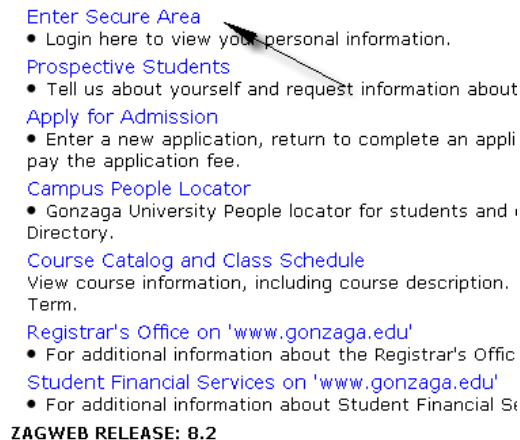


## ZagLiving Application Process for On-Campus Living

The application process for returning and new students is essentially the same. There are subtle differences between those who have fulfilled the residency requirement and those who have not (exceptions will be noted). Returning residents self-select their own rooms for next academic year during the preceding spring semester (details not presented here) while new residents are assigned to a room by the Housing Office during the summer.

To begin an application, students enter ZagWeb as they normally would and click on “Enter Secure” Area.



[Enter Secure Area](#)  
• Login here to view your personal information.

[Prospective Students](#)  
• Tell us about yourself and request information about

[Apply for Admission](#)  
• Enter a new application, return to complete an appli  
pay the application fee.

[Campus People Locator](#)  
• Gonzaga University People locator for students and i  
Directory.

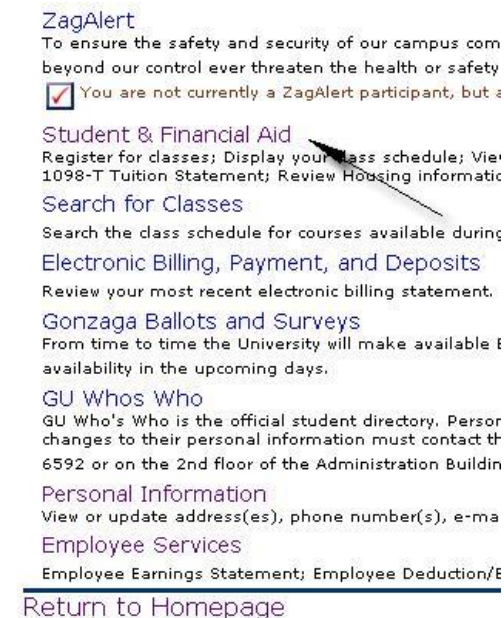
[Course Catalog and Class Schedule](#)  
View course information, including course description.  
Term.

[Registrar's Office on 'www.gonzaga.edu'](#)  
• For additional information about the Registrar's Offic

[Student Financial Services on 'www.gonzaga.edu'](#)  
• For additional information about Student Financial S

**ZAGWEB RELEASE: 8.2**

Then, click on “Student & Financial Aid”



[ZagAlert](#)  
To ensure the safety and security of our campus com  
beyond our control ever threaten the health or safety  
☒ You are not currently a ZagAlert participant, but s

[Student & Financial Aid](#)  
Register for classes; Display your class schedule; View  
1098-T Tuition Statement; Review Housing informati

[Search for Classes](#)  
Search the class schedule for courses available during

[Electronic Billing, Payment, and Deposits](#)  
Review your most recent electronic billing statement.

[Gonzaga Ballots and Surveys](#)  
From time to time the University will make available t  
availability in the upcoming days.

[GU Whos Who](#)  
GU Who's Who is the official student directory. Perso  
changes to their personal information must contact th  
6592 or on the 2nd floor of the Administration Buildin

[Personal Information](#)  
View or update address(es), phone number(s), e-ma

[Employee Services](#)  
Employee Earnings Statement; Employee Deduction/E

[Return to Homepage](#)

**ZAGWEB RELEASE: 8.2**

Then click on “Housing and Residence Life”

## Student & Financial Aid

---

### Registration

Check your registration status; Add or drop classes; Sel

### Student Records

View your holds; Display your grades and transcripts; Re

### Financial Aid

Eligibility and Award Information

### Housing and Residence Life

ZagLiving; Off-Campus Rental Payments

### National Student Clearinghouse

This **free** service is offered by **Gonzaga University** throu  
own enrollment verification certificates for health insurer  
viewing student loan deferments, and linking to real-tim

**IMPORTANT: Do NOT use the browser forward/back bu!**

---

ZAGWEB RELEASE: 8.2.1

Then, click on “ZagLiving”

## Housing and Residence Life

---

### ZagLiving

Apply for housing; Review Room Assignment.

