Welcome
Congratulations on your acceptance to The Citadel Graduate College (CGC). Whether you are pursuing evening undergraduate or graduate courses, the information below will help as you begin your Citadel career. Be sure to read this carefully, and contact the CGC office if you have any questions. Save this CGC Welcome Packet to your computer; this information will be helpful throughout your academic career.

Leadership Workshop
Please note: The leadership component of orientation is a graduation requirement for all graduate students enrolled in a degree-seeking program. Information can also be found on The Graduate College website.

Lesesne Gateway
As a student, you will have access to our online student portal, Lesesne Gateway (pronounced luh-SANE). Your username may be found in your acceptance letter on the first page of this document. Step-by-step instructions for logging into the portal may be found in the “How to” document. Select “Log Into Lesesne Gateway.”

If you have difficulty logging into your Lesesne Gateway account, please contact the Help Desk at (843-953-4357). You must have your campus wide identification (CWID) available when making that call.

If you already have a Lesesne Gateway account because you are an employee or alumnus of The Citadel Graduate College, contact the Help Desk so they can merge your accounts.

Registering for Class
It is important to register for class as soon as you are able. You may check the current CGC calendar to review the dates of registration for the upcoming or current term.

Be sure that you have been in contact with your advisor prior to registration and that you are registering for courses within your program of study.
To register for class, you will log into Lesesne Gateway and click on the Student tab. In the middle of the page, you will see Registration Tools. Click on Add or Drop Classes to begin. A step-by-step guide is also available.

Paying Your Bill
Your bill is available via Lesesne Gateway after you register for classes. Log into Lesesne Gateway, and click on the Student tab. Under “Manage Money and Make Payments” you will see a link to pay your tuition.

New Student Orientation
To prepare you for your career as a student, you will want to attend the New Student Orientation. An invitation will be sent to your Citadel email address with the date, time and location for this event.
For more details, you may view the step-by-step guide. All fees are due and payable in full by the due date shown for the semester. Cancellation of your registration will occur if payment is not received by its due date and a late fee will be incurred.

**Student ID**

All students must have on-campus identification. To get your ID you will go to the OneCard Program Office, located in Bond Hall 244. Hours vary and can be found on their website. Note: you will need your OneCard to gain access to library materials.

**Financial Aid**

If you will be applying for Financial Aid and have not already done so, file your free application for Federal Student Aid (FAFSA) as soon as possible.

*Tip: While paying your bill, you will want to update your bank account information for direct deposits.*

**Citadel Gmail**

Citadel student email is hosted by Gmail. It is important that you regularly check your email. This is how The Citadel’s administration, faculty and fellow students will contact you. You may access your email account using the username and temporary password provided in your acceptance letter. A step-by-step guide is available for accessing your Citadel Email account. Select “Log Into Citadel Email”.

You may elect to “POP” your account or tie your Citadel email account to an existing Gmail account. Instructions for linking accounts may also be found on the “How To” page of our CGC website.

**CitLearn**

CitLearn (Blackboard Learn 9.1) is the name of The Citadel’s online learning management software. With CitLearn you will submit assignments, take quizzes, communicate online and view your grades.

All online classes and many in-person classes use CitLearn. If your class meets in-person, you will be notified by your instructor if they will be using CitLearn. An orientation to the system is available online.

The Citadel recommends that you set up to have your financial aid directly deposited in your bank account. If you do not set up direct deposit, then your refunds will be mailed to your permanent address on file.

For financial aid deadlines and other important information, please consult The Citadel’s Financial Aid website.
Summer School Students
Additional paperwork is required to receive financial aid during summer sessions. Please visit the Financial Aid website for more information.

Certificate and Non-Degree Students
As a graduate certificate or a non-degree student, you will not be eligible for federal financial aid. We encourage you to contact the Financial Aid office to learn more about financing your education.

Health Insurance
Health insurance is available to CGC students through Pierce and Pierce, Inc., P.O. Drawer 2270, Florence, SC 29503. Phone: 1-800-222-6491, ext. 32 or 35. (Note: The Citadel Infirmary is for members of the Corps of Cadets only.)

Student Services
As a student at The Citadel, you will have access to our many services including the Daniel Library, Academic Support Center, Career Center and Oral Communications Lab.

For a complete list of Student Services and Organizations, please visit our website.

Student Forms
There are various forms and other paperwork you will need to complete as a student. Such forms include applications for independent study, transcript requests, and graduation or certificate completion. These are all accessible on the forms page of our website.

