



# THE CITADEL

OFFICE OF THE REGISTRAR

## 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:

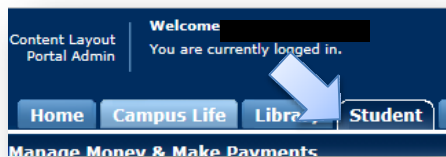
1. Visit: <https://www.citadel.edu/root/registrar-important-dates> and click on the appropriate program type and term.
2. Scroll down the list until you see “**Last day to add or drop courses and receive a refund**”.
3. If it is past the date indicates, you will need to withdraw from the class(es).
  - Note: if you withdraw, you are financially responsible for all tuition and fees associated with the course(s)

### To drop your course(s):

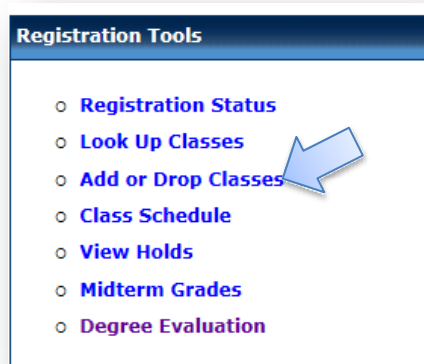
1. Go to <https://lesesnegateway.citadel.edu/cp/home/displaylogin>
2. Log into the **Lesesne Gateway** portal using your username and password. (This information was provided at the time of your acceptance, if you experience trouble logging in, please contact the IT Help Desk at 843-953-4357)



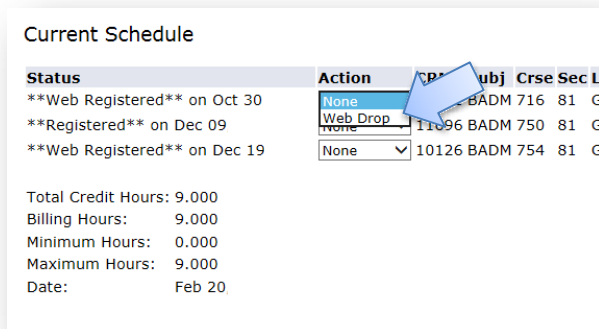
3. Click on the “**Student**” Tab



- Under **Registration Tools**, click on the **“Add or Drop Classes”** link



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



- Click **“Submit Changes”** at the bottom of the screen
- The class will no longer show on your schedule and your tuition bill will be updated within the next 24 hours.
- For any questions regarding refunds, please contact the Treasurer’s Office at (843) 953-5254 – Option 3. For questions regarding Financial Aid, call (843) 953-5186.