

GU
College
in the
High
School

Student
Guide
2024-2025

gonzaga.edu/chs

502 E Boone Ave, Spokane, WA 99258



Table of Contents

What is College in the High School?	3
Mission and Vision Statement	3
Benefits of College in the High School	3
Student Eligibility	4
How to Apply	4
ZagMail and ZagWeb Access	4-5
Tuition	5
How to Pay Your Bill	5
Withdrawing From Classes	6
Grading Policies	6-7
Access & Accommodation Policy for Students	8
Transcripts and Transferring Credits	8-9
FERPA	9-10
Student Resources and Services	10-11
Academic Integrity	11-12
CHS Contact Information	13
Important Dates	14

Welcome to Gonzaga University's College in the High School Program

Gonzaga University is committed to the values of Jesuit education and is proud to offer an opportunity for high school students to experience Gonzaga's exemplary learning community at their own high school. The College in the High School (CHS) program offers high school students the opportunity to take college classes at their high school, earning both college credits and high school graduation requirements at the same time.

WHAT IS COLLEGE IN THE HIGH SCHOOL?

College in the High School (CHS) courses are taught at the high school by teachers who have completed an approval process at Gonzaga University and are considered adjunct faculty by GU. The curriculum is designed to match Gonzaga's on-campus course content, and students earn college credit upon the successful completion of the courses. Tuition for the credits in the CHS Program is greatly reduced.

Credits earned through Gonzaga's CHS program can be applied to high school graduation requirements and in most cases, also transferred to other colleges and universities. By offering college credit in the high school classes, students are more prepared to succeed in college.

MISSION STATEMENT

The Gonzaga University College in the High School program promotes academic excellence and improves access to college while providing an exemplary and supportive learning community to both high school teachers and students.

VISION STATEMENT

Gonzaga's College in the High School program brings Jesuit pedagogy to high school courses emphasizing critical thinking, social justice and academic excellence. Through collaboration, high school and university faculty support one another in effective teaching methods resulting in high school students graduating with college credit and preparation for college-level work.

BENEFITS OF COLLEGE IN THE HIGH SCHOOL

College in the High School:

1. Eases students' transition to college by preparing them for the demands of college-level coursework.
2. Exposes students to academically challenging material while in the familiar surroundings of their high school.
3. Allows students to begin earning college credits at a reduced cost.

STUDENT ELIGIBILITY

Students must have the appropriate academic qualifications to be considered for Gonzaga's CHS Program. Gonzaga University seeks highly motivated and capable high school students who meet the following criteria:

- Students must have the permission of the high school instructor and counselor.
- Students must complete a brief CHS online application to Gonzaga University.
- Students must meet any pre-requisites for courses. The meeting of language pre-requisites is determined by a placement test or the equivalent, which includes verification from the high school language department chair that the student has completed pre-requisite equivalent coursework.
- Students may register for credit for any Gonzaga CHS courses they are enrolled in through their high school.

Please note, in a student's senior year, if that student wishes to [apply for admission](#) as an undergraduate, a [Common Application](#) must be submitted by the published [application deadlines](#).

GONZAGA COLLEGE IN THE HIGH SCHOOL APPLICATION PROCESS

Students will receive a link to the online CHS application from their high school instructor once they have expressed interest and received approval from their high school to enroll. Students will be notified of acceptance and course registration via the email address provided in the application.

CHS students will be enrolled at Gonzaga University as non-matriculated students. Regardless of the number of college credits completed through the CHS program, students earning college credit in high school will be considered freshmen for admission purposes.

ZAGMAIL AND ZAGWEB ACCESS

Upon receiving an acceptance email to the CHS program, students are asked to set up access to their ZagMail and ZagWeb accounts, Gonzaga University's primary online communication platforms.

ZagMail

The ZagMail account is the University's primary method of contacting students. It is important to check it regularly. To activate ZagMail:

1. To set up your account, go to zagmail.gonzaga.edu, enter your Zagmail email address at the prompt, click next, and then select "Forgot my password" on the following screen. A verification e-mail will be sent to your personal email account.
2. Important password criteria: Your password is required to be **15 characters minimum**, with no use of the words Gonzaga, Zag, Zags or your first or last name. You will also need to provide additional information for multi-factor authentication.

