

11. **Learn about dining services options.**

All students who reside in the residence halls are required to eat on campus under a board plan. Sodexo Food Service provides a full-service food program to the University. You can learn more at [gonzaga.edu/zagdining](http://gonzaga.edu/zagdining).

Sodexo assists students with many health needs, including special diets when prescribed and approved in writing by a medical doctor or for religious-based dietary restrictions.

Gonzaga offers Bulldog Bucks to enhance your board plan. Students may use this allotment to purchase meals and snacks at any on-campus Sodexo food service location as well as several off-campus businesses. You can learn more about Bulldog Bucks at [gonzaga.edu/zagcard](http://gonzaga.edu/zagcard).

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: <https://commerce.cashnet.com/GUSEC01>.

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 Security Office in the lower level, east side of Welch Hall to pick up your parking permit. Be sure to discuss driver's license and insurance requirements with ISSS once you arrive on campus.

13. **Learn about the Campus Public Safety and Security 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](http://gonzaga.edu/security), call (509) 313-2222 or visit Welch Hall.

14. **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. We will automatically assign you a mailbox if you are living on campus and notify you of the number via an email.

Personal belongings can be shipped to your MSC Box ahead of your arrival on campus, starting August 14, 2017.

15. **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)**

Main (800) 986-9585, x3549  
Direct (509) 313-3549, [gonzaga.edu/iss](http://gonzaga.edu/iss)

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](http://gonzaga.edu/ccp)

Academic adjustments, 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](http://gonzaga.edu/disabilityaccess)

Dietary concerns:

**Sodexo**

Main (800) 986-9585, x6906  
Direct (509) 313-6906, [gonzaga.edu/zagdining](http://gonzaga.edu/zagdining)

# PRE-ATTENDANCE CHECKLIST

FOR

<<FNAME>> <<LNAME>>

YOUR GONZAGA ID#

<<ID>>

## 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 fall.



## We are excited you are now a Zag!

As you prepare for Gonzaga, please review these important reminders:

FALL 2017  
INTERNATIONAL STUDENTS

### 1. Check your new Gonzaga email (Zagmail) regularly.

As a Gonzaga student, you have been assigned a username, password and email address that provide you access to technology services, which are referred to as Zagnet. These include the student network in the residence halls, access to email, University computer labs, Blackboard and the automated library systems. In order to access these technology resources you will need to activate your account by creating a new password at [gonzaga.edu/passwordreset](https://gonzaga.edu/passwordreset). Please note you must provide your Visa or Passport number when creating your account.

**Your username is: <<USERNAME>>**

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 create your own password.

**Your Gonzaga email address is: <<EMAIL>>**

This email address will be used for ALL official communication from the University from now on. Please check it regularly so you don't miss important updates! If you need assistance with this process, please call the IT Help Desk at (509) 313-5550 during the week, or email [techsupport@gonzaga.edu](mailto: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](mailto: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.

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

### 3. Submit your ZagLiving application.

Full-time undergraduate students who are under the age of 21 must reside within the University residential system during their first and second years.

After submitting your ZagLiving application at [gonzaga.edu/accepted](https://gonzaga.edu/accepted), the Housing & Residence Life Department will send an email regarding housing.

Please note that your Rental Agreement states dates for arrival. Requesting an arrival date before the one listed in your Rental Agreement will require a request form and, if approved, charges will be applied to your account. Remember an Early Arrival Form needs to be completed in order to move in early for International Student Orientation.

### 4. Update your emergency contact information by August 15, 2017.

Visit [gonzaga.edu/zagweb](https://gonzaga.edu/zagweb). Click on *Enter Secure Area*, and enter your Gonzaga ID (from the front of this document) and six-digit PIN number. Then, click on *Personal Information*.

Choose *Update Emergency Contacts*, and update the information as necessary. Emergency contact information must be added by August 15, 2017.

### 5. Submit the New Student Medical Forms by August 1, 2017.

Look for an email in your Zagmail account regarding instructions for logging into your secure Online Health Portal and completing your New Student Medical Forms. All students are required to submit these forms, which include providing documentation of two measles (rubeola) vaccinations. For more information on Health & Counseling Services, please visit [gonzaga.edu/healthandcounseling](https://gonzaga.edu/healthandcounseling).

### 6. Plan to arrive in Spokane on Tuesday, August 22 or Wednesday, August 23, 2017.

Check your Zagmail for more information on requesting an airport pickup on one of these days from Gonzaga's International Student & Scholar Services (ISSS) Office. The cost is \$10.00 and payable online. The mandatory International Student Orientation is Thursday, August 24, beginning at 8 a.m. ALL INTERNATIONAL STUDENTS ARE REQUIRED TO ATTEND! Contact ISSS if you have questions: [iss@gonzaga.edu](mailto:iss@gonzaga.edu).

### 7. Save the date for Orientation Weekend: Friday, August 25 - Monday, August 28, 2017.

First Year Experience Programs coordinates New Student Orientation, which you can learn more about at [gonzaga.edu/orientation](https://gonzaga.edu/orientation). New students are automatically registered for Orientation Weekend, so start checking your Zagmail for information from GUiDe Core, a team of student leaders charged with assisting all students' transitions through the first year at Gonzaga. Over the summer you will receive important updates on buying textbooks, reflections from current students and alumni and other information regarding Orientation. If you have questions, contact First Year Experience Programs at (509) 313-4016 or [firstyearexperience@gonzaga.edu](mailto:firstyearexperience@gonzaga.edu).

Parent/Family Orientation runs concurrently with New Student Orientation. Through this program, parents and family members will have the opportunity to learn about the many offices, services, academic programs and resources Gonzaga University has to offer. Through Parent/Family Orientation, families can build a partnership with Gonzaga University, focusing on ways in which everyone can support students in reaching their educational and career goals. For more information and to register, visit [gonzaga.edu/parents](https://gonzaga.edu/parents).

### 8. Submit final transcripts and AP/IB credit scores 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 by the issuing institution. Your final transcript must arrive before you arrive on campus in order to ensure your fall enrollment at Gonzaga.

Additionally, if you have taken any college credit, A and AS level exams or AP/IB exams during your high school career, please have all official college transcripts and score reports forwarded as soon as possible.

### 9. Send a photo to create your ZAGCARD, your Gonzaga University ID, by August 17, 2017.

Visit [gonzaga.edu/zagcard](https://gonzaga.edu/zagcard) to read about the features of your ZAGCARD and Bulldog Bucks. Click on the *Submit Your Photo* tab to view the photo requirements and upload instructions.

### 10. Set up your payment account with Student Accounts.

Fall semester billing statements will be available to view on CASHNet in July. 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. Visit [gonzaga.edu/paymentportal](https://gonzaga.edu/paymentportal) for more information.

Families can sign up for one of the flexible payment plans at [gonzaga.edu/paymentplans](https://gonzaga.edu/paymentplans).