

**W**elcome to The Citadel Graduate College (CGC) and congratulations on your acceptance! The information provided will help as you begin your academic career. We recommend you keep this information for future reference. If you have any questions, contact the CGC.

## Lesesne Gateway

Our online student portal is Lesesne Gateway (pronounced luh-SANE). Your username can be found in your acceptance letter. [Step-by-step instructions](#) for logging into the portal may be found in the CGC website. You will receive access roughly one semester prior before you begin taking classes.

If you have difficulty logging into your Lesesne Gateway account, please contact the IT Help Desk at (843-953-HELP). You must have your campus wide identification (CWID) available when making that call. Your CWID can also be found in your acceptance letter.

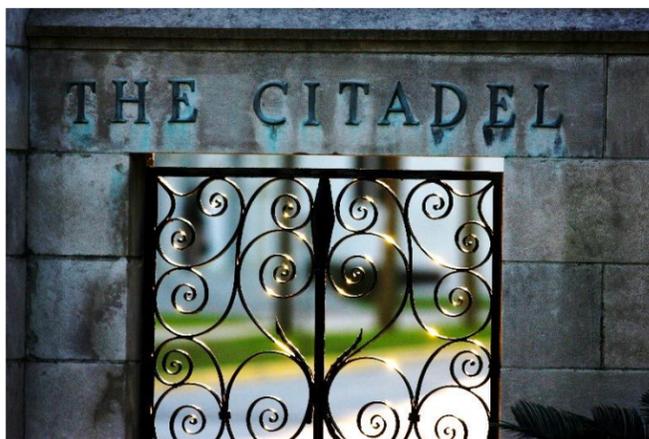
If you already have a Lesesne Gateway account because you are an employee or alumnus of the college, contact the IT Help Desk so they can merge your accounts.

## Registering for Class

We recommend that you register for classes as soon as you are able. Your advisor, provided on your acceptance letter, will help you select the appropriate courses prior to registration. You may check the current [calendar](#) to review the dates of registration for the upcoming or current term.

To register for classes, login to **Lesesne Gateway** and click on the **Student** tab. In the middle of the screen, you will see **Registration Tools**. Click on **Add or Drop Classes** to begin. A [step-by-step guide](#) is also available on the CGC website.

Once you complete registration, view your schedule in Lesesne Gateway. Click here for directions on how to [access your schedule](#).



## Citadel Email

Citadel student email is hosted by Gmail. You should regularly check your email because this is how The Citadel's administration, faculty, and students communicate with you. To access your email account, use the username and temporary password provided in your acceptance letter. A [step-by-step guide](#) is available on the CGC website. You must be registered for class in order to set up your email account.

## Canvas

[Canvas](#) is the name of The Citadel's online learning management software. With Canvas you will submit assignments, take quizzes, participate in discussion boards, and have access to the tools you need to complete your coursework.

All online classes and many in-person classes use Canvas. A *Canvas Course, Citadel Online Student Resources*, has been created to provide tutorials to assist students in using the system. The course can be found in your Canvas Dashboard and includes tutorials, videos and resources that describe how to use Canvas and other online tools.

**Note:** You will be added to Canvas by the first day of classes. If you do not have access to the class by the first day, contact your instructor to get added to the course.

## 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 the Bookstore [website](#).

## Student ID

All students must have on-campus identification. To get your ID you will go to the OneCard Office, located in 208 Richardson. Hours vary and can be found on their [website](#). Students must be registered for at least 48 hours prior to getting their ID made. You will need your OneCard to gain access to library materials and other Citadel facilities.

## Paying Your Bill

Your ebill is available via Lesesne Gateway after you register for classes. Login to **Lesesne Gateway** and click on the **Student** tab. Under "**Manage Money and Make Payments**" you will see a link to pay your bill. For more details, you may view the [step-by-step guide](#) on the CGC website.

All fees are due 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. A payment plan is available. View the [Treasurer's Office](#) website for additional information.

## Financial Aid

To apply for Financial Aid you must complete the [Free Application](#) for Federal Student Aid (FAFSA).

The quickest way to receive your refund is through direct deposit. Under "**Manage Money and Make Payments**" you will see a link to **Arrange for electronic refunds**. If you do not set up direct deposit, your refund will be mailed to your permanent address on file.

To be eligible for financial aid you must be enrolled in a minimum of 4.5 credit hours per a term at the graduate level and 6 credit hours per a term at the undergraduate level.

## Certificate and Non-Degree Students

Students enrolled in a graduate certificate or as non-degree student, are not be eligible for federal financial aid. However, there is a one-time exemption for students who are taking the necessary steps to be admitted into a degree-granting program.

## Summer School Students

Additional paperwork is required to receive financial aid during summer sessions.

For deadlines, answers to questions, and other important information regarding financial aid, refer to the [Financial Aid and Scholarship website](#).

## Parking

To park on campus, you will need to purchase a parking pass each semester. Passes are currently \$72 per semester and may be purchased in Richardson 208. Please pay close attention to hours and posted signs as parking on campus is strictly enforced.

## Health Insurance

Health insurance is available to Citadel Graduate College students through Blue Cross Blue Shield. Students can enroll for benefits through this link - <http://citadel.myahpcare.com/enrollment>. (Note the Citadel Infirmary is for members of the Corps of Cadets only.)

## Graduation Requirements

Graduate students must complete [LDRS 500](#) and [Darkness 2 Light Training](#). EUGS students must take EUGS 101 – Intro to The Citadel Experience during the first semester.

