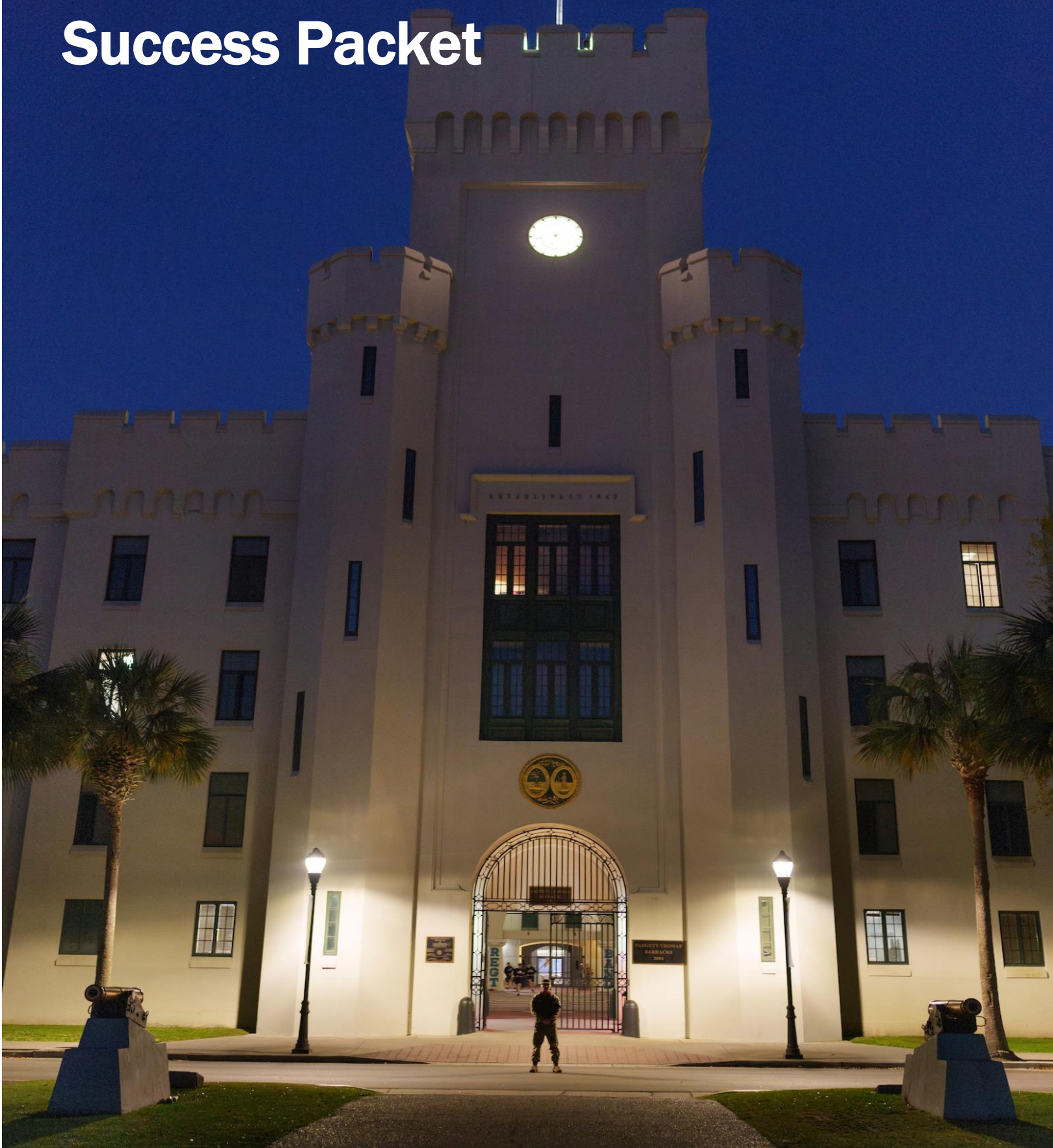


# The Citadel's Class of 2029 Success Packet



## **Table of Contents**

**Changes to Success Packet**

**Welcome**

**Mission**

**The 4-Year Leader Development Program**

**The 4<sup>th</sup> Class System**

**Core Values**

**CARE**

**Title IX**

**Anti-Discrimination**

**Drugs, Tobacco and Alcohol Policy**

**Reserve and National Guard Duty**

**Leave Policy**

**Health Services**

**Legacy and Cadet Company Connection Assignment Programs**

**Transfer Students and the 4<sup>th</sup> Class System**

**Confidentiality of Student Records**

**Mail**

**Annex A: Clothing and Personal Items to Bring**

**Annex B: Shoes and Boots**

## **Annex C: Physical Fitness**

## **Annex D: Personal Grooming Standards**

## **Success Tips from Former Knobs**

*Some links in this packet will require updating as material becomes available over the summer.*

*Continue to check [The Citadel's Admissions Office's Matriculation HQ Webpage](#) for links for updates to this and other important information.*

