
How to Apply to Graduate



Log into ZAGWEB by entering the Secure Area



Enter Secure Area

Faculty, Staff and Current Students login using your Gonzaga Network credentials.

Campus People Locator

Gonzaga University People locator for students and employees. Previously known as the Campus Email Directory.

Accepted Student Login

Login using your Gonzaga ID and PIN to submit your housing application or view your Financial Aid award.

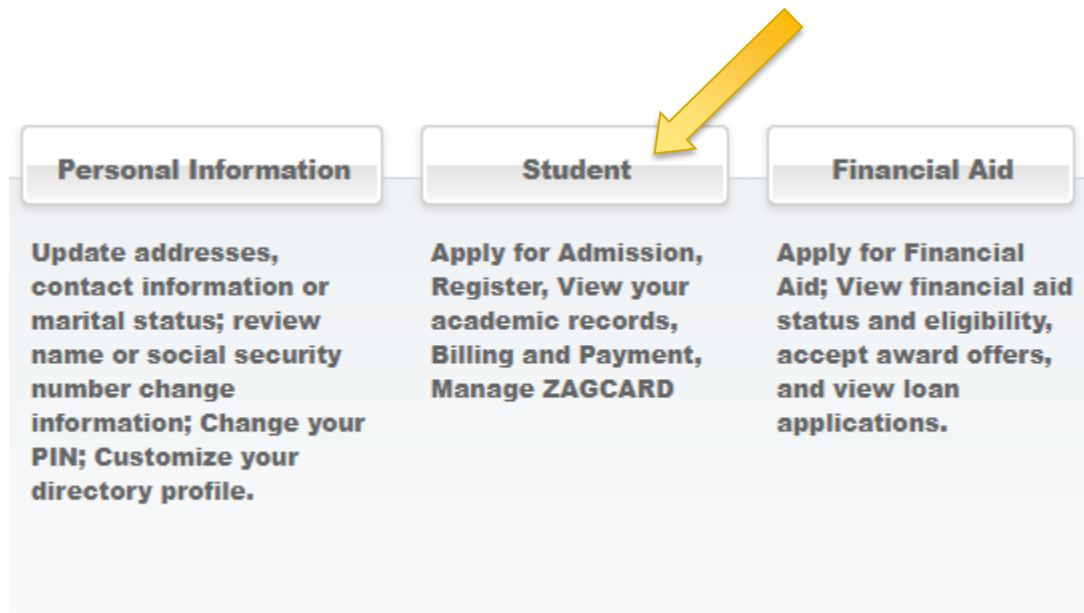
Check Application Status - GRADUATE APPLICANTS

Check the status of your submitted application

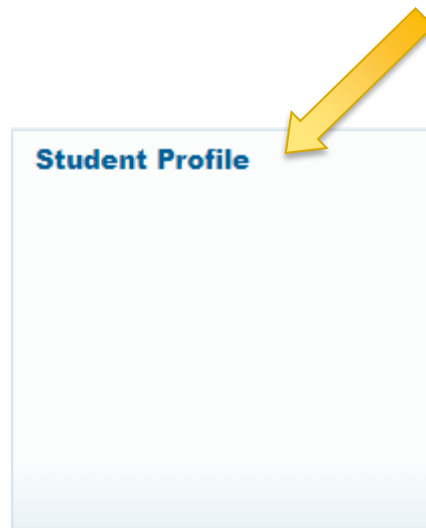
Registration, Course Catalog and Class Schedule

Registration, View course information, including course description. Includes links to corresponding Class Schedule by Term.

Select the "Student" tab



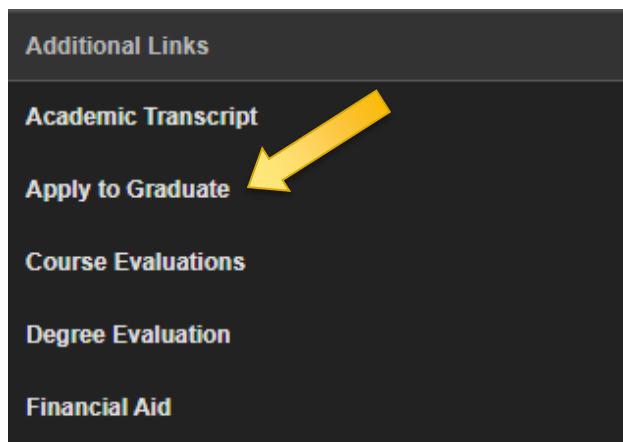
Select "Student Profile"



Select "Apply to Graduate"

This functionality will allow you to submit an application for graduation. In order to apply to graduate, you must not have any holds on your student record. The application for graduation process is necessary in order to have degree requirements officially evaluated and so that a degree can be conferred.