---

ZAGWEB RELEASE: 7.3.G1

*Note: The screen shots below are for illustration purposes only. The text, choices, and dates are subject to change.*

Upon access to ZagLiving, select the word “Application” on the menu at the top of the page.

[Home](#) [Application](#) [Personal Emergency Response Details](#)

**Profile Summary**

**Welcome to Zag Living!**

**Links**

Name

LowerReturn\_Test

Screen Name

TestLowerReturn

Mobile

Email

Category

Lower Division Returner

[Gonzaga University Residence Living](#)

(Step 1 of 2)

Welcome to Zag Living, Gonzaga University's portal for your on-campus and GU owned/managed off-campus housing and dining needs. Through this portal, you may submit your application, express your housing and roommate preferences, select a meal plan, and confirm your housing assignment (when established).

This portal focuses on the administrative details related to your housing and dining, while the residence living section of Gonzaga's web site will remain the main source of detailed information regarding facilities, programs, and policies & procedures.

The choices available to you depend on your status<sup>[1]</sup> with respect to the on-campus living residency requirement. If you have less than 4 semesters of on-campus living experience at Gonzaga or other institution of higher education (excluding summer sessions) and are less than 21 years of age as of August 1 (preceding the academic year) or January 1 for a spring semester only agreement, you are required to reside on-campus and participate in a meal plan. Otherwise, you are not required to reside on-campus nor guaranteed a room in on-campus living and your participation in a meal plan is optional.

**To begin the application process, please click on the word "Application" in the menu above.** In addition to completing an application, you will need to submit a \$200 housing deposit. New residents (not currently in campus housing) may submit the housing deposit on-line through the ZagLiving portal (click the link for how-to instructions). Returning residents do not have to submit another housing deposit--your current housing deposit remains "on-account".

If you want to update your personal emergency response information, please click on "Personal Emergency Response Details" in the menu above.

For further information, please contact the Office of Housing and Residence Life at 509-313-4103 or [housing@gonzaga.edu](mailto:housing@gonzaga.edu).

[1] Your status is categorized as shown in your profile summary to the left. For instance, for the 2014-15 Acad Year, if you will have completed 4 or more semesters of on-campus living experience at GU by 8/1/2014 or will be 21 years of age or older as of that date, your category will reflect "Upper Division Returner". If you are a new student to GU for the 2014-15 Acad Year with no on-campus living experience by 8/1/2014 and are less than 21 years of age by that date, your category will reflect "Lower Division New". Please note that your category does not depend on class standing, even though the category name includes "upper" and "lower".

After selecting a term for the application, click “Save and Continue”,

[Home](#) [Application](#) [Personal Emergency Response Details](#)

**Select Term**

Please select a housing application term below. If after you submit a housing application, you wish to make a change or cancel your application, select the term that you want to adjust. If you have cancelled a housing application, you may submit a new application for that term.

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

☐ Acad Year 2014-15 - On Campus

☐ Fall 2014 Only - On Campus

☐ Spring 2014 Only - On Campus

☐ Spring 2015 Only - On Campus

**Notes:**

- For the 2013-14 Acad Year term, the Meal Plan selection and meal plan confirmation steps are closed intentionally. You may still change your meal plan for the spring 2014 semester until 4 pm on January 17, 2014 through the Student Accounts Office (509-313-6812).
- For the Spring 2014 Only term, the housing style and roommate preferences sections are intentionally closed due to the limited selection of available spaces. The Room Assignments Coordinator will be contacting you directly.

[Save & Continue](#)

You'll be able to reivew you status with respect to the residency requirement. If you are a transfer student with prior live-on experience, you'll need to contact the Housing Office so we can update our records. When finished, click "Save and Continue".