### **Changes to the Success Packet**

**None as yet**

## WELCOME

Congratulations! If you are reviewing this Success Packet then you have made your decision, or seriously considering, to attend The Citadel. We hope this Packet will help you prepare for Matriculation Day (*the day when you report*) and set you up for success throughout your freshman or “knob” year.

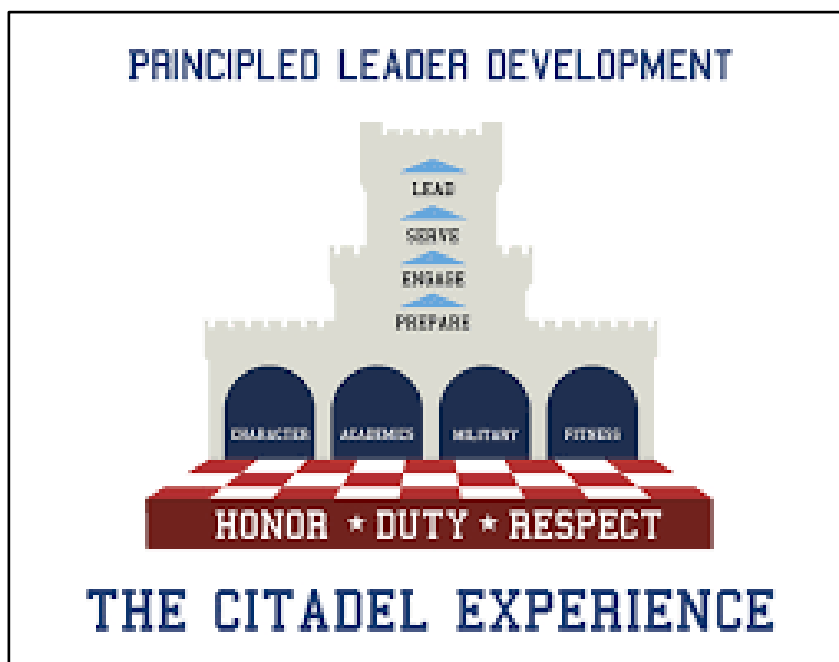
Having a successful knob year begins well before you report. It starts with once you make the decision that The Citadel is the place for you. At that point, you should begin preparing yourself, mentally and physically, for what will be a challenging first year. It will be tough, but well worth the effort in the relationships, opportunities, and the level of personal growth you will experience that no other college or university can match.

We published this packet early so you can begin studying and getting the supplies you need. Because it is early, some of the links will refer you to last year’s documents. Although most of the information remains current, we will update those links as the new documents become available – so it is important that you keep checking back at the [Matriculation Headquarters](#) website.

Again, congratulations on your decision to choose the “*road less traveled*.”

