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.

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.

   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.

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
     Executive Chef (509) 313-6922
     gonzaga.edu/zagdining
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 provide you access to technology services. These accounts include 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 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 we do not require character complexity (symbols, numbers, upper or lower case). Please note that we must have your Social Security Number, Social Insurance 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 did 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! 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.

   Password Expiration:
   By default, your password will expire in 90 days. Be sure to change your password before expiration by going to password.change.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. 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 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.

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.

   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 zagonda.edu/housing.

   To submit the $200 Advance Room Deposit online, go to zagonda.edu/accepted. Click on “Confirm Enrollment” and scroll down to the Student Housing Section and click “Paying the Deposit.” Follow the 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 are 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 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. SUBMIT A PHOTO TO CREATE YOUR ZAGCARD (YOUR GONZAGA UNIVERSITY ID) BY JANUARY 2, 2020.
   
   Upload your photo at photoupload.gonzaga.edu. Visit zagonda.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), valid (not temporary, expired or voided), 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.

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 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 zagonda.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 contact information as necessary.

   
   First Year Experience Programs coordinates New Student Orientation, which you can learn more about at zagonda.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 ALL OFFICIAL, FINAL TRANSCRIPTS AND ANY DOCUMENTATION OF ADVANCED CREDIT TO THE OFFICE OF ADMISSION.
   
   All incoming students must submit a final, official transcript to the Office of Admission. Each transcript must be sent 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. Holders 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.

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 account (such as a parent) as an authorized payer on CashNet which will give them access to view and/or pay your bills. Visit zagonda.edu/paymentportal for more information.

   Families can sign up for one of the flexible, interest-free payment plans at zagonda.edu/paymentplans.

10. CHECK YOUR FINANCIAL AID STATUS AND LEARN ABOUT STUDENT EMPLOYMENT OPTIONS.
   
   Visit zagweb.gonzaga.edu, 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 studentloans.gov. If you are interested in finding employment, you can begin your job search by visiting zagonda.edu/studentemployment and viewing the various job boards. Contact the Financial Aid Office at 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 mean plan. Zag Dining by Sodexo partners with Gonzaga University to provide a full-service food program. You can learn more at zagonda.edu/zagdining. Zag Dining by Sodexo assists students with religious dietary restrictions, allergies, and many medical diets. Please contact our Zag Dining Dietary 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.

   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 zagonda.edu/zagcard.