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(Step 1 of 6)

According to the information available to the Housing Office:

Your number of terms of on-campus living experience is: **2** [1]

Your age as of August 1, 2014 for Fall 2014 Only and Academic Year 2014-15 terms is: **19**

Your age as of January 1, 2015 for Spring 2015 Only term is: **20**

If you have less than 4 semesters of on-campus living experience at Gonzaga or other institution of higher education (excluding summer sessions) and are less than 21 years of age as of August 1 (preceding the academic year) or January 1 for a spring semester only agreement, you are **required** to reside on-campus and participate in a meal plan. Otherwise, you are **not required to reside on-campus nor guaranteed a room in on-campus living** and your participation in a meal plan is optional.

For further information, please contact the Office of Housing and Residence Life at 509-313-4103 or [housing@gonzaga.edu](mailto:housing@gonzaga.edu).

**NOTE: The on-campus residency requirement does not apply to returning residents during the summer sessions.**

[1] Gonzaga University does not have access to information regarding your on-campus living experience at other institutions. You will need to contact the Office of Housing and Residence Life to declare any external on-campus living experience.

Save & Continue

If you are not required to reside on-campus, you may select the type of application: Room and Board (Meal Plan), Room Only, or Board (Meal Plan) Only. If you are required to reside on-campus, this screen will not appear. When finished, click "Save and Continue".

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(Step 2 of 11)

Since you have fulfilled the on-campus residency requirement, you are not required to reside on-campus or participate in a meal plan. Below, you will indicate if you want to apply for a room and/or meal plan. If you would like to:

Reside on-campus and not participate in a meal plan, select "Room Only"

Reside on-campus and participate in a **meal plan**, select "Room and Board"

Reside off-campus and participate in a meal plan, please select "Meal Plan Only"

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

Application Type

Please Select an Option

Room and Board

Save & Continue

You may enter/modify a screen name and cell phone number. The remaining information is read only and will populate as available. When finished, click “Save and Continue”.

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Personal Details

(Step 2 of 11)

Student ID:  
509333333

Last Name:  
.Test

First Name:  
LowerReturn

Middle Initial:

Gender:  
Female

Date of Birth:  
11/1/1994

Enter "Anonymous" Screen Name (Not Your Actual Name):  
TestLowerRetrn

Mailing Address

Contact Name:

Street:

Street 2:

City:

State Province:

Post Code:

Country ID:  
(Please Select Country)

Email:

Cell Phone Number

Cell Phone Number:

555-1212

If your mailing address is missing above, don't be concerned. As soon as the information is entered into the database, it will be displayed. Any fields that you are required to complete will be identified.

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

Save & Continue

Next, you'll update your personal emergency response details. This information may be helpful in an emergency, so we recommend that you provide the information requested. When finished, click "Save and Continue".

[Home](#)   **Application**   [Personal Emergency Response Details](#)

Application Menu | Applying for **Acad Year 2014-15 - On Campus - Lower Division Returner**   [Application Status](#) | [Cancel Application](#)

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#### Personal Emergency Response Details

(Step 3 of 11)

In the event of a personal medical emergency, the information you supply below may enhance the response. Therefore, we appreciate your efforts in gathering and supplying this information.

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

[Disability Accommodations](#)

#### Physician

Physician's Name:

Dr. Know It All

Physician's Phone Number:

509-555-1212

#### Insurance

Insurance Company Name:

Pay Less

Insurance Policy Number:

0000000000000

#### Parents

Parent's Street 1:

Parent's Street 2:

Parent's City:

Parent's State:

Parent's Country:  
(Please Select Country)

Parent's Zip:

Parent's Home Phone Number:

Parent's Cell Phone Number (Enter None If No Cell Phone):

Parent Cell Opt

Parent's Work Phone Number:

Parent Wk Opt

Parent's Email Address:

Parent Email Opt

#### Local Family

Name of Family Member or Sibling Near Spokane:

Family Near Spokane

Family Cell Phone Number:

Family Cell Ph Opt

Family Local Home Phone Number:

509-555-1212

#### "In Case of Emergency"

"In Case of Emergency" Name:

ICE Name Req

Relationship:

ICE Relationship Req

"In Case of Emergency" Phone Number (Cell Phone Number Preferred):

509-555-1212

#### Medical (Enter Applicable Information or Type "None" in Text Box)

Health Limitations:

None

Prescription Medication:

None

Medical Allergies:

None

Other Info:

None

**Save & Continue**

You'll select your building/room preferences. The choices offered depend on if you are required to reside on-campus or not. When finished, click "Save and Continue".