## THE CITADEL’S MISSION

*“To educate and develop our students to become principled leaders in all walks of life by instilling the core values of The Citadel in a disciplined and intellectually challenging environment.”*



## THE CITADEL'S FOUR-YEAR LEADER DEVELOPMENT PROGRAM

The Citadel recognizes that developing into a Principled Leader is a lifelong process of education and experience that begins before matriculation and continues long after graduation. Recognizing that The Citadel's mission calls for preparing principled leaders in all walks of life, students learn a wide range of leadership approaches and techniques that The Four-Year Leader Development Program tests in proven, diverse organizational settings.

Applying two of the key concepts within The Citadel's mission, the Cadet Leader Development Program emphasizes the importance of development and environment. Development is a process where the individual learns to respond effectively in many different situations and integrate diverse experiences. The environment provides the context for this development process and includes both challenges and support, enabling growth in the classroom and beyond.

The Citadel's Core Values of *Honor, Duty, and Respect* serve as the Foundation of our Leader Development Program.

- **Honor** - preserves the moral authority and trustworthiness leaders must earn to influence others effectively. People of honor lead with integrity and conduct themselves with the knowledge of being part of something bigger than they are. A person of honor does the right thing the right way – even when no one is watching or at risk of personal cost. This value begins with personal adherence to the letter and the spirit of the Honor Code: *"A cadet does not lie, cheat, or steal, nor tolerate those who do."*
- **Duty** - instills a personal sense of accountability and eagerness to lead others to mission accomplishment. It means doing what needs to be done without being asked or ordered. At The Citadel, this value begins with adherence to the Cadet Regulations.
- **Respect** - encompasses self-respect and respect for others. Leaders earn respect by developing the technical, interpersonal, and conceptual skills necessary for building teams and leading others. Respect means recognizing and nurturing the inherent dignity and self-worth of each individual and creating the opportunities uniquely needed for them to grow individually and contribute to the organization. This value begins with protecting basic human rights and civil liberties.

The Citadel Experience integrates the Core Values across four functional areas, known as pillars:

- **Character:** The concepts within this pillar represent a consistent thread that runs through all aspects of The Citadel Experience. This functional area instills the high moral standards defined by the college's Core Values and the critical characteristics manifested by principled leaders who act accordingly.
- **Academics:** Academic success provides the requisite specialized knowledge and skills to succeed in a chosen professional field or career path. This pillar encourages lifelong learning and shapes intellectual ability by expanding knowledge, developing critical thinking skills, analyzing complex problems, and producing innovative solutions.
- **Military:** Since its founding in 1842, The Citadel has combined rigorous higher education with a classical military environment for character formation and leader development. The military pillar develops personal discipline, a commitment to serve, and a strong sense of honor, duty, and respect. It also creates an environment for cadets to experience and



demonstrate a capacity for teamwork, genuine respect for others, and mutual accountability among team members.

- **Fitness:** A focus on fitness engages cadets in developing the physical and mental strength and endurance necessary to attain optimum functioning of their bodies and minds, even within environments of prolonged stress. The Citadel creates systems that enhance and monitor fitness for each cadet through bouts of physical and mental challenges, along with proper recovery from those challenges. These systems are designed to recognize that those who are fit and healthy tend to be able to manage stress better, work harder, and project a competent and confident presence that resonates with others.

Over their four-year cadet career, cadets steadily affirm their values and enhance their leadership effectiveness. While each cadet advances along a unique trajectory in leadership development, The Citadel model leverages the curricular and co-curricular in tandem each semester that a student is enrolled. During this process, The Citadel identifies four distinct but overlapping stages that correspond with class years: freshmen - prepare, sophomores - engage, juniors - serve, and seniors - lead. In each stage, cadets participate in a combination of academics, training, and experiential learning that exposes them to the art and science, the theory and practical application, the extrinsic and intrinsic, and the learning and doing aspects of leadership.

