

Dear Potential LPC Cohort Member:

Thank you for expressing interest in the Summer or Fall 2022 LPC cohort. If accepted, you will receive the following benefits from The Citadel: 1) Waived application fee, 2) waived technology fee, and 3) waived registration fee.

Deadline: Must submit online application, copy of an identification (driver's license, birth certificate, or passport) and official transcript by April 15, 2022.

Below are the admissions steps that you are to complete as soon as possible:

1. Apply for admission at <https://www.citadel.edu/apply> and select '**Create Graduate Account.**'

2. When creating your account, select the following:

a. Anticipated Entry Term – **Summer or Fall**

b. Student Type – **Graduate**

a. c. Academic Program of Interest – **Undeclared Graduate, Nondegree (last option on the list)**

3. Create a password. **All communication regarding your application and acceptance will be sent to this email address.**

4. Select the '**Create Account**' button.

Once you've successfully created your account, you will be taken to your '**My Account**' page.

5. Look for the box titled '**My Applications**' and select '**Create a New Application.**'

6. Under the Application Listing page that appears, select the **Graduate Application**. **Please read and answer all questions carefully, paying close attention to the Residency questions.**

7. On the '**Demographics**' page, indicate your employer in the provided box.

8. On the '**Academic Plans**' page, answer "**yes**" to the question that asks if you are enrolling as part of a special cohort or group. Click on the down arrow and select Tri-county LPC I.

9. After you answer the questions on the Acknowledgement page, sign by typing in your full legal name and click '**Submit Application.**'

10. Once you complete your application, the Application Payment page will appear. In the Promo Code box, enter GODOGS and then click 'Apply Code.' This will waive the application fee.

You are required to provide The Citadel Graduate College with a copy of your identification. You may upload this as a pdf into your application.

1. After you have submitted the application, you will be taken to the My Account page. Select the link for **'View'** under ACTION. Select the browse button to upload the requested document.
2. Once you have selected the document, press the **'Upload'** link to upload the document into your application. **Complete this process for your identification.**
3. You can confirm successful receipt of your identification when the submission status refreshes to **'Received'** after your upload.

Have an official transcript of your highest degree earned sent to The Citadel directly from your accredited college or university. We recommend it be sent electronically to cgc@citadel.edu to expedite the process but we accept hard copy documents sent to 171 Moultrie Street, Charleston, SC 29409.

Your acceptance in the program will be via email to you from The Citadel Graduate College. This communication will include your login information for our student information system, Lesesne Gateway, so that you can register yourself for the course.

If you have any questions regarding the application process, please contact The Citadel Graduate College (cgc@citadel.edu)