☐ 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, follow the online instructions 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.).

☐ 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.

The Rave Guardian mobile app presents a user-friendly resource to keep the Gonzaga community safe and informed on and around campus. You can sign up for the mobile Rave Guardian app at: **https://www.gonzaga.edu/about/offices-services/emergency-management/guardian**

☐ 14. REQUEST A MAILBOX

Undergraduate students living on campus must have an active MSC (Mail Service Center) number in order to receive mail and packages.

There are no mail deliveries to residence halls, apartments or houses located on campus. Due to security concerns, there is no sharing of MSC numbers.

To request an MSC number, please visit **gonzaga.edu/mail** and select "***Request a Mailbox***." When applying for an MSC number, you are required to use your Zagmail on the form.

Once your MSC Box request has been processed, you will receive an email from us with your MSC Number, the proper format for addressing packages, and important information to ensure delivery of your mail.

You may begin sending items as soon as you have your MSC Number.

You will have the same MSC Number for 4 years. Once you reach the 4th year you will have to reapply for a mailbox.

If you wish to have your mail forwarded (USPS only) during summer break, please login to your myGU and visit our website. Click **Temporary Mail Forwarding**.

Hours of Operation:
Monday-Friday 8am - 5pm
Saturday-Sunday CLOSED

Please be aware that forwarding of mail 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

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

Dietary concerns:

ZAG DINING BY SODEXO

Main (800) 986-9585, x6906
Direct (509) 313-6906
General Manager (509) 313-4295
gonzaga.edu/zagdining

SPRING **2027**

NEW **ZAG!** CHECKLIST

FOR **<<Person Preferred>> <<Person Last>>**

YOUR GONZAGA ID# **<<Person 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.

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!**

SPRING **2027**

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 and email address that provides you access to technology services. These include access to email, University computer labs, Canvas, and the automated library systems.

Your Gonzaga email address/username is:

<<Zagmail (Rank 1)>>

To set up your account, go to **https://passwordreset.gonzaga.edu** and click the button for 'RESET PASSWORD' and follow the prompts. You will be required to set up your account by creating a password, as well as providing additional information for multi-factor authentication. Your new password must be a minimum of 15 characters.

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**.

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 or email **techsupport@gonzaga.edu** during the week.

☐ 2. SUBMIT YOUR ACADEMIC INTEREST 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

Registration advisors will send a survey email to your Zagmail and personal email accounts. Please follow email instructions and respond within one week to initiate course enrollment by an academic advisor.

ALL STUDENTS

Please wait to purchase textbooks until your schedule is finalized.

☐ 3. SUBMIT THE RESIDENTIAL LIVING AGREEMENT AND $200 ADVANCE ROOM DEPOSIT BY DECEMBER 1 OR TEN (10) DAYS AFTER ADMISSION

Gonzaga University requires all full-time first- and second-year students, who are unmarried and under the age of 21, to reside on campus. 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, go to gonzaga.edu/housingapp.

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 Senior Director of Admission prior to enrollment.

If you plan to live with a parent or legal guardian 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. COMPLETE NEW STUDENT HEALTH FORMS BY DECEMBER 1

The health forms and documentation for new students include the mandatory measles vaccine requirement, the signed Meningitis Acknowledgement, 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 **Health and Counseling Services Online Health Portal** and completing the required Health forms and documentation for new students will be sent to your Zagmail account. For more information on Health and Counseling Services, please visit **gonzaga.edu/healthandcounseling**.

Health and Counseling Services is a great place to start for any medical or mental health care concerns once you are a student at the University. If you have questions please contact Health and Counseling Services at 509-313-4052.

☐ 5. SUBMIT A PHOTO TO CREATE YOUR ZAGCARD (YOUR GONZAGA UNIVERSITY ID) BY DECEMBER 31

Upload your photo and government ID for your ZAGCARD at **photoupload.gonzaga.edu**. Visit **gonzaga.edu/zagcard** to learn about all the features of your ZAGCARD.

☐ 6. UPDATE YOUR EMERGENCY CONTACT INFORMATION BY JANUARY 9

Visit **zagweb.gonzaga.edu**. Enter your username from Checklist Item 1 and the password you created. Then, click on the *Personal Information Card*. Update the information in the Emergency Contact section and any other information as necessary. **NOTE**: Within the process you will receive a notification request to verify your identity.

☐ 7. ORIENTATION INFORMATION

Be on the lookout for information about New Student Orientation that will be on campus **January 11**. Check your Zagmail in early December for more information from New Student & Family Programs or visit **gonzaga.edu/springorientation**.

☐ 8. SEND ALL FINAL, OFFICIAL TRANSCRIPTS AND DOCUMENTATION OF ADVANCED CREDIT TO THE OFFICE OF ADMISSION BEFORE ARRIVAL ON CAMPUS

All incoming students must submit final, official transcripts to the Office of Admission prior to arriving on campus. A final transcript contains all coursework, grades, graduation dates and degrees awarded. Official transcripts must be issued from the originating school and delivered directly to the Office of Admission in a secure manner. **Students are expected to remain in good standing in the school and community and maintain strong grades for final enrollment at the university**.

Your final transcript must be received before you arrive on campus in order to ensure your enrollment at Gonzaga. Holds will be placed on student records for non-receipt of a final transcript and prevent access to future course registration.

Additionally, if you have completed any college-in-the-high school, dual enrollment or dual-credit, credit-by-exam (AP, IB, Cambridge International or German Abitur), or received formal U.S. Military training, please forward all exam score reports and final official transcripts to the Office of Admission to ensure the accuracy of your first semester class schedule.

☐ 9. SET UP YOUR PAYMENT ACCOUNT WITH STUDENT ACCOUNTS

Spring semester billing statements will be available to view on Transact Payments 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 Transact Payments which will give them access to view and/or pay your bills. Visit **gonzaga.edu/setuppayeraccount** for more information.

Families can choose to sign up for the interest-free four-month semester payment plan at **gonzaga.edu/paymentplans**.

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

Go to **www.gonzaga.edu/offer** for instructions on how to navigate your financial aid offer including to view and complete any outstanding requirements to receive financial aid.

Complete a Federal Direct Loan Master Promissory Note and Loan Entrance Counseling at **studentaid.gov/loans**.

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 at **finaid@gonzaga.edu** or by phone at **(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**.

Zag Dining by Sodexo assists students with religious dietary restrictions, allergies, and many medical diets. Our Sodexo dietician works in collaboration with Gonzaga's Accommodations Department. Please submit all your requests to the Meal Plan Solutions Committee at **mealplansolutions.gonzaga.edu**.

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**.