13. LEARN ABOUT THE CAMPUS SECURITY AND PUBLIC SAFETY 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, call (509) 313-2222 or visit Huetter Mansion.

14. REQUEST A MAILBOX
Undergraduate students living on campus must have an MSC (Mail Services Center) number to receive packages and mail. Mail cannot be delivered to residence halls or apartments. MSC numbers are not automatically assigned. To request one, please visit gonzaga.edu/mail and select Mailbox Request. You will receive an email with your box number, proper format for addressing packages, and important information to ensure delivery of your mail. You may start sending items as soon as you have your number. You will have the same MSC number until you graduate from Gonzaga, so there is no need to reapply each year. If you wish to have your mail forwarded (USPS only) during summer breaks, please visit gonzaga.edu/mail and select Forward Mail. Forwarding is not available for Winter or Spring breaks.

15. IF YOU HAVE DOCUMENTED SPECIAL CIRCUMSTANCES OR QUESTIONS ABOUT SUPPORT SERVICES, PLEASE CONTACT OR VISIT THE FOLLOWING:
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

Academic 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

Dietary concerns:
ZAG DINING BY SODEXO
Main (800) 986-9585, x6906
Direct (509) 313-6906
Executive Chef (509) 270-5755
gonzaga.edu/zagdining

Please Note: Your Gonzaga ID (which is different from your Application Portal ID) will be used as your official student ID number upon enrollment at Gonzaga University.
As you prepare to attend Gonzaga, please review these important reminders:

1. **CHECK YOUR NEW GONZAGA EMAIL (ZAGMAIL) REGULARLY**
   
   As a Gonzaga student, you have been assigned a username and email address that provides you access to technology services. These include access to Canvas, University computer labs, Blackboard, and the automated library systems. Your username is: <<Username>>
   
   Your Gonzaga email address is: <<Email>>

   If you haven’t already, you will need to set up a password for your account by going to https://zagmail.gonzaga.edu, filling in your username, and then selecting “forgot my password”. The password must be 15 characters minimum (this is a non-expiring password; a regular password change will not be required). We recommend using 5 unrelated words (a “passphrase”) and we do not require character complexity (symbols, numbers, uppercase, lowercase). Gonzaga’s student email is hosted by Microsoft and is called Zagmail. Once you have set up a password for your account, you can access your email at https://zagmail.gonzaga.edu. You will be required to provide additional information on your first login to facilitate multifactor authentication.

2. **CONNECT WITH YOUR REGISTRATION ADVISOR**
   
   The Office of Admission will send an email to your Zagmail address and personal email accounts regarding contact with your registration advisor. Please respond within one week of confirmation deposit and you have registered for classes. For more information on Health and Counseling Services, please contact the Financial Aid Office by email at financialaid@ Gonzaga.edu or by phone at (509) 313-6582.

3. **SUBMIT THE RESIDENTIAL LIVING AGREEMENT & $200 ADVANCE ROOM DEPOSIT BY DECEMBER 1**
   
   If applicable, please submit the Residential Living Agreement and $200 Advance Room Deposit online. To Submit a Residential Living Agreement and $200 Advance Room Deposit online, follow these steps:
   A. Go online to gonzaga.edu/accepted.
   B. Click on "Confirm Enrollment" and then "Student Housing."
   C. Click on "Submit a Residential Living Agreement and $200 Advance Room Deposit" for directions.

4. **SUBMIT A PHOTO TO CREATE YOUR ZAGCARD (YOUR GONZAGA UNIVERSITY ID) BY DECEMBER 31, 2022**
   
   Upload your photo and government ID for your ZAGCARD. Visit gonzaga.edu/zagcard to learn about all the features of your ZAGCARD.

5. **COMPLETE NEW STUDENT HEALTH FORMS BY JANUARY 10, 2023**
   
   All incoming students must submit a final, official transcript to the Office of Admission in order to ensure your spring enrollment at Gonzaga. All final transcripts must be received before you arrive on campus. You may need to provide documentation from your physician. To enhance your meal plan, Gonzaga includes Bulldog Bucks. Bulldog Bucks may be purchased online at gonzaga.edu/permits and display a campus parking permit. Parking permits may be obtained by visiting the Student & Family Programs office or online instruction to receive your parking permit. Parking lots are available at any on-campus Zag Dining location as well as several off-campus locations. Bulldog Bucks included with a meal plan are intended to supplement the plan for the entire semester. You can learn more about Bulldog Bucks at gonzaga.edu/zagcard.