ZagWeb

ZagWeb is where students view tuition statements and pay bills, view grades and request transcripts. To access ZagWeb, visit zagweb.gonzaga.edu and login using your ZagMail address and password.

If you need assistance setting up, logging into, or troubleshooting your ZagMail or Zagweb account, please contact Information Technology Services at techsupport@gonzaga.edu or (509) 313-5550. Let them know you are a College in the High School student and have your student ID # available.

TUITION

The tuition for high school students participating in Gonzaga's CHS Program is \$89 per credit hour, which is \$267 for a 3-credit semester course or \$356 for a 4-credit semester course. Financial aid is not available for College in the High School courses. Please contact Student Accounts at studentaccounts@gonzaga.edu or (509) 313-6812 for assistance.

HOW TO PAY YOUR BILL

Billing and payments are handled by Gonzaga's Student Accounts Office. To access the payment portal, you will be asked for the Gonzaga Student ID number and student last name. Tuition is based on the total number of enrolled credits, at a charge of \$89 per credit (\$267 per 3-credit course, \$356 per 4-credit course). In addition to that information being located in Zagweb, students will be emailed a copy of their billing statement. Click [here](#) to view the number of credits for CHS courses.

Payment Instructions

Option 1: Pay electronically through our Transact Payments (formerly CASHNet) site using a credit card or from a bank account:

- a. Students access the following site: <https://www.gonzaga.edu/guestpayers>
- b. Enter your **Gonzaga University Student ID** and **Last Name** and click on **Sign in**; you will be connected to Transact Payments site.
- c. Click on the **Student Account Payment** tile and enter your payment amount.
- d. Select **Add to payment** at the bottom of the screen, followed by **Checkout**.
- e. Select your payment method (**new bank account or enter credit or debit card***) and click on **Continue**.
- f. Complete your **credit card or checking/savings account information** and click on **Continue**.
- g. Verify your payment information and then click the **Pay** button.
 - * Payments using a credit/debit card will be assessed a non-refundable 2.75% fee. There is no fee for a bank account/ACH payment.

Option 2: Mail a check payment:

- a. Please make checks payable to Gonzaga University and send them to:

Gonzaga University
Attn: Student Accounts
502 E. Boone Ave
Spokane, WA 99258-0082

- b. **IMPORTANT:** Please include the student's full name and ID number on the check to ensure proper credit.

Student Accounts Contact Information

GONZAGA
UNIVERSITY

For questions or issues with billing statements or tuition payment, please contact Gonzaga's Student Accounts Office at 509-313-6812 or studentaccounts@gonzaga.edu.

WITHDRAWING FROM CLASSES

College in the High School students have official Gonzaga University transcripts reflecting their earned college credits. These transcripts are in addition to and separate from high school transcripts. Grades earned in CHS courses will be part of a student's records throughout their college career. Please be especially aware of drop dates and procedures to avoid a transcript with a negative grade.

Students who decide, after registering for a CHS class, that they no longer want to be enrolled in the class for Gonzaga University credit, must either drop the class or withdraw from the class by the [specified deadlines](#). Please note: to receive a full tuition refund, registered students must drop a course by the [course drop deadline](#).

If a student chooses to withdraw from a course after the course drop deadline, the student must do so by the [published withdrawal deadline](#). Please email the CHS office at chs@gonzaga.edu and the Registrar's office at registrar@gonzaga.edu with a request to withdraw, and include student name, Gonzaga ID #, course name, faculty name, and the name of the high school. It is important to officially withdraw from a class to avoid an "F" on the transcript. Students withdrawing from a course by the withdrawal deadline will receive a W (withdrawal) on their college transcript, which will not affect their GPA.

GRADING POLICIES

At Gonzaga University, a C is acceptable for transferable work, and a D is considered a passing grade. The grade is calculated based on the combined results of examinations, assignments, class attendance, and general evidence of regular and consistent participation. The calculation for each discipline is specified in the syllabus.