If you have already applied to graduate and need to make changes to your application, please email degreeeval@gonzaga.edu; include your name and student ID number, and in information that you wish to be changed.



Select your Curriculum Term


- The term selection allows you to choose the academic record for any term in which you have attended. The most current term should contain the correct degree/major/minor/concentration information.
- If you are studying abroad, it may be more advantageous to select a previous term.
- **This is NOT your graduation term.**

Curriculum Term Selection

← | [Home](#) > [Student](#) > [Student Records](#) > **Apply to Graduate**

Select a term to determine curriculum for graduation application.

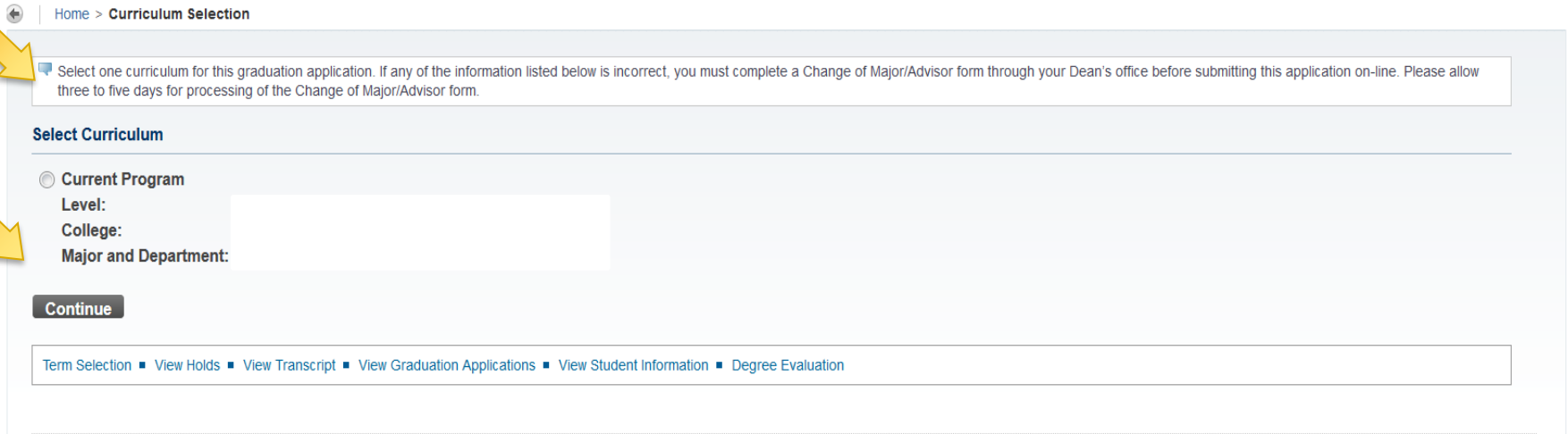
Select a Term:



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. Regardless of the graduation date, the Degree Evaluation Office will plan for your participation in the May ceremony 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 degreeval@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:

