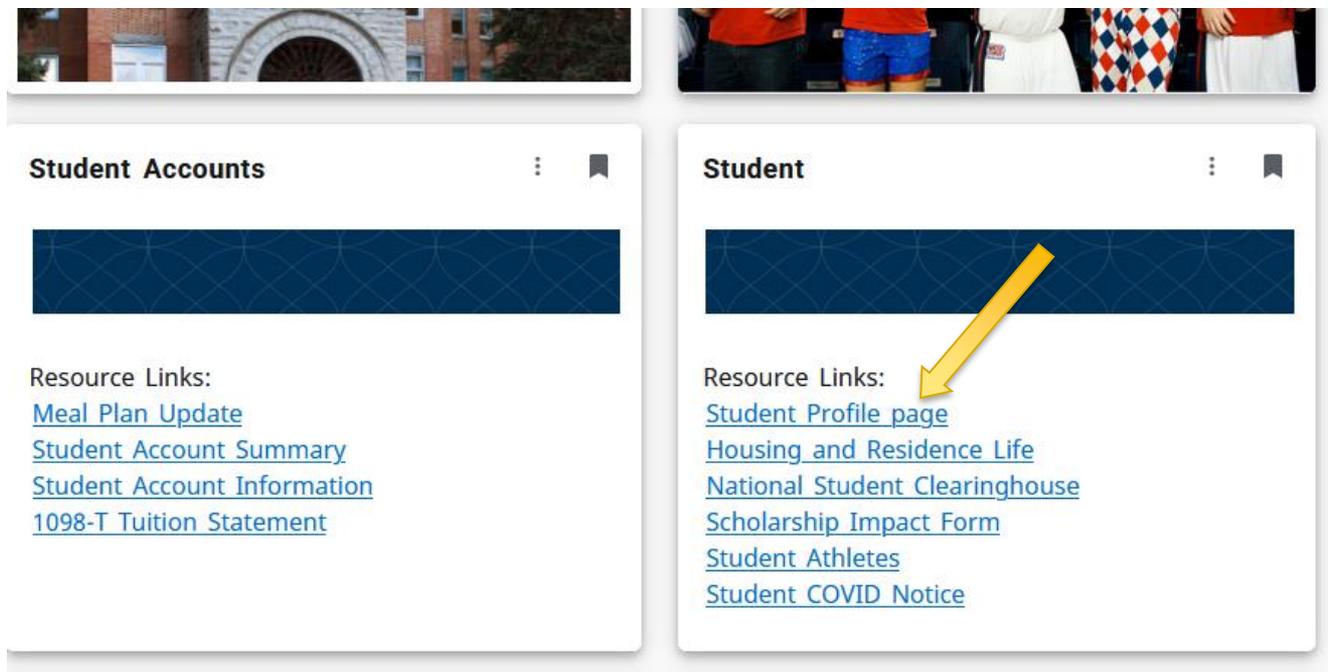

How to Apply to Graduate



Find the "Student" card on Zagweb and select "Student Profile"



The image shows two side-by-side cards from the Zagweb interface. The left card is titled "Student Accounts" and has a header image of a brick building with an arched entrance. Below the title is a blue patterned bar. Underneath, it lists "Resource Links:" followed by four blue underlined links: "Meal Plan Update", "Student Account Summary", "Student Account Information", and "1098-T Tuition Statement". The right card is titled "Student" and has a header image of people in red and white clothing. It also has a blue patterned bar. Below it, it lists "Resource Links:" followed by six blue underlined links: "Student Profile page", "Housing and Residence Life", "National Student Clearinghouse", "Scholarship Impact Form", "Student Athletes", and "Student COVID Notice". A yellow arrow points from the top right of the "Student Profile page" link to the blue bar above it.