## THE CITADEL'S FOURTH-CLASS SYSTEM

The Fourth-Class System is a key component of the “prepare” stage in The Citadel’s four-year leader development model. It is more than merely a rite of passage. It is a purposeful program designed to teach followership, instill discipline, transition cadet recruits into the corps, and build self-awareness in all new cadets. The system makes deliberate use of artificial stress to accelerate the training process.

The Objectives of the Fourth-Class System:

- Provides freshmen cadets with an understanding of The Citadel’s core values of Honor, Duty, and Respect.
- Teaches the regulations, customs and traditions of The Citadel.
- Removes individuality and socioeconomic status as factors in the development of new cadets.
- Instill in new cadets a sense of humility and selfless subordination.
- Develops personal character and creates a foundation for honorable and ethical decision-making.
- Instills self-discipline.
- Physically challenges and establishes a foundation of understanding the necessity of physical fitness for life.
- Strengthens time management skills.
- Prepares new cadets for academic achievement.
- Introduces class cohesion in support of The Citadel Mission to develop Principled Leaders.

Knob year, the first year in the 4<sup>th</sup> Class System, is challenging, demanding, and difficult. Although it has evolved over the years, its purpose has remained the same since the first cadets reported in 1843. To succeed, one must prepare mentally and physically before reporting.

- Mental preparation begins with the understanding that attending The Citadel is a personal decision – it is YOUR Decision. Begin preparing for Matriculation Day by studying the [Guidon](#). Although you won't receive your hard copy of [the Guidon](#) until you arrive, you can start studying now using the [online 24-25 edition](#). Many items you will be required to recite from memory, such as the Cadet Prayer, Cadet Creed, Honor Code, Core Values and the Knob Knowledge that begins on page 104, do not change year to year.
- Physical preparation includes arriving in shape (*as defined later in this document*) with the appropriate gear – including shoes broken in.

Although the System is demanding and difficult, the rewards are considerable and more than justify the effort. Upon recognition by the upper-class cadets in the spring of *knob* year, a better person emerges. This person is mentally, morally, physically, and spiritually prepared to accept the responsibilities of leadership – a role that will ultimately be his/hers at The Citadel and in the world.

## CORE VALUES

We have already discussed our Core Values of Honor, Duty and Respect. In order to understand how they are supported in the daily lives of our cadets, we recommend you review the following:

**Honor** – *A Cadet does not lie, cheat, or steal nor tolerate those who do.* This phrase unites all who have graduated from The Citadel knowing that those who wear The Citadel Ring lived under a strict honor system, which continues in everyday life long after graduation. Violation of the Honor Code results in expulsion, which means you cannot return to the college. Memorize the Honor Code and read the [Honor Manual](#) before reporting on Matriculation Day. We will update the link with the 24-25 edition when available, but, like the Guidon, this document does not change much year to year.

**Duty** – The Commandant's Department manages two documents with which you should familiarize yourself before reporting:

- [The White Book](#) – cadet expectations.
- [The Blue Book](#) – the rules and regulations of The South Carolina Corps of Cadets.

**Respect** – respect is “*recognizing and nurturing the inherent dignity and self-worth of each individual and creating the opportunities uniquely needed for them to grow individually and contribute to the organization.*” The Citadel is one team that can only reach its potential when everyone feels included and appreciated for the talents they bring to the organization. This is why The Citadel does not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, disability, religion, age, genetic information, or veteran status in its programs and activities.

We all must be mindful of the behaviors that can be destructive to the morale of individual members of the Corps. Behavior that does not demonstrate leadership will not be tolerated. Behaviors such as hazing, sexual violence and discrimination can end your career at The Citadel. Make sure you review the associated documents and consider discussing them with your parents or guardians.

- **Hazing is prohibited.** It is behavior that is inconsistent with The Citadel's Core Values, contrary to our Leader Development Model, and dangerous to the well-being of others. Hazing is a violation of South Carolina Law and Citadel Regulations. It is punishable by up to expulsion from The Citadel. Allowing any hazing to occur, condoning acts of hazing, or failure to stop an incident of hazing is also punishable by up to expulsion from The Citadel. Committing or tolerating hazing can end your Citadel career.

