Dropping a Class on Lesesne Gateway

Students may drop classes within the posted add/drop period. To view the add/drop dates for the current term:

1. Go to: [http://www.citadel.edu/root/graduatecollege-current-students/calendars](http://www.citadel.edu/root/graduatecollege-current-students/calendars) and click on the calendar for the current term.
2. Scroll down the list until you see “Last day to Add or Drop a CGC full semester course and receive a refund”.
3. If it is past the date indicates, you will need to withdraw from the class(es).
   - Note: if you withdraw, you are financially responsible for classes

To drop your course(s):

1. Go to [https://lesesnegateway.citadel.edu/cp/home/displaylogin](https://lesesnegateway.citadel.edu/cp/home/displaylogin)

2. Log into the Lesesne Gateway portal using your username and password. This information was provided at the time of your acceptance.

3. Click on the “Student” Tab
4. Under **Registration Tools**, click on the “**Add or Drop Classes**” link

5. Under the “**Action**” section, click the drop-down arrow and select “**Web Drop**” for the classes you would like to drop.

6. Click “**Submit Changes**” at the bottom of the screen

7. The class will no longer show on your schedule and your tuition bill will be updated within the next 24 hours.

8. For any questions regarding refunds, please contact the Treasurer’s Office at (843) 953-5254. For questions regarding Financial Aid, call (843) 953-5186.