Student Accounts

Resource Links:

- [Meal Plan Update](#)
- [Student Account Summary](#)
- [Student Account Information](#)
- [1098-T Tuition Statement](#)

Student

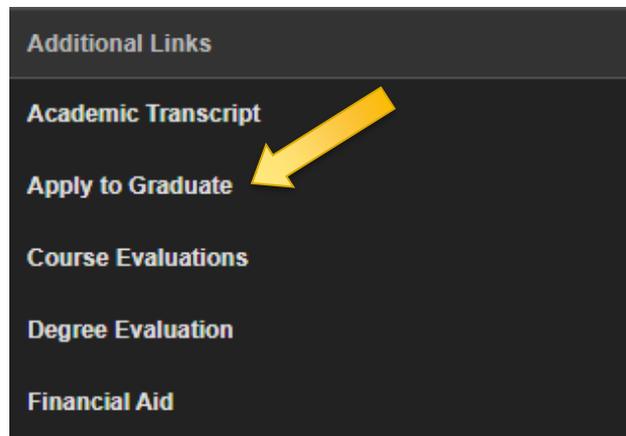
Resource Links:

- [Student Profile page](#)
- [Housing and Residence Life](#)
- [National Student Clearinghouse](#)
- [Scholarship Impact Form](#)
- [Student Athletes](#)
- [Student COVID Notice](#)

Select "Apply to Graduate"

The application for graduation process is necessary to have your degree requirements officially evaluated and for your degree to be conferred.

You will not be able to complete the application if you have any holds on your student record.



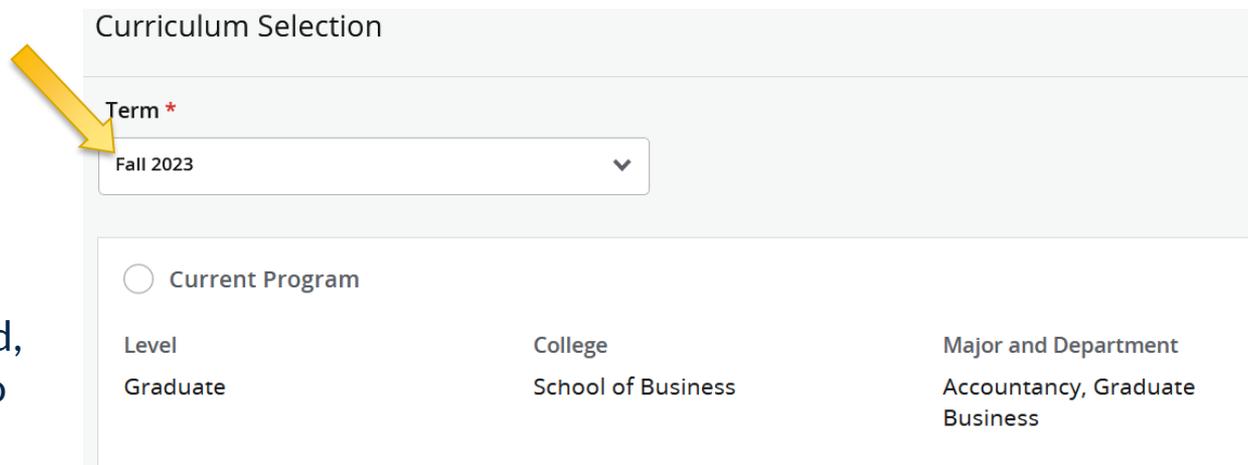
If you have already applied to graduate, you can view your application on the "Student Profile" page, next to "Graduation Information". If you need to make changes to your application, please email degreeval@gonzaga.edu; include your name and student ID number and information that you wish to be changed.

Select your Curriculum Term

The term selection allows you to choose the academic record for any term you have attended.

This selection is NOT your graduation term. The most current term should contain the correct degree/major/minor/concentration information. Please verify all aspects are correct before proceeding. If your curriculum is not accurate, contact the Office of the Registrar.

*If you are studying abroad, it may be more accurate to select a previous term.



Curriculum Selection

Term *

Fall 2023

Current Program

Level	College	Major and Department
Graduate	School of Business	Accountancy, Graduate Business

Select your Curriculum

This menu prompts you to select your current curriculum and then continue. If this information is incorrect, you may use the back function in your web browser and select a different term.

If you need to complete a Change of Major/Minor/Concentration form, please see the Registrar's Office website and complete the form before you apply.

