

☐ **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](https://www.gonzaga.edu/security), call (509) 313-2222 or visit Huetter Mansion.

☐ **13. 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](https://www.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](https://www.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.

☐ **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: iss@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](https://www.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](https://www.gonzaga.edu/disabilityaccess)

Dietary concerns:

ZAG DINING BY SODEXO

Main (800) 986-9585, x6906
Direct (509) 313-6906
Executive Chef (509) 313-6925
[gonzaga.edu/zagdining](https://www.gonzaga.edu/zagdining)

NEW ZAG! CHECKLIST

FOR

YOUR GONZAGA ID#

<<First>> <<Last>>

<<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.



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!

As you prepare to attend Gonzaga, please review these important reminders:

SPRING 2021

INTERNATIONAL STUDENTS

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 Gonzaga 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 email techsupport@gonzaga.edu.

2. SUBMIT YOUR REGISTRATION 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

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.

ALL STUDENTS

Please wait to purchase textbooks until your schedule is finalized.

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.

To Submit a Residential Living Agreement and \$200 Advance Room Deposit online, follow these steps:

- Go online to gonzaga.edu/accepted.
- Click on "Confirm Enrollment" and then "Student Housing."
- 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 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. Visit gonzaga.edu/zagcard to learn about the features of your ZAGCARD.

5. PREPARE FOR THE NEW STUDENT HEALTH CLEARANCE PROCESS BY JANUARY 3, 2021

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 gonzaga.edu/healthandcounseling.

6. UPDATE YOUR EMERGENCY CONTACT INFORMATION BY JANUARY 10, 2021

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 the *Personal Information* tab. Choose the *Personal Profile* block and update the information in the Emergency Contact block and any other information as necessary.

7. ORIENTATION INFORMATION

The ISSS Office will email you information on pre-orientation, immigration, and airport details. If you have questions or concerns, please email iss@gonzaga.edu.

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. Holds 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, German Abitur 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 at 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 choose to sign up for the interest-free four-month semester payment plan 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) 313-6925 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 gonzaga.edu/zagcard.

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 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. Be sure to discuss driver's license and insurance requirements with ISSS once you arrive on campus.