Standard Letter Grade		Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+	Poor	1.3
D		1.0
F	Failing	0.0 (computed in GPA)

Other grades that may appear on transcripts:

I = Incomplete Given when a student with a legitimate reason as determined by the instructor, does not complete all the work of the course within the semester that he/she is registered for the course. The faculty member notifies the Registrar's Office with the reason for the "I" (Incomplete) grade, lists the missing material, and assigns a provisional grade that will be assigned thirty (30) calendar days into the following semester (summer sessions are not included). A provisional grade should be what the student would earn if no additional work is submitted. Requests for a date extension beyond the published date for removing incompletes must be approved through the appropriate Deans' Office and sent to the Registrar's Office for processing. Forms for this action can be obtained from the Registrar's Office. If the instructor does not submit an extension or a new grade before the published date or time extension lapses, the provisional grade will be recorded on the student's transcript. If a provisional grade has not been provided, the "I" grade becomes an "F" grade and is recorded on the transcript as an "I/F". Whenever an "I" grade has been assigned, the "I" grade becomes part of the permanent record. i.e. "I/B", etc.

V = Unofficial Withdrawal This grade has the same effect as an "F" (fail) on the grade point average (GPA) and is awarded by the instructor for excessive absences or failure to withdraw officially from a course.

W = Official Withdrawal No penalties incurred. Not included in the attempted or earned GPA.

Good Academic Standing, Unsatisfactory Academic Progress, Probation, and Academic Dismissal Students are on Academic Probation whenever the term and/or cumulative GPA falls below a 2.00. To be in Good Academic Standing with the University, students must maintain a cumulative GPA of 2.00 as determined at the end of every semester, beginning with the completion of the student's second regular (non-summer) semester at Gonzaga University. Good Academic Standing is required for all graduating students, and it may impact a student's ability to receive financial aid, scholarships, or to represent Gonzaga in extra-curricular activities.

Any student on academic probation will have their student status reviewed by the Committee on Academic Standing. The conditions of academic probation are specified in a letter to the student from the Committee. Students are expected to comply with all stipulations made in the letter and any additional requirements placed upon them as a result of academic probation.

Students on academic probation, regardless of their academic standing, may be subject to academic dismissal from the University. A notation of "Academic Dismissal" will appear on transcripts. Dismissed students have an opportunity for appeal. Directions for this process are indicated in the dismissal letter sent to the student.

ACCESS AND ACCOMMODATION POLICY FOR STUDENTS

Gonzaga University seeks to provide equal access for persons with disabilities to include students, employees and the public, to all educational programs, employment, activities, events, and services which it operates, consistent with applicable federal and state laws and Gonzaga policies.

This policy is based on the Americans with Disabilities Act and amendments, the Rehabilitation Act, and the Washington State Law Against Discrimination (RCW Ch. 49.60 as Related to Disabilities), and Gonzaga's mission.

Reasonable accommodations, academic adjustments, and public access will be provided to persons with disabilities to ensure they are provided an equal opportunity to participate in or benefit from any Gonzaga program, activity, event, or service.

Gonzaga provides reasonable accommodations to persons with temporary disabilities.

This policy applies to all students with disabilities. Gonzaga's goals are to provide access and accommodations for equivalent academic and non-academic experiences and learning opportunities for students and student workers with disabilities, while maintaining academic integrity and standards.

All disability accommodations are determined on an individual basis. The Disability Access office determines appropriate accommodations by reviewing documentation, considering the environment, interviewing the student and deciding if the requested accommodation is reasonable. Read the [Process for Securing Accommodations](#).

Additional information is available on Gonzaga's [Access & Accommodation Policy for Students](#) website. Gonzaga has an established procedure for addressing conflicts concerning disability access and accommodation: [Conflict Resolution and Grievance Procedure](#).

Disability Access contact information:

509-313-4134 (Phone)

509-313-5523 (FAX)

disability@gonzaga.edu

Web: www.gonzaga.edu/disabilityaccess

Location: Foley Center Library, room 208

TRANSCRIPTS AND TRANSFER CREDIT

Credit earned for courses taken through Gonzaga's CHS Program is recorded on an official Gonzaga transcript. These credits are generally transferable to other accredited colleges and universities across the nation. However, the receiving institution will always make the final decision on the transferability of courses.

Students are encouraged to consult with any institution they are considering enrolling at to ask

about their policy for accepting transfer credit. To request a copy of official transcripts, follow the directions outlined [here](#) and below.

Students may request an official transcript of college credits from Gonzaga University's [Office of the Registrar](#). You can order your transcript directly from the [National Student Clearinghouse](#) and have it sent to the school(s) of your choice. You will need to request your Gonzaga University transcript separately from your high school transcript.