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Housing Preferences

(Step 4 of 11)

You may indicate your preference below. If you do not have a preference, please select "No Preference" in the drop down list. Please note that indicating a preference is not a guarantee that you will be assigned to your preference. The capacity of each building/program is fixed and the demand may exceed the supply. *Unless otherwise noted, the building/community is coed.*

[Housing Rates 2014-15](#)  
[Living-Learning Communities](#)  
[Disability Accommodations](#)

Preference 1:

Catherina/Monica , Double Occup. Bdrm.

Preference 2:

Chardin , Double Occup. Bdrm.

Preference 3:

Dooley , Double Occup. Bdrm.

Selection Notes:

[1] Coughlin Hall accommodates the following theme communities: Cura Personalis, Encountering Cultures, Learning to Lead, and Men & Women for Others. Students interested in living in these theme communities will be required to submit a supplemental application.

[2] Goller Hall accommodates the Keen Engineering theme community. Students interested in living in this theme community will be required to submit a supplemental application.

[3] Outdoor Adventure and Leadership Community.

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

Save & Continue

If you are required to reside on-campus, you may select housing style preferences. If you are not required to reside on-campus, this screen will not appear (all available housing for you is single occupancy bedrooms in apartment-style living). When finished, click "Save and Continue".

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Housing Style Preference

(Step 5 of 11)

Please indicate your housing style preference below. Indicating a preference offers no guarantee--the capacity of each building/program is fixed and the demand may exceed the supply (capacity).

[Housing Rates 2014-15](#)  
[Living-Learning Communities](#)  
[Disability Accommodations](#)

Building Gender Preference:

Single Gender

Program Preference (Optional):

Traditional Residence Hall

Which is More Important?

Roommate Request [3]

Selection Notes:

[1] No special application required.

[2] Supplemental application required.

[3] If you select Roommate Request as the "more important", you will identify that roommate in step 7. To specify a roommate, that student will need to have submitted an application for the same term.

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

Save & Continue

Next you will respond to “lifestyle” questions which are used in “roommate matching”. Please complete even if you have a preferred roommate. When finished, click “Save and Continue”.

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(Step 6 of 11)

Your responses to the following lifestyle questions may assist in identification of a compatible roommate or apartment-mate. All applicants, even those who have already self-selected someone, are required to respond to these questions. In order to minimize “roommate conflict”, we urge you to be introspective and honest in your responses.

Please note, the Office of Housing and Residence Life does not review profiles on social networking sites. Information from external sources is not used in the matching process. Therefore, any housing assignment that you receive may not be changed prior to your arrival based on information from external sources. The Residence Life Staff will be available to assist you in resolving any conflict that arises after your arrival.

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

Activities

I plan to participate in student activities

NeverRegularly

Athletics

With respect to intercollegiate athletics, I am

Not interestedBig Fan

Belongings

What's mine is

MineOurs

Community

With respect to community service, I plan to be involved

NeverRegularly

Dining Socialization

For me, dining is a social experience:

DisagreeAgree

(additional questions)

Recovery

Are you in recovery?

☐ No☐ Yes

Room Activity

I would like my room/unit to be a hub of activity

NeverAlways

Roommate

I hope that my roommate will be my best friend

DisagreeAgree

Sleep

I go to bed

9pm or Earlier1am or Later

I wake up

7am or Earlier11am or Later

Sports

I plan to participate in intramural sports

NeverRegularly

Tidiness

My room at home looks

MessyNeat

Tobacco

I chew tobacco

NeverDaily

I smoke cigarettes/cigars

NeverDaily

With respect to the arts, I enjoy

Music arts

Not at AllVery Much

Performance arts (Theater, movies, plays)

Not at allVery much

Visual arts

Not at allVery Much

Save & Continue



You may identify your preferred roommate if any. To find them in the search, you'll need to know their "screen name" and they must have an application for the same term. When finished, click "Save and Continue".



