

How to Access Your Student Enrollment Certificate

Information:

Follow these instructions to view and print enrollment certificates for current and past enrollment history.

The screenshot shows a web portal with a top navigation bar containing tabs: Home, Campus Life, Library, Student, Faculty, Employee, Finance, Cognos, Dashboards, MyTab, and Training. The 'Student' tab is selected. Below the navigation bar, there are three main content areas:

- Manage Money & Make Payments:** Includes a link to pay tuition and review billing information, a list of options (Pay your bill, Arrange for electronic refunds, Enroll your parent, Browse prior billing statements), and a link to view OneCard information.
- Financial Aid Spotlight:** Contains information about financial aid records and a list of 'Important Information & Resources' such as 'How to Satisfy Requirements', 'How to Accept Your Award', 'Steps to Access Your Financial Aid Account', 'Scholarship Information', 'Veterans Benefits', and 'Treasurer's Office'. It also features a 'START HERE GO FURTHER FEDERAL STUDENT AID' logo and a section for 'Funding Your Education - Start with the FAFSA'.
- Email:** Provides login instructions for Microsoft Office 365 and Citadel Gmail accounts.
- Registration Tools:** A menu with the following options: Registration Status, Look Up Classes, Add or Drop Classes, Optional Fees, Class Schedule, View Holds, Midterm Grades, Degree Evaluation, and Enrollment Certificate. A black arrow points to the 'Enrollment Certificate' option.

- Login to Lesesne Gateway.
- Click on the Student Tab.
- Click on 'Enrollment Certificate' in the 'Registration Tools' box.

You will be taken to the National Student Clearinghouse to view/print your enrollment certificate.

NATIONAL STUDENT CLEARINGHOUSE [Help](#) [Contact](#) [Home](#)

[Log Out](#)

Student Self-Service Site
THE CITADEL MILITARY COLLEGE OF SOUTH CAROLINA

Welcome. This service is offered by the National Student Clearinghouse in cooperation with THE CITADEL MILITARY COLLEGE OF SOUTH CAROLINA.
IMPORTANT: Do NOT use the browser forward/back buttons. [Log Out](#) when you are done to protect the privacy of your records.

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
 Current enrollment All enrollment
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [View](#) specific information about my student loans. [LoanLocator](#)