



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:

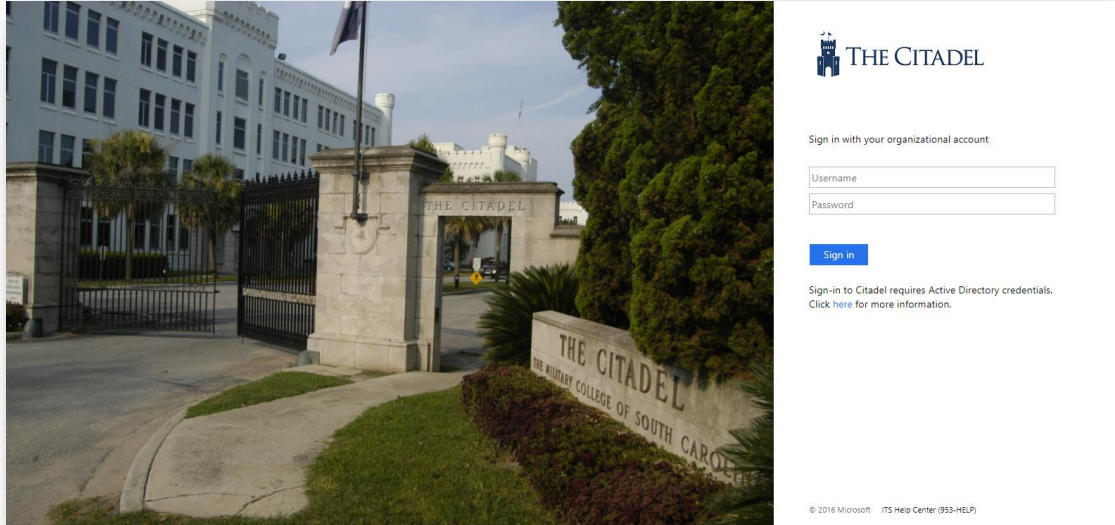
1. Go to: <http://www.citadel.edu/root/graduatecollege-current-students/calendars> and click on the calendar for the current term.
2. Scroll down the list until you see “Last day to Drop or Add a CGC full semester course and receive a refund”.
3. If it is past the date indicates, you will need to withdraw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

To drop your course(s):

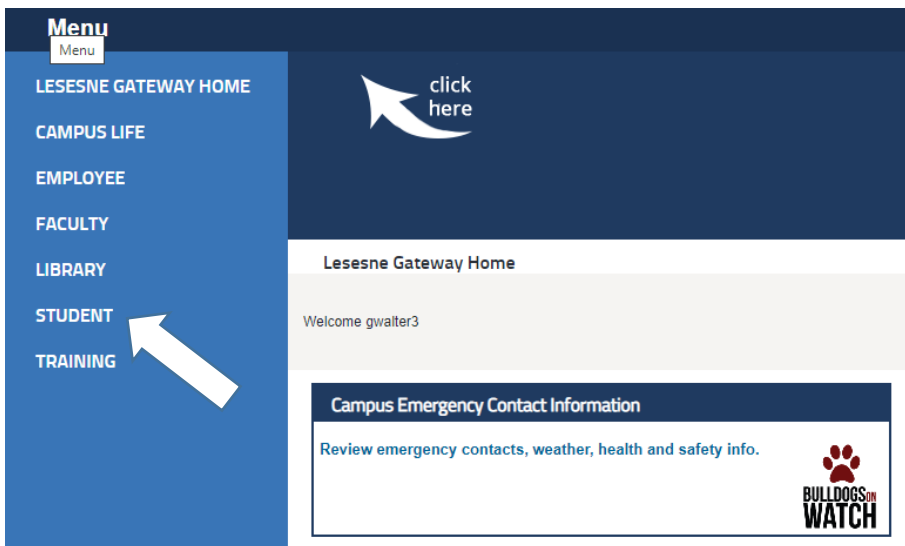
1. Go to <https://lesesnegateway.citadel.edu/cp/home/displaylogin>