6. **UPDATE YOUR EMERGENCY CONTACT INFORMATION BY JANUARY 10, 2023**
   
   Visit zagweb.gonzaga.edu. Click on Enter Secure Area, then click "Enter Secure Area" to view and complete any outstanding requirements to receive financial aid.

   Complete a Federal Direct Loan Master Promissory Note and Loan Entrance Counseling at studentloans.gov. If you are interested in finding employment, you can begin your job search by visiting gonzaga.edu/studentemployment and viewing the various job boards. Contact the Financial Aid Office by email at financialaid@ Gonzaga.edu or by phone at (509) 313-6582.

7. **SUBMIT ALL OFFICIAL, FINAL TRANSCRIPTS AND ANY DOCUMENTATION OF ADVANCED CREDIT TO THE OFFICE OF ADMISSION**

   All incoming students must submit a final, official transcript from the institution previously attended. A transcript is one that is submitted directly to Gonzaga from the issuing institution. Your final transcript must be received before you arrive on campus in order to ensure your spring enrollment at Gonzaga. Gonzaga's Registrar holds all records for non-receipt of a final transcript. The hold will prevent further access to registration.
   
   Additionally, if you have completed any college credit and/or AP/IB, Cambridge, or German Abitur exams during your high school career, please contact the Office of Admission at (509) 313-4295 with questions. If you medically require a special diet, you may need to provide documentation from your physician.

8. **LEARN ABOUT DINING SERVICES OPTIONS**

   All students who reside in the residence halls are required to eat on campus under a meal plan. Dining by Sodexo partners with Gonzaga University to provide a full-service food program. You can learn more at gonzaga.edu/zagdining. Gonzaga Dining by Sodexo assists students with religious dietary restrictions, allergies, and many medical diets. Our Dining General Manager works in collaboration with Sodexo’s Regional Registered Dietician to help navigate your dietary needs. Please contact the Sodexo General Manager at 509-313-4295 with questions.

   To enhance your meal plan, Gonzaga includes Bulldog Bucks. Students may use this account to purchase meals and snacks at any on-campus Zag Dining location as well as several off-campus locations. Bulldog Bucks included with a meal plan are intended to supplement the plan for the entire semester. You can learn more about Bulldog Bucks at gonzaga.edu/zagcard. Gonzaga Dining General Manager works in collaboration with Sodexo’s Regional Registered Dietician to help navigate your dietary needs. Please contact the Sodexo General Manager at 509-313-4295 with questions. If you medically require a special diet, you may need to provide documentation from your physician.

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9. **SET UP YOUR PAYMENT ACCOUNT WITH STUDENT ACCOUNTS**

   Spring semester billing statements will be available to view on Transact Payments in December. You will receive notification at your Zagmail address. You can set up another person (such as a parent) as an authorized payer on Transact Payments which will give them access to view and/or pay your bills. Visit gonzaga.edu/setuppayeraccount for more information.

   Families can choose to set up for the interest-free four-month semester payment plan at gonzaga.edu/paymentplans.

10. **CHECK YOUR FINANCIAL AID STATUS AND LEARN ABOUT STUDENT EMPLOYMENT OPTIONS**

   Visit zagweb.gonzaga.edu, then click “Enter Secure Area” to view and complete any outstanding requirements to receive financial aid.

   Complete a Federal Direct Loan Master Promissory Note and Loan Entrance Counseling at studentloans.gov. If you are interested in finding employment, you can begin your job search by visiting gonzaga.edu/studentemployment and viewing the various job boards. Contact the Financial Aid Office by email at financialaid@ Gonzaga.edu or by phone at (509) 313-6582.

11. **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 gonzaga.edu/permits. Have your vehicle license plate number and Gonzaga ID number available when you register. After completing your registration, follow the online instruction to receive your parking permit. Parking lots are designated and posted by permit color and are restricted to particular groups (staff, faculty, law students, residence halls, rental units, etc.).