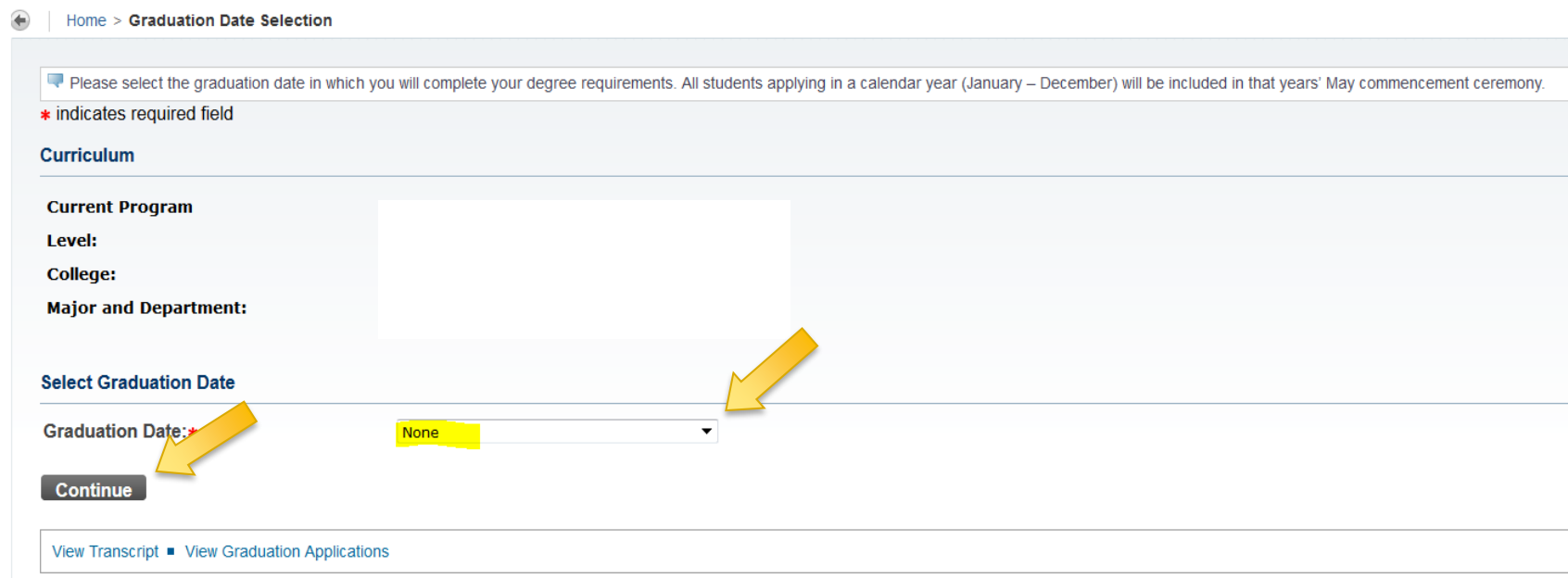
College:

Major and Department:

Select Graduation Date

Graduation Date: *

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




Indicate your intention to attend the Graduation Ceremony

Indicate your intention for attendance at the graduation ceremony in May of the calendar year for which you are applying to graduate and "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 the Diploma

The name that appears in the highlighted area represents the "Current Diploma Name" option in the drop-down menu below.

The name you select from this drop-down menu will be the name that appears in the commencement booklet and on your diploma. The "New" option is your name without a middle initial.

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:

