



GU

College *in the* High School

Student Guide 2022-2023

gonzaga.edu/chs

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College in the
High School

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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. 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 will be applied to your high school graduation requirements and in most cases, also transferred to other colleges and universities.

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 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.

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 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 and must complete an application to apply to attend Gonzaga University as a full-time college student in the future. 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.

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 at **15 characters minimum**, with no use of the words Gonzaga, Zag, Zags or your first or last name. We recommend using 5 unrelated words. You will also need to provide additional information for multi-factor authentication.

ZagWeb

ZagWeb is where students log in to view tuition statements and pay bills, view grades and request transcripts.

1. Visit zagweb.gonzaga.edu and login using your Zagmail address and password.

TUITION

The tuition for high school students participating in Gonzaga's CHS Program is \$86 per credit hour, which is \$258 for a 3-credit semester course or \$344 for a 4-credit semester course.

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. Also, please know the amount due for the student's tuition, which is based on the total number of enrolled credits, at a charge of \$86 per credit (\$258 per 3-credit course, \$344 per 4-credit course). Click [here](#) to view the number of credits for CHS courses.

Payment Instructions

Option 1 (Preferred): View Billing Statement and Pay Tuition in Zagweb (Please login with your Gonzaga username and password)

To view a billing statement, please have your Gonzaga username and password accessible. Students can authorize parents to make payments through Zagweb.

- a. Students access the following site: <https://zagweb.gonzaga.edu>
- b. Select **Enter Secure Area** and use your network username and password to login.
- c. Click on the **Student** tile and then **Electronic Billing, Payment, Deposits, and eRefund**.
- d. Click on **Enter CASHNet** to be connected to CASHNet's Main Menu screen.
- e. Click on **Statements** on the left side of the screen and the **View** link next to first billing statement.
- f. Once you have reviewed the balance, close the statement and select **Make a Payment**.
- g. Select **Student Account Payment (Balance)** or enter in the amount you want to pay. Then select **Checkout** at the bottom of the screen.
- h. Select your payment method (**New bank account or enter credit/debit card***) and click on **Continue**.
- i. Complete your **credit card or checking/savings account information** and click on **Continue**.
- j. 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: Guest Payer Instructions (Please have student ID number and total amount due)

- a. To get started, go to: <https://www.gonzaga.edu/guestpayers>
- b. Enter **Gonzaga University Student ID** and **Last Name** and click on **Sign in**. You will be connected to Transact Payments/CASHNet's Main Menu screen.
- c. Select **Student Account Payment**, enter in the amount you want to pay, then select **Add to Payment**.
- d. Click on the **Checkout** button at the bottom of the screen.
- 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.

Student Accounts Contact Information

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

CHS students, although still in high school, are beginning establishing college transcripts. Grades earned in CHS courses will be part of a student's records throughout a 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 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 your 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.

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.

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

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 is committed to providing reasonable accommodations for students and Gonzaga employees at study abroad venues to the extent feasible given other countries' accessibility standards.

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.

Additional information is available on Gonzaga's [Access & Accommodation Policy for Students](#) website.

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](#).

FERPA

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.

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.

CAMPUS ID CARDS

Enrolled CHS students are eligible to receive a Gonzaga ZagCard (student ID card), which normally provides student access to Foley Library and the John J. Hemmingson Center. On campus access is currently limited, due to COVID-19 restrictions, and students will be notified when their normal on campus card access is reactivated. Any additional access to campus resources, including athletic tickets, residence halls, and additional campus buildings, is not included in the CHS program.

The CHS ZagCard is Gonzaga's official identification card and identifies all members of the Gonzaga community. Students will receive a CHS ZagCard after their registration and course payment is complete. If this card is lost or stolen, there is a \$30 replacement fee.

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 our 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.

CHS CONTACT INFORMATION

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CHS IMPORTANT DATES

CHS Fall 2022 Dates	
August 15, 2022	Application opens
September 12, 2022	Last day to apply to Gonzaga's College in the High School Program
September 12-16, 2022	Gonzaga completes registration for CHS classes and students receive a confirmation email.
October 3, 2022	Billing statements available to view and pay
October 14, 2022	College in the High School tuition due & last day to drop fall courses and receive a tuition refund
December 2, 2022	Last day to withdraw from a course, no tuition refund and a W on transcript (<i>will not affect GPA</i>)
January 26, 2023	Last day of classes
CHS Spring 2023 Dates	
November 14, 2022	Application opens
January 9, 2023	Last day to apply to Gonzaga's College in the High School Program
January 23-27, 2023	Gonzaga completes registration for CHS classes and students receive a confirmation email.
January 30-February 3, 2023	Students will receive email to view and pay billing statement in ZagWeb.
February 24, 2023	College in the High School tuition due & last day to drop fall courses and receive a tuition refund
April 28, 2023	Last day to withdraw from a course, no tuition refund and a W on transcript (<i>will not affect GPA</i>)
June 15, 2023	Last day of classes

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