Dognews
Visit the Home tab of Lesesne Gateway to read the Dognews, our Citadel campus announcements and business notices. If you want to receive Dognews in your email, click any message in the Dognews box and click “Subscribe” to set your delivery options as digest or regular (individual) messages.

Parking
In order to park on campus, you will need to purchase a parking pass each semester. Passes are currently $45 per semester and may be purchased in the Treasurer’s office located in Bond Hall. The attached map specifies parking areas available to our evening students. Please pay close attention to hours and posted signs as parking on campus is strictly enforced.

Books
Once you have registered for classes, you may purchase your books in the Campus Bookstore located in Mark Clark Hall. A list of required books for your class(es) may be found on their website.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>2014</th>
<th>Date</th>
<th>Event</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 20</td>
<td>Payment for fall 2014 due</td>
<td></td>
<td>Jan. 7</td>
<td>Payment for spring 2015 due</td>
<td></td>
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<tr>
<td>Aug. 25</td>
<td>Fall 2014 classes begin</td>
<td></td>
<td>Jan. 12</td>
<td>Spring 2015 classes begin</td>
<td></td>
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<tr>
<td>Sept. 1</td>
<td>Labor Day - no CGC classes</td>
<td></td>
<td>Jan. 19</td>
<td>Martin Luther King Day - no CGC classes</td>
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<td>Sept. 8</td>
<td>Last day to drop/add</td>
<td></td>
<td>Jan. 26</td>
<td>Last day to drop/add</td>
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<tr>
<td>Oct. 13</td>
<td>Last day to withdraw with a grade of “W”</td>
<td></td>
<td>Feb. 1</td>
<td>Last day to apply for spring or summer graduation for those</td>
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<tr>
<td>Nov. 1</td>
<td>Last day to apply for graduation</td>
<td></td>
<td></td>
<td>participating in the commencement ceremony</td>
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<tr>
<td>Nov. 3</td>
<td>Registration begins for spring 2015 for currently enrolled students</td>
<td></td>
<td>Mar. 1</td>
<td>Last day to apply for spring graduation for those not</td>
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<td>participating in the commencement ceremony</td>
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<tr>
<td>Nov. 10</td>
<td>Registration for spring 2015 begins for all students</td>
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<td>Mar. 2</td>
<td>Registration for summer 2015 begins for currently enrolled students</td>
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<td>Nov. 21</td>
<td>Fall Break begins after class</td>
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<td>Mar. 9</td>
<td>Last day to withdraw with a grade of “W”</td>
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<td>Dec. 1</td>
<td>CGC classes resume</td>
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<td>Mar. 16</td>
<td>Registration for summer 2015 begins for all students</td>
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<td>Dec. 8</td>
<td>Last day for CGC classes</td>
<td></td>
<td>Mar. 20</td>
<td>Spring Break begins after class</td>
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<td>Dec. 9</td>
<td>CGC exams begin</td>
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<td>Mar. 30</td>
<td>CGC classes resume</td>
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<tr>
<td>Dec. 15</td>
<td>CGC exams end</td>
<td>Winter break begins</td>
<td>Apr. 6</td>
<td>Registration for fall 2015 begins for all students</td>
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<td>Dec. 20</td>
<td>Semester grades due by 3:00 p.m.</td>
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<td>Apr. 20</td>
<td>Registration for fall 2015 begins for all students</td>
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<td>Apr. 27</td>
<td>Last day for CGC classes</td>
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<td>Apr. 28</td>
<td>CGC exams begin</td>
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<td>May 4</td>
<td>CGC exams end</td>
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<td>May 7</td>
<td>Semester grades due by 10:00 a.m.</td>
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<td>May 9</td>
<td>CGC Commencement</td>
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The Citadel's Statement of Vision, Core Values, and Mission

Statement of Vision
Achieving excellence in the education and development of principled leaders.

Core Values

Honor: First and foremost honor includes adherence to the Honor Code of The Citadel. A cadet “will not lie, cheat or steal, nor tolerate those who do”. The commitment to honor extends beyond the gates of The Citadel and is a lifelong obligation to moral and ethical behavior. In addition, honor includes integrity; “doing the right thing when no one is watching”. Finally, honorable behavior includes exercising the moral courage to “do the right thing when everyone is watching”. The Honor Code is the foundation of our academic enterprise.