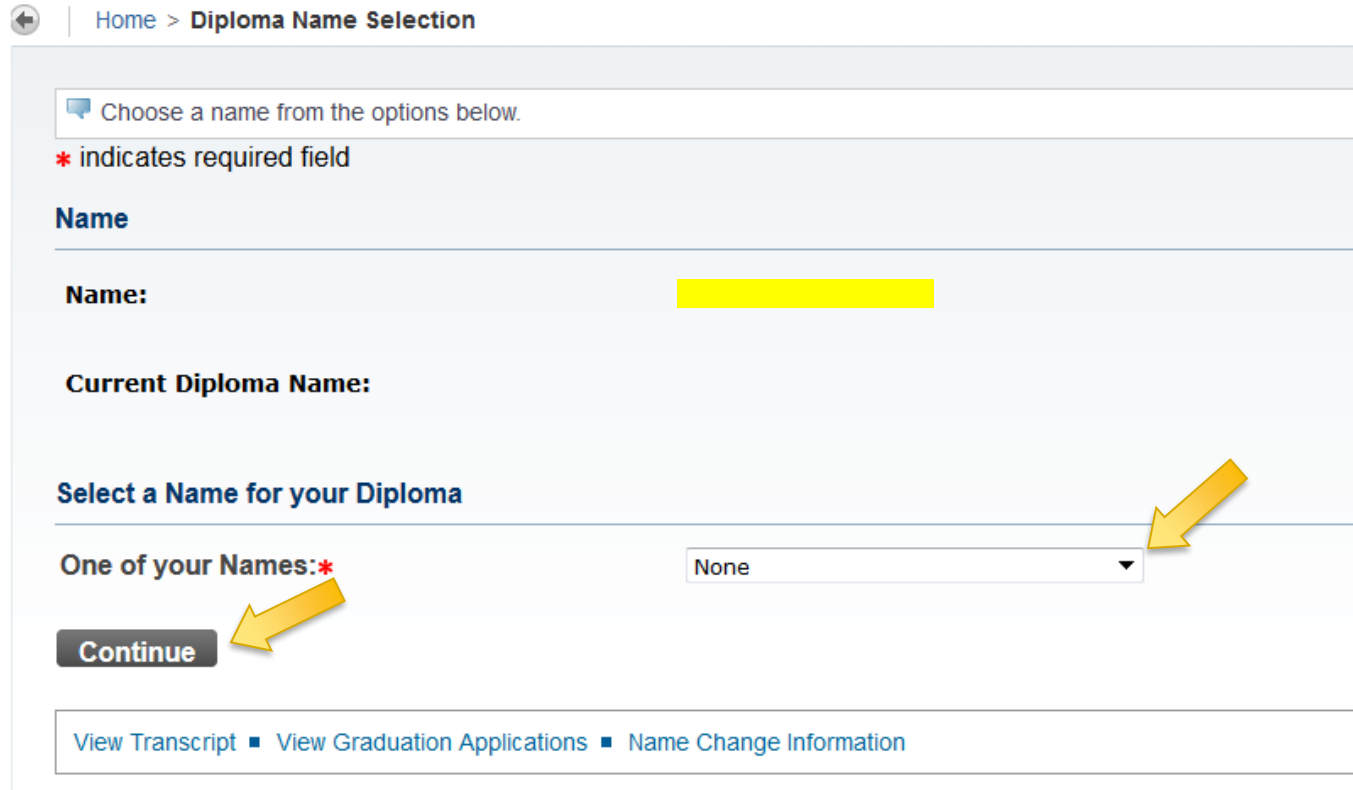
Current Diploma Name:

Select a Name for your Diploma

One of your Names:*

Continue

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

The screenshot shows a web form titled "Diploma Name Selection". At the top, there is a breadcrumb trail: "Home > Diploma Name Selection". Below this is a light blue box with the instruction "Choose a name from the options below." and a red asterisk note: "* indicates required field". The form is divided into sections. The "Name" section has a label "Name:" followed by a yellow highlighted rectangular area. Below that is the "Current Diploma Name:" label. The "Select a Name for your Diploma" section features a dropdown menu with "None" selected. A yellow arrow points to the dropdown arrow. Below the dropdown is a "Continue" button, also pointed to by a yellow arrow. At the bottom, there are three links: "View Transcript", "View Graduation Applications", and "Name Change Information".

Confirm your name for the 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

Below is the name that will be read during the commencement ceremony and appear on your diploma. If you would like to use an alternate name, you must see the Degree Evaluation office in College Hall Room 234 or email. Please include your full name and student ID# in your correspondence.

Name For Diploma

First Name:

Middle Name:

Last Name:

Suffix:

Continue



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

Diploma Mailing Address Selection

Please note that your diploma will be sent to the Permanent address listed on your student record. 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 Graduation Application 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:

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.
- Please print and save a copy for your records.

Review Graduation Application Signature Page

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

By submitting this application you acknowledge that once your degree has been conferred, no additional changes will be made. This includes the application of any change of grade to your student record once the degree is granted. Additionally, the addition of any new curriculum changes to your degree record will not be certified (new majors/minors/concentrations).

Graduation Application Signature Page



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

Concluding Information

- If you have changes after you have submitted your graduation application, you must contact the Degree Evaluation office. Students should email degreeval@gonzaga.edu and include their full name and student ID number in the message body.
- A \$75 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](#)
- There are no fees charged to change information on your graduation application.
- Undergraduate students will receive an email once a degree evaluator has reviewed the evaluation.
- Graduate student evaluations will be forwarded to the Program Advisor/Director for review.
- Students should generate and review a new degree evaluation each and every 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 regarding the completion of your degree requirements and 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. It is important that a new report is generated every time you make changes to your schedule or you meet with your advisor.
 - If you have questions regarding your deficiencies, please make an appointment to go over your report with your advisor. If you have additional questions after meeting with your advisor, you may come to College Hall, Room 234 to see one of our evaluation staff.
 - Instructions for how to run a degree evaluation can be found on the Degree Evaluation website.