Hazing is defined as –

*“Wrongful striking, an unauthorized laying hand upon, threatening with violence, or offering to do bodily harm by any student to another student, or any other unauthorized treatment by one student toward another student of a tyrannical, abusive, shameful, insulting, or humiliating nature; or otherwise requiring any student to perform any personal service for another student except as specifically provided for in Cadet Regulations.”*

Note the two components enforced in the [Blue Book](#) (page 24) – upper-class will not haze freshmen and freshmen have an obligation to report any incidences of hazing.

- **Campus Advocacy, Response, and Education (C.A.R.E.) Program** - The Citadel created this program to educate cadets, faculty, and staff on issues relating to sexual misconduct, prevention, response, and advocacy. Prevention education focuses on definitions, laws, expectations, prevention strategies, communication styles, risk-behavior identification/mitigation, healthy relationships, bystander intervention education, and the relationships between sexual misconduct and alcohol/other drugs.

The CARE program provides victim support and response services for all students, whether they are cadets, students, faculty, or staff. This program allows cadets, students, and employees the right to provide information about an incident and maintain institutional confidentiality; unless a victim wants the information shared, it will stay between the victim and the CARE program. Lastly, CARE helps empower, build, and support a healthy, safe campus environment.

Please review the [CARE Webpage](#) for any additional information on resources, programs, and policies or contact the Director of the Campus Advocacy, Response, and Education (C.A.R.E.) Program, Dr. Ashley N. Gilmore, ([agilmore@citadel.edu](mailto:agilmore@citadel.edu), 843-953-7277 (office), or 706-358-6192 (cell/text).

- **Title IX** - The Citadel is committed to building a community free from discrimination, including sexual harassment and other forms of sexual misconduct, so that each student, employee, and visitor can work, learn, and succeed in a safe, supportive, and educational environment. The Title IX Office oversees the College's compliance with Title IX and works to support our community by providing fair processes to resolve complaints and respond with compassion and prompt attention to reports.



Students and employees are not required to provide additional information about an incident or participate in a college investigation in order to receive services and support. Our goal is to provide all individuals with information on reporting options so they can make an informed decision.

If you experience some sort of sexual harassment, sexual misconduct, or discrimination, the decision of what, when, and to whom to report is always up to you. Please review the [Title IX Webpage](#) and reference the Title IX Grievance Policy for information on reporting options, resources, and support paths.

- **Anti-Discrimination** – The Citadel strives to provide an environment where all are welcome regardless of their background. Federal law prevents discrimination based on race, color, national origin, gender, gender identity, sexual orientation, disability, religion, age, genetic information, or veteran status in its programs and activities. As leaders, we understand the value a diverse workforce brings to an organization and endeavor to build team performance by selecting individuals based on their talents and experiences, regardless of their background. If you experience or witness discrimination, you have a duty to report it. Please be sure to read The Citadel's [Discrimination Policy](#).

## USE OF ALCOHOL, TOBACCO & OTHER DRUGS

The Citadel prohibits the use of illegal drugs by faculty, staff, and cadets, and it supports only the legal use of prescription drugs, alcohol, and tobacco. The Citadel has a clear and unwavering policy of zero tolerance to drugs. Whether on or off campus, the possession, solicitation, distribution, sale, or use of hallucinogenic, narcotic, other controlled drugs or substances, or any drug paraphernalia, except in accordance with a legal prescription for such substances for the student possessing and using it, may result in expulsion. The Citadel reserves the right to test members of the Corps and conduct periodic searches of campus property for the presence of illegal drugs and controlled substances.

The use of tobacco or smoking products of any type is prohibited on property owned or controlled by The Citadel except for campus residences (not including the barracks) and as authorized by the President. Make sure you review the [Alcohol and Drug Policy](#) and the [Tobacco-Product Free Campus Policy](#) before you report in August.