#### Roommates

(Step 7 of 11)

The roommate preference process is based on a concept of mutual acceptance--you must request them and they must accept you.

To use this process:

**Your preferred roommate must have already submitted an application for the same term.**

If they have not, the search by details will yield no results.

If they appear, then you will need to make a request and await their response. If they have requested you already, then you must accept or decline their request.

The accept or decline of an offer requires the other person to have logged in to the portal and made a selection. Therefore, there may be a time lag between the request and notification of accept or decline.

You may return to this step at a later time to search again or modify your preferred roommate selection.

**If you don't have a roommate preference, you may skip the search process, by clicking on "Save & Continue".**

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

#### Accepted Roommates

You currently have no accepted roommates. You can search for roommates using the menu.

#### Requested Roommates

You have no roommate requests.

#### Search for roommates

[Search for roommates by details](#)

[Search for roommates by entering their details](#)

RETURNING RESIDENTS: Having a challenge finding a roommate or apartment-mate? If so, you may want to participate in "[GonzagaHousing](#)" on Facebook .

[Save & Continue](#)

Next you’ll accept the terms and condition of the On-Campus Living Agreement. When finished, click “Save and Continue”.

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Agreement Terms and Conditions

(Step 8 of 11)

On this page, you will accept the terms and conditions of the On-Campus Living Agreement. While it may be tempting to skim over these details, you are entering into a legally binding agreement where your failure to fulfill the terms and conditions of the agreement may have significant financial consequences.

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

**Terms and Conditions of the Residence Living Application/Agreement:**

Please read the following terms carefully. You will acknowledge and accept the terms and conditions by entering your initials by pressing the "Save and Continue" icon at the end of this page. The terms and conditions presented below may not be modified verbally by any Gonzaga University employee.

1. The student understands and agrees that the terms and conditions of the Residence Living Agreement are based on the educational goals and mission of Gonzaga University, are in consideration for other residents' health, safety, and privileges, and are in compliance with University policies as set forth in the current University Catalogue, Student Handbook, and established state and federal laws. The student accepts the responsibility for obtaining, reading and abiding by these materials and agrees to those terms herein.

22. The Student who breaches this Rental Agreement understands that, in addition to immediate termination of this Agreement, Student may still be subjected to one or more conduct processes to also address the behavior(s) of concern using the Student conduct expectations as outlined in the current Student Handbook. Student understands that this document and actions associated with enforcing it are considered a separate and distinct action not influenced or guided by the system in use by the University to address violations of the Student Code of conduct as outlined in other University documents.

Having read and agreed to the terms of this Application/Agreement, the undersigned hereby makes application for **residence space** as requested above and as available. The undersigned also agrees to reside in the Residence Living space assigned by the University for the entire period indicated above or the portion still remaining, and to pay the charges regularly fixed by the University for the accommodations assigned. **These terms and conditions, together with the current University Catalogue, Student Handbook, and any Rental Agreement Addendums mentioned herein, and any written notices distributed during the academic year constitute the entire agreement between the University and the student.** No amendment to this contract is valid unless in writing and signed by both the student and the University. Any clause in this contract declared invalid by law shall not invalidate the remainder.

**THIS IS A LEGALLY BINDING DOCUMENT. READ CAREFULLY BEFORE ACCEPTING. BY ACCEPTING YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO ANY AND ALL TERMS AS STATED IN THIS APPLICATION/AGREEMENT.**

Gonzaga University does not condone discrimination of any form. Therefore, please be aware that room assignments are not made, nor changed on the basis of ethnic origin, cultural background, or nationality reasons. In fact, it is our stance that these kinds of joint living experiences with people of varying attitudes, backgrounds and ethnicity are part of the overall educational experience that will eventually make the Gonzaga University graduate stand out among others in character, experience, sensitivity, and genuine knowledge about the world in which they live.

(Revision 12/17/13)

Please input your initials to confirm that you have read and agree to the Terms and Conditions.

Initials:

alr

Save & Continue

You're almost finished. Next select a meal plan. If you are required to reside on-campus, your participation in a meal plan is mandatory (except for Marian Hall). The "Off Campus Block" plan is only available to those not required to reside on-campus and those in Marian Hall. When finished, click "Save and Continue".