Curriculum Selection

Home > Curriculum Selection

Select one curriculum for this graduation application. If any of the information listed below is incorrect, you must complete a Change of Major/Advisor form through your Dean's office before submitting this application on-line. Please allow three to five days for processing of the Change of Major/Advisor form.

Select Curriculum

Current Program

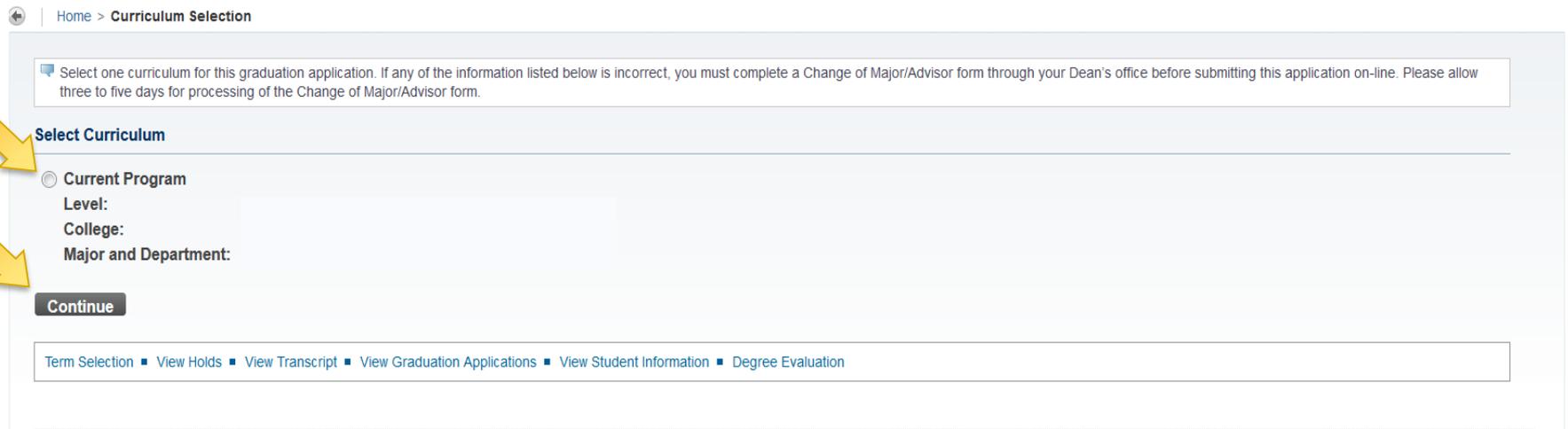
Level:

College:

Major and Department:

Continue

[Term Selection](#) | [View Holds](#) | [View Transcript](#) | [View Graduation Applications](#) | [View Student Information](#) | [Degree Evaluation](#)



Select your Graduation Date

Select a graduation date from the drop-down menu and then “Continue.”

Please note: Your graduation date is the date when you will complete all of your degree requirements.

Your degree date may not necessarily be in the same term as the graduation commencement ceremony, yet you will still be eligible to participate. Regardless of the graduation date, the Degree Evaluation Office will plan for your participation in the ceremony in May of the calendar year your degree is granted. If you plan to participate in a later commencement ceremony, please email the Degree Evaluation Office at degreeeval@gonzaga.edu.

Graduation Date Selection

Home > Graduation Date Selection

Please select the graduation date in which you will complete your degree requirements. All students applying in a calendar year (January – December) will be included in that years' May commencement ceremony.

* indicates required field

Curriculum

Current Program
Level:
College:
Major and Department:

Select Graduation Date

Graduation Date:*

[View Transcript](#) | [View Graduation Applications](#)

Select Graduation Ceremony Attendance

Indicate your intention for attendance at the graduation ceremony in May of the calendar year for which you are applying to graduate. This selection may be changed later. Click “Continue”.

Graduation Ceremony Selection

[Home](#) > **Graduation Ceremony Selection**

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony: Yes No Undecided

Continue

[View Transcript](#) ■ [View Graduation Applications](#)

Select your name for your Diploma

The name you select from this drop-down menu will be the name that appears in the commencement booklet and on your diploma.

