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 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.).
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.

14. REQUEST A MAILBOX
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 a shipping address for packages. At the end of the school year, only if leaving for the summer, please log into MYGU and visit gonzaga.edu/mail and select Forward Mail. You will have the same MSC# until you graduate from Gonzaga so there’s no need to request a mailbox each year. Personal belongings can be shipped once you have received your MSC# from Mail Services.

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, x8134
Relay Services (800) 833-6384
gonzaga.edu/disabilityaccess

Dietary concerns:

**ZAG DINING BY SODEKO**
Main (800) 986-9585, x6906
Direct (509) 313-6906
Executive Chef (509) 313-6925
gonzaga.edu/zagdining

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.
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, Blackboard, and the automated library systems.

   Your username is: <<Username>>

   Your Zagmail 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 check your email regularly so you do not miss important information. You can visit https://zagmail.gonzaga.edu to learn about the features of your account and enter your information, and the completion of various online health requirements, submission of insurance information, and the completion of various online health forms. You will need this information for medical emergencies and visits to the Health Center. If you medically require a special diet, you may need to provide documentation from your physician. For more information, and the completion of various online health requirements, submission of insurance information, and the completion of various online health forms. You will need this information for medical emergencies and visits to the Health Center. If you medically require a special diet, you may need to provide documentation from your physician.

2. **SUBMIT YOUR REGISTRATION SURVEY**
   Watch your Zagmail account for an email from the Office of Admission in December with additional information. For more information on Health & Counseling or the required New Student Health Clearance process, please visit zagmail.gonzaga.edu/healthandcounseling.

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 online. To submit a Residential Living Agreement and $200 Advance Room Deposit online, follow these steps:
   - A. Go online to gonzaga.edu/accepted.
   - B. Click on “Confirm Enrollment” and then “Student Housing.”
   - C. 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. Please note that you can combine the tuition and housing deposits together into one check for $700, if applicable.

   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, 2020**
   Upload your photo and government ID at photoupload.gonzaga.edu. 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.