2. Log in to the Lesesne Gateway portal using your username and password.

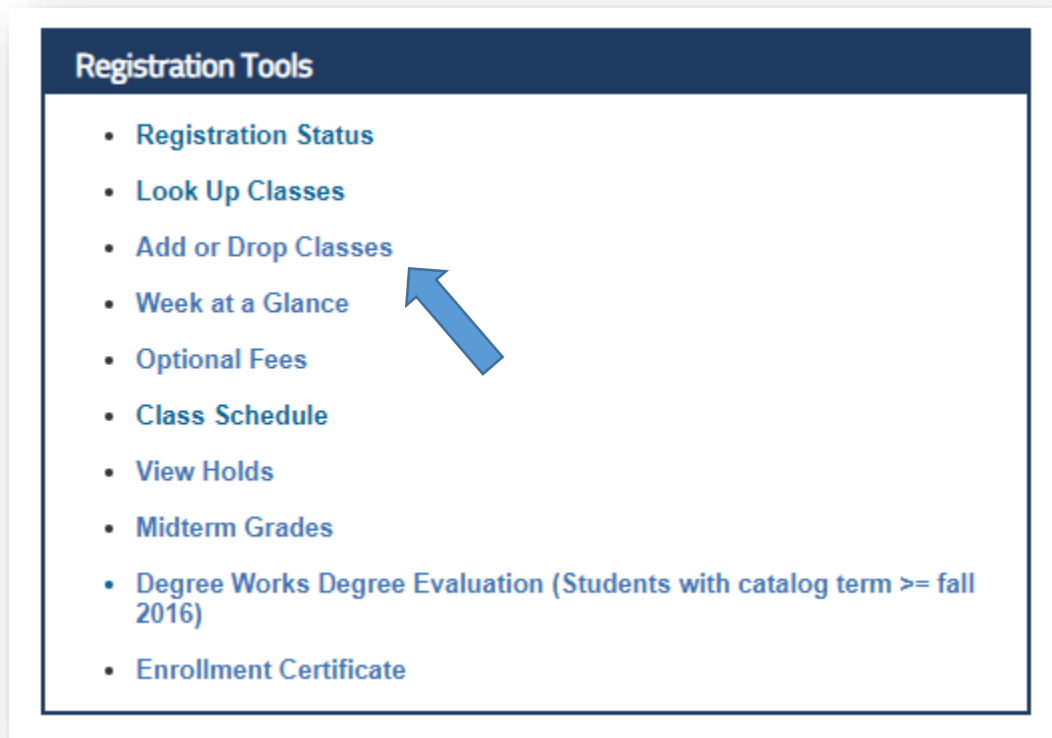
This information was provided at the time of your acceptance.



3. Click on “Student” tab



4. Under “Registration Tools”, click “Add or Drop classes”



5. Select Registration Term and click submit.

The image shows a screenshot of a web application's 'Registration Term' selection form. At the top, there is a search bar with the label 'Search' and a 'Go' button. Below the search bar, the title 'Registration Term' is displayed. A horizontal yellow line separates the title from the form content. The form contains a label 'Select a Term:' followed by a dropdown menu showing 'Fall 2020' with a downward arrow. Below the dropdown menu is a 'Submit' button. At the bottom of the form, there is a blue horizontal line followed by the text 'RELEASE: 8.7.1'.

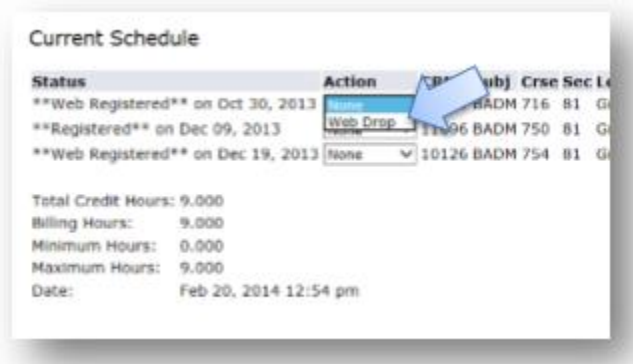
Search

Registration Term

Select a Term:

RELEASE: 8.7.1

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



7. Click “Submit Changes” at the bottom of the screen
8. The class will no longer show on your schedule and your tuition bill will be updated within the next 24 hours
9. For any questions regarding refunds, please contact the Treasurer’s Office at 843.95.5254. For questions regarding Financial Aid, call 843.953.5187.