Duty: First and foremost duty means to accept and accomplish the responsibilities assigned to me. At The Citadel, my primary duty is to perform academically and then to perform as a member of the Corps of Cadets and the campus community. I accept the consequences associated with my performance and actions. Once I have held myself accountable for my actions, then I will hold others accountable for their actions. Finally, duty means that others can depend on me to complete my assignments and to assist them with their assignments. Duty is also a call to serve others before self.

Respect: First and foremost respect means to treat other people with dignity and worth — the way you want others to treat you. Respect for others eliminates any form of prejudice, discrimination, or harassment (including but not limited to rank, position, age, race, color, gender, sexual orientation, national origin, religion, physical attributes, etc.). In addition, respect for others means to respect the positions of those in authority which include faculty, staff, administrators, active duty personnel, and the leadership of the Corps of Cadets. Finally, respect includes a healthy orientation, national origin, religion, physical attributes, etc.). In addition, respect for others includes integrity; “doing the right thing when no one is watching”. Finally, honorable behavior includes exercising the moral courage to “do the right thing when everyone is watching”. The Honor Code is the foundation of our academic enterprise.

Mission

As a higher education institution, The Citadel’s mission is to educate and develop our students to become principled leaders in all walks of life by instilling the core values of The Citadel in a disciplined and intellectually challenging environment. A unique feature of this environment for the South Carolina Corps of Cadets is the sense of camaraderie produced through teamwork and service to others while following a military lifestyle.

The Citadel strives to produce graduates who have insight into issues, ideas, and values that are of importance to society. It is equally important that Citadel graduates are capable of both critical and creative thinking, have effective communication skills, can apply abstract concepts to concrete situations, and possess the methodological skills needed to gather and analyze information.

Throughout its history, The Citadel’s primary purpose has been to educate undergraduates as members of the South Carolina Corps of Cadets and to prepare them for postgraduate positions of leadership through academic programs of recognized excellence supported by the best features of a military environment. The cadet lifestyle provides a structured environment that supports growth and development of each student’s intellect, discipline, physical fitness, and moral and ethical values. The four pillars which define The Citadel experience for cadets consist of these four developmental dimensions.

A complementary purpose of The Citadel, realized through The Citadel Graduate College, is to provide the citizens of the Lowcountry and the State of South Carolina opportunities for professional development by offering a broad range of educational programs of recognized excellence at both the graduate and undergraduate levels. These programs are designed to accommodate the needs of non-traditional students seeking traditional and demanding academic challenges.

Institutional Characteristics. The Citadel is a coeducational, comprehensive, public, four-year institution whose primary undergraduate student body consists of approximately 2,000 members of the Corps of Cadets, all of whom reside on campus. The primary service area for these students is regional, with approximately half of each freshman class coming from South Carolina. The Citadel, however, draws undergraduate students from all parts of the United States and many foreign countries. The college offers a wide range of baccalaureate degree programs (Bachelor of Arts, Bachelor of Science, Bachelor of Science in Business Administration, Bachelor of Science in Civil Engineering, and Bachelor of Science in Electrical Engineering) in the humanities, social and natural sciences, business administration, engineering, and education. These academic programs prepare graduates of the Corps of Cadets for a variety of careers; about half of these graduates enter business and the professions, a third or more enter the military and government service, and the remainder go directly into graduate and professional study. Many graduates choose to pursue professional or graduate degrees later in their careers.

Throughout its undergraduate and graduate programs, The Citadel Graduate College serves a degree-seeking population of approximately 1,200. The primary service area is the South Carolina Lowcountry. The Citadel Graduate College offers four baccalaureate degree programs (Bachelor of Science in Business Administration, Bachelor of Science in Civil Engineering, Bachelor of Science in Electrical Engineering, and Bachelor of Arts in Criminal Justice), seven graduate degree programs (Master of Arts, Master of Science, Master of Arts in Education, Master of Arts in Teaching, Master of Education, Master of Business Administration, and Specialist in Education) and several graduate certificate programs. Meeting the needs of the South Carolina Lowcountry in terms of instruction, public service, and research, including such initiatives as cooperative programs with other educational institutions, is an important part of The Citadel’s mission.

Together, the Corps of Cadets and The Citadel Graduate College enroll approximately 3,200 students, about three-fourths of whom come from South Carolina.
After 4:00PM Monday through Friday, and on weekends, evening students may park in ANY decal parking defined above. Prior to 4:00PM Monday through Friday, evening student parking is limited to the Kovats Lot.