11. 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 zonedrive.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.

12. 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.

13. 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. You must request an MSC Box by visiting gonzaga.edu/mail and selecting the Mailbox Request option. We will send you your MSC# via email with shipping address for packages. At the end of the school year PLEASE come to Mail Services to check out of your MSC Box and reserve it for the following school year OR if you are staying for summer classes let us know to keep your MSC Box open. Personal belongings can be shipped to your MSC Box ahead of your arrival on campus, starting no sooner than December 17, 2019.

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

Questions about immigration or other international student inquiries:
INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)
Phone: (509) 313-6236
E-mail: isss@gonzaga.edu

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, x4124
Relay Services (800) 833-6384
gonzaga.edu/disabilityaccess

Dietary concerns:
ZAG DINING BY SODEXO
Main (800) 986-9585, x6906
Direct (509) 313-6906
Executive Chef (509) 313-6922
gonzaga.edu/zagdining
1. CHECK YOUR NEW GONZAGA EMAIL (ZAGMAIL) REGULARLY.
As a Gonzaga student, you have been assigned a username and email address that provide you access to technology services. These include access to email, University computer labs, Blackboard, and the automated library systems. In order to access these resources, you will need to activate your account by creating a password at activate.gonzaga.edu.

Your username is: <USERNAME>
The password must be 15 characters, minimum. We recommend using 5 unrelated words (a “ passphrase”) and do not require character complexity (symbols, numbers, upper or lower case). Please note that we will only provide information on your Social Security Number, Social Security Number, Visa or Passport number on file in order to activate your Gonzaga account using activate.gonzaga.edu. Call the Office of Admission to provide this information if you do not list it on your application for admission. If you do not have this information, please contact the IT Support Center at (509) 313-5550 to assist in activating your account.

Your Gonzaga email address is: <EMAIL>
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 be required to provide additional information on your first login to facilitate future password resets.

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. You can log in and change your password with this process, please call the IT Support Center at (509) 313-5550 during the week, or email techsupport@gonzaga.edu.

Password Expiration:
By default, your password will expire in 90 days. Be sure to change your password before expiration by going to passwordchange.gonzaga.edu. Alternately, if you sign up for multi-factor authentication (MFA) and complete the student cybersecurity awareness training at learn.gonzaga.edu, you are eligible for a non-expiring password. Contact the IT Support Center at techsupport@gonzaga.edu to participate.

2. SUBMIT YOUR REGISTRATION SURVEY OR PLAN REGISTRATION WITH YOUR ADVISOR.
FIRST-YEAR STUDENTS
Watch your Zagmail 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 credits. 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 your registration advisor. Please respond within one week of receiving this email by following the directions within the message. You will not be enrolled for courses until you respond.

ALL STUDENTS
Please wait to purchase textbooks until your schedule is finalized.

3. SUBMIT THE RESIDENTIAL LIVING AGREEMENT & ADVANCE ROOM DEPOSIT BY DECEMBER 1, 2019.
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 online, follow these steps:
A. Visit Zagweb at zagweb.gonzaga.edu, then click "Accepted Student Login." Have your ID and PIN ready.
B. Enter your ID and PIN in the appropriate fields, then click the Login button.
C. Once logged in, click the "Student" link.
D. 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/housing.

To submit the $200 Advance Room Deposit online, go to gonzaga.edu/accepted. Click on “Confirm Enrollment” and scroll down to the Student Housing Section and click “Pay 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 Director 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 Requirements document and submit the associated Exemption Request Form to Housing by December 1. The form can be found online in the ZagLiving portal.

4. SUBMIT A PHOTO TO CREATE YOUR ZAGCARD (YOUR GONZAGA UNIVERSITY ID) BY JANUARY 2, 2020.
Upload your photo at uploadphoto.gonzaga.edu. 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.

5. PREPARE FOR THE NEW STUDENT HEALTH CLEARANCE PROCESS BY JANUARY 4, 2020.
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 email in their Zagmail account in December with additional instructions. For more information on Health & Counseling or updates on your immunization requirement, submission of insurance information, visit gonzaga.edu/healthandcounseling.

Visit zagweb.gonzaga.edu. 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.

7. PLAN TO ARRIVE IN SPOKANE ON SATURDAY, JANUARY 11 OR SUNDAY, JANUARY 12, 2020.
Check your Zagmail for more information on purchasing an airport pickup on one of these days from Gonzaga’s International Student & Scholar Services (ISSS) Office. The mandatory International Student Orientation is Monday, January 13, 2020. Annual new student orientation.
ALL INTERNATIONAL STUDENTS ARE REQUIRED TO ATTEND! Contact ISSS if you have questions: issi@gonzaga.edu.

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 8. 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 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. Hold 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. 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 of 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.

10. 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. Please contact our Zag Dining Dietetic Manager at (509) 313-6900 or the Zag Dining Executive Chef at (509) 313-6922 with questions. If you medically require a special diet, you may need to provide documentation from your physician.