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Meal Plan Selection

(Step 10 of 11)

University Dining offers a variety of meal plans to meet your needs. Basic information about each meal plan is contained below and more detailed information about the meal plans is available on the [University Dining](#) web site. Please feel free to contact University Dining at 509-313-6906 if you have any questions.

As you review the plan descriptions below, note that **dining dollars** work like a debit card for purchases in the dining retail locations.

The plans offered for 2014-15 Academic Year

**Diamond: "Carte Blanche" + \$300 Dining Dollars**  
This meal plan is recommended for students who want the maximum amount of freedom and comfort to meet their dining needs. The Diamond plan enables students to enjoy unlimited all-you-care-to-eat dining whenever the Marketplace is open. This plan gives great comfort to parents and students alike as students can eat as much as they want, as often as they want, all semester long.  
Rate for 2014-15 \$2,385/semester

**Sapphire: "Carte Blanche" (Select Hours-See Below) + \$400 Dining Dollars**  
A very popular plan, the Sapphire plan is recommended for students who enjoy the freedom and comfort of knowing they have flexibility in where and when they would like to dine. This plan lets students enjoy unlimited all-you-care-to-eat dining at the Marketplace from 10:45am-7:30pm on weekdays plus brunch and dinner on the weekends.  
Rate for 2014-15 \$2,270/semester

**Ruby: "Carte Blanche" (Select Hours-See Below) + \$400 Dining Dollars**  
The Ruby plan is recommended for students who like to eat breakfast and lunch at the Marketplace, but prefer to use their Dining Dollars to get food for dinner and in between classes. Students still enjoy the benefits of unlimited all-you-care-to-eat dining from 7:00am-2:00pm on weekdays as well as during brunch on the weekends.  
Rate for 2014-15 \$2,245/semester

**Block A: 150 "Block" Meals + \$400 Dining Dollars**  
The Block A plan includes a specific number of entries into the Marketplace rather than unlimited access during various meal periods like the carte blanche meal plans. The 150 meals may be used any time the Marketplace is open and the Dining Dollars complement the meal blocks by giving students significant purchasing power for dining at on-campus restaurants.  
Rate for 2014-15 \$2,220/semester

**Block B: 120 "Block" Meals + \$600 Dining Dollars**  
The Block B plan includes a specific number of entries into the Marketplace rather than the unlimited access during various meal periods like the carte blanche meal plans. The 120 meals may be used any time the Marketplace is open and the Dining Dollars complement the meal blocks by giving students significant purchasing power for dining at on-campus restaurants.  
Rate for 2014-15 \$2,205/semester

**Off Campus Block:** *Not available for students still subject to the residency requirement. Do not select.*

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

Meal Plan:  

Diamond (MLP1)

[Save & Continue](#)

To confirm the meal plan selected, click "Save and Continue".

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Meal Plan Selection

11

Meal Plan Confirmation

Meal Plan Confirmation

(Step 11 of 11)

You have until 4:30pm on Friday following the first day of class to change your meal plan selection for the remainder of the semester.

Meal Plan Selected: **Diamond (MLP1)**

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

[Save & Continue](#)

Your application may be cancelled by contacting the Housing Office.

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Meal Plan Selection

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Meal Plan Confirmation

Application Status | Cancel Application

Application Status

Please select the next open step from the menu. If there are upcoming steps, please note the dates that these steps will become active.

.Test, LowerReturn

Term:

Acad Year 2014-15 - On Campus

Dates:

8/29/2014 - 5/8/2015

Status:

✔ Applied : 3/6/2014 1:54:00 PM

✔ Contract Signed

➤ Not Complete

Note:

RETURNING RESIDENTS--Your application will not show as complete until you "confirm" your room assignment.

NEW STUDENTS (Applying for 2014-15)--Your application will not show as complete until an assignment is made by the Housing Office.

If you have any questions regarding housing or the housing portal, you may contact us at [housing@gonzaga.edu](mailto:housing@gonzaga.edu) or 509-313-4103.

Questions or comments may be directed to Housing and Residence Life (509-313-4103, [housing@gonzaga.edu](mailto:housing@gonzaga.edu)).