## Additional Information

- [Student Services](#)
- [CGC Forms](#)
- [CGC Catalog](#)
- [CGC Orientation](#)

## Student Resources

The Citadel is proud to offer a wide variety of resources to both it's on campus and online students. The intent of the student support programs is to encourage development and integration of personal values and habits that will remain with you for life. Please do not hesitate to reach out to any of our amazing faculty and staff members.

### *Academic and Professional Resources*

The **Student Success Center** (SSC) is located on the first floor of Thompson Hall. They provide online and on-campus academic support to all students through the following programs: Academic Coaching, Athletic Academic Services, Mathematics Lab, Services for Students with Disabilities, Subject-Area Tutorial Programs, Supplemental Instruction Programs, and a Writing Lab. For further information, please visit their [website](#) or call (843) 953-5305.

At the **Public Speaking Lab** (PSL), students work one-on-one with an experienced speaking coach to become confident, polished presenters. All levels of experience are welcome. To set up an appointment and to learn more about the PSL, go to [www.citadel.edu/psl](http://www.citadel.edu/psl)

The **Daniel Library** is a very helpful asset on-campus and online, providing resources, services, programs and staff to support the educational and research needs of affiliated faculty, staff and students. You can also meet your friends and colleagues for coffee and a bite to eat in Brewed Awakenings, learn more about the history of the college in the third-floor Museum, or just relax and reflect in our comfortable seating areas. For more information, visit [library.citadel.edu](http://library.citadel.edu)

The **Citadel Career Center** provides the education and resources that enable students to make informed decisions regarding their career goals. The Career Center provides training and assistance in career research and strategy, employer and city research, networking, career planning, résumé construction, interview preparation, and decision-making. For information on resources, please visit: [www.citadel.edu/root/career](http://www.citadel.edu/root/career)

### *Personal and Financial Resources*

The **Counseling Center** provides confidential, short-term counseling services to currently enrolled students. Counseling is provided to address personal issues such as concerns about anxiety, depression, family problems, relationship difficulties, substance abuse, and/or academic achievement. Students are encouraged to stop by or call for an appointment. In the event of an emergency, counselors are available to provide crisis intervention without an appointment. For more information visit, [www.citadel.edu/root/counselingcenter](http://www.citadel.edu/root/counselingcenter)

The **Office of the Treasurer** is responsible for collection of all monies due The Citadel. Additionally, they oversee all correspondence concerning fees, payments, and status of accounts; clearance for participation in commencement exercises; maintenance of information regarding monthly installment plans and other ways to finance a student's education; partial refunds for withdrawal during a semester, operation of The Citadel Depository; preparation of 1098-t tax documents. They are located in Bond 112 or can be contacted at (843)93-5254 or [treasurer@citadel.edu](mailto:treasurer@citadel.edu).

An **Ombudsperson** is an informal, neutral, independent, and confidential resource for any problem or issue to include discrimination, harassment, mistreatment, fourth-class violations, and/or hazing. An Ombudsperson may be contacted 24 hours a day, 7 days a week. Services are available to all Citadel students, parents of students, staff, and faculty. You can contact [ombud@citadel.edu](mailto:ombud@citadel.edu).

## *The Citadel Graduate College Non-Cadet Honor Code*

Honor Code Statement: It is the responsibility of all community members to promote, abide by, and enforce the following honor code: "A Citadel non-cadet student (e.g. graduate, evening undergraduate, or veteran) does not lie, cheat, steal, nor tolerate those who do."

It is the responsibility of all Citadel community members to promote, abide by, and enforce the following honor code. Every non-cadet student (which includes evening undergraduates, graduate students, day veterans, fifth-year students, and all active duty students) must uphold the honor code as well as The Citadel's Core Values of Honor, Duty, and Respect. Each student is required to represent him or herself honestly in all college business matters and on all documents. Each student does his or her own work and refrains from any form of academic dishonesty, including plagiarism and cheating. In personal conduct, each student acts in a professional and ethical manner and refrains from any form of disrespectful behavior to any other member of The Citadel community.

### *Research and Professional Development Program*

CGC will offer several opportunities to enhance the graduate student experience. Given The Citadel's commitment to leadership and professional development, The Citadel Graduate College Research and Professional Development Program provides opportunities for graduate students to holistically prepare for the next step in their careers.

The Graduate College Research and Professional Development Program will offer:

**Funding for the Presentation of Research for Graduate Students.** Awards will be granted to students for reasonable expenses related to presenting research at professional conferences. Students must present a paper at the conference to be eligible for support.

**Funding for Graduate Student Research.** These funds will be used to support small grants to graduate students who need funds to complete their research projects.

**Leadership and Professional Development Workshops.** Funding for graduate students interested in workshops relating to leadership or career development in their chosen fields.

An important feature of the CGC Research and Professional Development Program is that all applications are reviewed by committees made up of staff members, some of whom are CGC alumni. This provides staff from across the campus with an opportunity to use their particular talents to enhance the graduate student experience and to potentially create pathways to interact and mentor graduate students. Applications will be available three times a year and awards are based on the availability of funds. For questions, please contact The Citadel Graduate College.

### *Get Involved on Campus*

We encourage all of our students to get involved in a variety of ways on campus. You can join an organization like the Student Government Association (SGA), organizations within your programs, or attend various events on campus. CGC students are able to receive one free sporting event ticket per calendar year. Contact the box office for details. With Chick-fil-a on campus and a Starbucks, we encourage you to meet up with your classmates outside of the classroom to get to know each other and to build your network.

### *Connect with us online*