FERPA

Student's Right to Privacy and Access to Records

CHS students are considered Gonzaga University students in every way as related to their academic record. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records.

Education Records: Any record maintained by Gonzaga that contains information that is personally identifiable to a student (in whatever format or medium) is considered to be an education record with some narrowly defined exceptions to include the following:

- Sole possession records or private notes held by a school official that are not accessible or released to other personnel.
- Law enforcement or campus security records created and maintained by a law enforcement agency for a law enforcement purpose.
- Employment records of an individual who is employed by the institution unless the employment is contingent on student status.
- Medical/psychological treatment records.
- Alumni records created after the student has graduated or left the institution.

Access to Student Education Records: Information that is personally identifiable in an educational record may not be released without prior written consent from the student and except to the extent that FERPA authorizes disclosure without consent as listed above. Some examples of information that can not be released include citizenship, disciplinary status, grade point average, marital status, social security or ID numbers. Personally identifiable information from a student record will not be released without written consent from the student. **Parental access to a daughter's or son's educational record must come in a written authorization from the student before access to the record is allowed.**

Student Rights: At Gonzaga, FERPA rights belong to the student who is in attendance beginning with his/her first day of class regardless of age. The definition of a student applies to all students including continuing education students, students auditing a class, distance education students, and former students.

FERPA affords students the following basic rights in respect to their education record:

- Right to inspect and review their education record maintained by the school.
- Right to request an amendment to the record that the student believes are inaccurate or misleading.

- Right to consent to disclosure of personally identifiable information.
- Right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA.

Challenging the Content of Education Records: A student who wishes to challenge information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.

Hearings will be conducted by a university official who has no direct interest in the outcome of the hearing.

Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge.

The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable time frame after the challenge is filed.

Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made in writing, and submitted to the University Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an appeals board of three senior University officials and a decision rendered, in writing, within a reasonable period of time.

All Gonzaga University students, including College in the High School students, receive an email notifying them of their FERPA rights. Further details regarding FERPA can be found on Gonzaga's webpage, [FERPA Information](#).

STUDENT RESOURCES AND SERVICES

ADVISING RESOURCES

Gonzaga has a robust staff who support students in a variety of advising capacities.

- **[Office of Undergraduate Admission](#)**
Programs of study, application to CHS and to Gonzaga University.
- **[Office of the Registrar](#)**
Prerequisite course information, class registration, dropping or withdrawing from a course, transcripts, grading standards, course evaluations, and credit transferability.
- **[Student Financial Services](#)**
Payment of program fees, payment plans, tuition refund, how CHS courses may affect future financial aid.
- **[Academic Advising](#)** – CHS students are assigned to the Associate Registrar/Director of Operations for academic advising. The Office of the Registrar is responsible for registering College in the High School students for their courses.

CAMPUS ID CARDS

Enrolled CHS students are eligible to receive a Gonzaga ZagCard (student ID card), which provides student access to Foley Library and its resources and the John J. Hemmingson Center. Any

additional access to campus resources, including athletic tickets, residence halls, and additional campus buildings, is not available for CHS students.

The ZagCard is Gonzaga's official identification card and identifies all members of the Gonzaga community. Students are eligible to receive a Gonzaga University student ZagCard after their registration and course payment is complete. If this card is lost or stolen, there is a \$30 replacement fee. ZagCards may be picked up at the Card Services/Welcome desk in Hemmingson Center. Students will receive an email from Card Services with instructions for uploading their photo for the ZagCard.

Important ZagCard care tips:

- If attaching your ZagCard to a lanyard, a hard-acrylic case is recommended.
- Rubbing the card directly against materials such as leather can dull the finish, making the text, image and magnetic strip difficult to read.
- Keep your card away from electromagnetic fields such as cell phones, microwaves, televisions and other cards with magnetic strips.
- Remove your ZagCard from your phone case prior to charging, if using a wireless charger.
- Do not:
 - Bend card or punch a hole in the card
 - Place labels or stickers on the card
 - Store the card in direct sunlight or expose to excessive heat
 - Use as an ice scraper

UNIVERSITY LIBRARY

CHS students are eligible to use Gonzaga's Foley Center Library, which offers a broad range of services to support academic learning and research, both on campus and virtually. Students are encouraged to visit the Foley Center Library website to learn more about services which include appointments with a librarian, access to over 300 databases and assistance with research and citations management.

