Agreement and \$200 Advance Room Deposit online**, follow these steps:

- Go online to [gonzaga.edu/accepted](https://gonzaga.edu/accepted).
- Click on "Confirm Enrollment" and then "Student Housing."
- Click on "Submit a Residential Living Agreement and \$200 Advance Room Deposit" for directions.

You may choose to pay the \$200 Advance Room Deposit by check. To do so, make the check payable to Gonzaga University and mail it to the Office of Admission (see address on back). Be sure to include your Gonzaga ID on the check.

The housing deposit is refundable if written cancellation and request for refund is received by the Director of Admission prior to enrollment.

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.

## 4. SUBMIT A PHOTO TO CREATE YOUR ZAGCARD (YOUR GONZAGA UNIVERSITY ID) BY DECEMBER 31, 2021

Upload your photo and government ID for your ZAGCARD at [photoupload.gonzaga.edu](https://photoupload.gonzaga.edu). Visit [gonzaga.edu/zagcard](https://gonzaga.edu/zagcard) to learn about all the features of your ZAGCARD.

## 5. COMPLETE NEW STUDENT HEALTH FORMS BY JANUARY 3, 2022

All students are required to complete health forms and documentation prior to starting classes at Gonzaga University. The health forms and documentation for new students includes mandatory immunization requirements, including the COVID-19 vaccination, submission of insurance information, and various other health forms. You do **not** need a healthcare provider's signature or physical exam to complete this process. Instructions for logging into your secure **online health portal** and completing the required health forms and documentation for new students will be sent to your Zagmail account in December. For more information on Health and Counseling Services, please visit [gonzaga.edu/healthandcounseling](https://gonzaga.edu/healthandcounseling).

## 6. UPDATE YOUR EMERGENCY CONTACT INFORMATION BY JANUARY 10, 2022

Visit [zagweb.gonzaga.edu](https://zagweb.gonzaga.edu). Click on *Enter Secure Area*, then *Pick an Account* (your Gonzaga email address), and enter the password you created. Click on the Personal Information tab. Choose the Personal Profile block and update the information in the Emergency Contact block and any other information as necessary.

## 7. ORIENTATION INFORMATION

Be on the lookout for information about New Student Orientation beginning **JANUARY 10, 2022**. Check your Zagmail in early December for more information from New Student & Family Programs or visit [gonzaga.edu/springorientation](https://gonzaga.edu/springorientation).

## 8. SUBMIT ALL OFFICIAL, FINAL TRANSCRIPTS AND ANY DOCUMENTATION OF ADVANCED CREDIT TO THE OFFICE OF ADMISSION

All incoming students must submit a final, official high school transcript to the University. An official transcript is one that is submitted directly to Gonzaga from the issuing institution with a graduation date posted. 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 and/or AP/IB, Cambridge, or German Abitur 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. This allows the Academic Advising and Assistance Office to accurately create your first-semester schedule.

## 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](https://gonzaga.edu/paymentportal) for more information.

Families can choose to sign up for the interest-free four-month semester payment plan at [gonzaga.edu/paymentplans](https://gonzaga.edu/paymentplans).

## 10. CHECK YOUR FINANCIAL AID STATUS AND LEARN ABOUT STUDENT EMPLOYMENT OPTIONS

Visit [zagweb.gonzaga.edu](https://zagweb.gonzaga.edu), then click on "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 [studentloans.gov](https://studentloans.gov).

If you are interested in finding employment, you can begin your job search by visiting [gonzaga.edu/studentemployment](https://gonzaga.edu/studentemployment) and viewing the various job boards. Contact the Financial Aid Office by email: [finaid@gonzaga.edu](mailto:finaid@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 meal plan. Zag Dining by Sodexo partners with Gonzaga University to provide a full-service food program. You can learn more at [gonzaga.edu/zagdining](https://gonzaga.edu/zagdining).

Zag Dining by Sodexo assists students with religious dietary restrictions, allergies, and many medical diets. Please contact our Zag Dining Dietetic Manager at (509) 313-6900 or the Zag Dining Executive Chef at (509) 270-5755 with questions. If you medically require a special diet, you may need to provide documentation from your physician.

To enhance your meal 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 meal plan are intended to supplement the plan the entire semester. You can learn more about Bulldog Bucks at [gonzaga.edu/zagcard](https://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](https://gonzaga.edu/permits). Have your vehicle license plate number and Gonzaga ID number available when you register. After completing your registration, follow the online instruction to receive 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.).