For private & confidential assistance with alcohol, tobacco, and other drug concerns, please contact the Director of the Campus Alcohol and Drug Information Center (CADIC), Mr. Kevin M. Modglin ([kmodglin@citadel.edu](mailto:kmodglin@citadel.edu), 843-953-0510 (office), or 843-813-6326 (cell/text). Additional information is available at [www.citadel.edu/root/cadic](http://www.citadel.edu/root/cadic).

## RESERVES AND NATIONAL GUARD

Cadets are authorized to be members of the Army, Navy, Air Force, Marine Corps, or Coast Guard reserve, as well as National Guard units; however, cadet responsibilities take priority over their reserve/Guard requirements. Cadets in these organizations must make arrangements to drill in the Charleston area. In addition, academic classes and certain cadet formations/events will not be missed to meet drill requirements.

## LEAVE POLICY

Leave is a privilege extended to those members of the Corps of Cadets who meet the required standards of proficiency in academics, conduct, and physical conditioning. Make sure your family understands that **special leave is not authorized** except in cases of extreme emergency or specific family events. Cadets will NOT be authorized to depart early or return late from furloughs (*Fall, Winter, Spring or Summer breaks*). Should an emergency or an unexpected obligation arise that cannot be rescheduled, the cadet may request permission for early/late arrival/departure or special leave. Cadets will not intentionally schedule jobs, job interviews, doctor appointments ([\*see below\*](#)) etc. that require them to leave campus early for furloughs or extended leaves.

If an emergency or unforeseen obligation arises, the cadet must contact their cadet chain of command or TAC officer. All requests for special leave will be considered with the final decision left to the appropriate Citadel authority as to whether the circumstances warrant the granting of the leave.

Please read the following excerpt from the *Cadet Regulations*:

*Emergency leave may be granted only upon request of the parent or guardian in the event of death or critical illness of a member of the cadet's immediate family. The immediate family includes parents, grandparents, brothers, sisters, and the permanent resident members of the family.*

*Duration of this leave will be predicated upon distance, academic requirements, and time required, but should normally not exceed five [5] days.*

*Critical illness is defined as an illness of such proportions that death may be imminent.*

*Special leave may be granted upon request only in the event of the marriage or golden wedding anniversary of the cadet's immediate family. Birthdays and family reunions are not considered special leave events. Special leave may also be granted for unusual business affairs that cannot be conducted by correspondence but require the cadet's presence. In these cases, prior application from the parent/guardian is required. In all cases, the final approval of the leave rests with the authorities of The Citadel.*

*The Citadel has a weekend (Friday and Saturday leave) and overnight (Saturday night only) policy based on class, academic, discipline, and physical proficiency. Eligible Fourth Class cadets are awarded one weekend and one overnight leave in their second [spring] semester.*

*Furloughs (Fall, Winter, Spring and Summer breaks) can be found on The Citadel homepage inside "Academics." As previously stated, college policy is to NOT approve early departures or late arrivals connected to furloughs. Be sure to check these dates prior to making travel plans.*

*Purchase of a non-refundable travel ticket is not grounds for an exception to this policy.*

## HEALTH SERVICES

Medical services for the Corps of Cadets are provided at the on-campus clinic by MUSC (Medical University of South Carolina) Health at The Citadel. The clinic is located in the Infirmary building at 9 Hammond Ave, Charleston SC 29409. These services include 24/7 medical care for the Corps of Cadets. Provider visits are Monday-Friday 0630-1430, an after-hours walk-in nurse clinic, and round-the-clock inpatient care (*16 beds*) during the academic year if medically appropriate. MUSC Health at The Citadel provides supplemental services such as influenza vaccinations, prescribed medications, X-Ray, diagnostic point of care and musculoskeletal ultrasonography, and ECG. During summer, services are provided to The Citadel Success Institute (CSI) students and athletes.