ACADEMIC INTEGRITY

As a Gonzaga University student, all CHS students are expected to adhere to the university's Academic Integrity policy. Gonzaga University is committed to supporting and protecting academic integrity in all aspects of what we do. Our Academic Integrity Policy was developed with that commitment in mind. We encourage all students, faculty and staff to familiarize themselves with the policy.

The institution's mission statement expresses Gonzaga University's self-understanding through its Catholic, Jesuit and humanistic heritage and identity. These spiritual and intellectual traditions are expressed in the ideals of reflective and critical thought, ethical discernment, innovation, and commitment to social justice. The ideals imply a deeply held, rigorously maintained, and clearly articulated standard of academic integrity.

We believe that a commitment to academic integrity contributes, not only to a campus climate of

trust and community, but also to individual integrity, honesty and well-being. Conversely, violations of academic integrity are detrimental to both the community and to the individual.

Gonzaga University believes that a commitment to academic integrity contributes, not only to a campus climate of trust and community, but also to individual integrity, honesty and well-being. Conversely, violations of academic integrity are detrimental to both the community and to the individual. This belief entails just sanctions for violations of these ideals, the details of which are contained herein. Just sanctions require that all students and faculty be aware both of the sanctions, and of the policies that they enforce. Therefore, the University publishes the AIP in its catalogues; students are informed of the policy as part of the student handbook; advisors are encouraged to discuss the AIP with their advisees; and all faculty members should indicate on each course syllabus how the University policy applies to their course and they are strongly encouraged to discuss academic integrity and honesty in their classrooms. Documents and resources which guide the faculty's work with students are available through the Center for Student Academic Success (CSAS) and the Center for Teaching and Advising (CTA).

Acknowledgment of the Policy All members of the Gonzaga community are expected to adhere to principles of honesty and integrity in their academic endeavors. While students will not be asked to affirm their understanding of this policy, it is the expectation that students be familiar with this policy and the potential sanctions for violations of this policy. As with all other University policies, by virtue of enrollment every student at Gonzaga University (with the exception of Law students) abides by the policy outlined herein. Under no circumstances shall ignorance of this policy serve as a defense against any violations.

For more information about Gonzaga University's Academic Integrity policy and resources, including due process for students, visit the [Academic Integrity](#) webpage.

CHS CONTACT INFORMATION

Gonzaga University's College in the High School program provides a designated [email address](#) for students to contact for questions, assistance, etc.

Gonzaga University College in the High School

502 E Boone Avenue
Campion Hall, Room 111
Spokane, WA 99258-0068
chs@gonzaga.edu
509-313-6228

Cheryl Flaim

Budget Officer & Special Projects Coordinator
Enrollment Management
flaimc@gonzaga.edu

Marzena Kosinski

Director of Research and Special Projects
Enrollment Management
kosinskim@gonzaga.edu

CHS IMPORTANT DATES

CHS Fall Semester 2024 Dates	
August 28, 2024	Application opens
September 20, 2024	Last day to apply to Gonzaga's College in the High School Program
September 23-27, 2024	Gonzaga completes registration for CHS classes and students receive a confirmation email
September 30, 2024	Billing statements available to view and pay
October 4, 2024	Registration deadline: Appeals must be filed through the Registrar's Office for any late registrations after this date
October 4, 2024	College in the High School tuition due & last day to drop fall courses and receive a tuition refund
December 2, 2024	Last day to withdraw from a course, no tuition refund, and a W on transcript (<i>will not affect GPA</i>)
January 24, 2025	Last day of classes
CHS Spring Semester 2025 Dates	
November 12, 2024	Application opens
January 6, 2025	Last day to apply to Gonzaga's College in the High School Program
January 27-31, 2025	Gonzaga completes registration for CHS classes and students receive a confirmation email.
February 3, 2025	Registration deadline: Appeals must be filed through the Registrar's Office for any late registrations after this date
February 5, 2024	Billing statements available to view and pay
February 14, 2025	College in the High School tuition due & last day to drop spring courses and receive a tuition refund
April 25, 2025	Last day to withdraw from a course, no tuition refund, and a W on transcript (<i>will not affect GPA</i>)
June 13, 2025	Last day of classes

Student Guide updated and revised October 1, 2024.