Once you have chosen a diploma name select "Continue".

Diploma Name Selection

[Home](#) > [Diploma Name Selection](#)

Choose a name from the options below.

* indicates required field

Name

Name:

Current Diploma Name:

Select a Name for your Diploma

One of your Names:*

None

Continue

[View Transcript](#) ■ [View Graduation Applications](#) ■ [Name Change Information](#)

Confirm your name for your Diploma

This screen confirms the name you have selected. It is important to note that by submitting the “Continue” button, you are in agreement with your name appearing in the commencement booklet. You must email degreeval@gonzaga.edu if you want your name removed from the booklet.

Diploma Name Selection

Home > Diploma Name Selection



The screenshot shows a web form titled "Name For Diploma". It contains four input fields: "First Name:", "Middle Name:", "Last Name:", and "Suffix:". A "Continue" button is located below the fields. Two yellow arrows point to the "First Name" and "Continue" fields. At the bottom of the form, there are three links: "View Transcript", "View Graduation Applications", and "Name Change Information".

Diploma Mailing Address Selection

Please note that your diploma will be sent to the *Permanent Address* listed on your student record in Zagweb. If no permanent address exists, the mailing of your diploma may be delayed.

Diploma Mailing Address Selection

← | [Home](#) > **Diploma Mailing Address Selection**

  Your diploma will be mailed to your permanent address. You may review and change this address at any time in Zagweb. Please be aware that changes made after your graduation date may result in a delay of the receipt of your diploma.

Continue

[View Transcript](#) ■ [View Graduation Applications](#) ■ [View Addresses And Phones](#)

Review Summary and Submit Request

Graduation Application Summary

Home > Graduation Application Summary

This is the information that will be submitted for your application to graduate. Your name will appear in the commencement booklet unless you contact the Degree Evaluation office in writing, and request that it not be published. If you have a confidential restriction on your student record, please know that by submitting this application you agree to have your name published in the commencement booklet.

Graduation Date

Date: 10-MAY-2019
Term: Spring 2019

Ceremony

Attend Ceremony: Undecided

Diploma Name

First Name:
Middle Name:
Last Name:

Curriculum

Current Program

Level: Graduate
College: School of Business
Major and Department: Business Administration, Graduate Business

[Submit Request](#)

This form confirms the information you have submitted on your application to graduate.

Click "Submit Request" to submit the application to graduate.

You will receive an email when your application has been processed.

Review Graduation Application Signature Page

The final screen will confirm that your application was successfully submitted. Please review all contents on the screen.

By submitting this application, you acknowledge that no changes will be made to your academic record after your degree is conferred. This includes grade changes and the addition of new majors, minors, or concentrations.

Graduation Application Signature Page



| [Home](#) > [Graduation Application Signature Page](#)

Concluding Information

To make changes after you have submitted your application to graduate, contact the Degree Evaluation office at degreeeval@gonzaga.edu. Include your full name and student ID number in the message body. There are no fees to change information on your graduation application.

A \$80 application fee will be assessed to your student account if your application is submitted by the graduation application deadline. An additional \$25 late graduation application fee will be assessed to your student account if the application is submitted after the deadline.

- [Undergraduate graduation application deadline information](#)
- [Graduate/Doctoral graduation application deadline information](#)

Students will receive an email once a degree evaluator has reviewed the evaluation.

It is recommended for students to generate and review a new degree evaluation each time they make changes to their registration or their major/minor/concentration.

- Reviewing this information regularly in conjunction with regularly scheduled meetings with your advisor will keep you informed of the status of the completion of your degree requirements and aid in planning courses for upcoming semesters.
- You will notice the deficient requirements have a red 'N' on the left side of the requirement on the report. If you have questions regarding your deficiencies, please make an appointment to go over your report with your advisor. If you have questions after meeting with your advisor, you may come to College Hall 229 to see one of our evaluation staff.
- Instructions for how to run a degree evaluation can be found on the Degree Evaluation website.