MUSC uses Epic as their electronic medical record. Cadets can access their medical record to see appointments, medications, allergies as well as provider notes by using [MyChart](#). If they don't already have a MyChart account, they should have received an email with a link and authorization code to establish their account. If they did not receive an email, please contact the team at MUSC Health at The Citadel at 843-985-1980 or email at <mailto:citadel@musc.edu>. If they need assistance setting up their account they can email [MyChartSupport@musc.edu](mailto:MyChartSupport@musc.edu), call the MyChart Patient Support Line at 843-792-3111, or visit the [MyChart FAQ page](#).

If cadets are referred to a clinic off-campus, MUSC provides a shuttle that runs from The Citadel to the Downtown Charleston MUSC campus. Shuttle pick-ups are Monday-Friday 8am-4pm in front of the clinic. The cadet or medical staff can call shuttle dispatch at 843-876-7058 to pick them up and drop them off from Citadel campus to drop off at 96 Jonathan Lucas Street Charleston, SC 29401. The cadet needs to be at the Emergency Room entrance, on the ramp for return to campus pick up. This service is for medical purposes only.

Medications prescribed by MUSC Health at The Citadel will be filled and couriered to the infirmary by MUSC Ashley River Tower pharmacy Monday-Friday by 5pm. Please set their [MyChart](#) notifications to include email, call and text so the pharmacy can notify them that their medication is ready for pickup. Freshmen Cadets will have limited access to their phone during the first eight days of training, so they will need to let their training cadre know they are expecting medication from the pharmacy.

If the Cadet takes medications on a regular basis, it is recommended their prescriptions be refilled as close to Matriculation Day as possible. If the Cadet would like their recurring medications filled and couriered to the infirmary, please ask the prescribing physician to send their prescription to MUSC Ashley River Tower Pharmacy and indicate in the prescriber's comments that the medication is for a "Citadel Cadet". *If the prescriber does NOT make that comment*, the pharmacy will not know to courier to The Citadel.

The pharmacy address and phone number are:  
MUSC Ashley River Tower  
25 Courtenay Drive  
Charleston, SC 29425  
843-876-0199

All Cadets must report with health insurance that is updated in their [MyChart](#) account. This also applies to those attending summer programs like The Citadel Success Institute (CSI). When a cadet uses a service at the Infirmary, their primary insurance company will be billed, however, there will not be a bill for any remaining balance for services rendered within the clinic at MUSC Health at The Citadel or the Infirmary. For any services rendered outside of the clinic, such as medications, lab services, other physician services, or Emergency room visits, insurance will be billed and any remaining balances is the responsibility of the patient. It is important to be sure their health insurance remains active throughout their enrollment and all changes are either reported to the team at MUSC Health at The Citadel via email to [citadel@musc.edu](mailto:citadel@musc.edu) or updated in [MyChart](#). If your student has out of South Carolina Medicaid, you may want to have the policy transferred to South Carolina so they have medical coverage in this state.

The Citadel is a member of the *South Carolina Consortium of Colleges for Student Health Insurance*. This [program offers affordable student-health coverage](#) for college students not covered under family or other insurance plans. The plan is administered by Academic Health Plans (AHP) through Blue Cross/Blue Shield and covers Citadel Cadets for all activities while enrolled. This includes international students and student-athletes (intercollegiate sports, club sports, and intramural sports). Students are covered both on and off campus to include field trips. The Citadel endorses the State plan but does not sell or administer the insurance policies. Citadel Cadets can enroll at <https://citadel.myahpcare.com>. Because the program is on a semester basis, the enrollment period for the 25-26 academic year will not open until the beginning of July. Additional Health Insurance information can be found on the [Infirmary's website](#) at <https://go.citadel.edu/infirmary/health-insurance/>.

Dental work, eye exams, non-emergency medical care, etc., should be scheduled during furlough and extended leave periods. If the service of local dentists, oculists, or other specialists is deemed necessary during the school year, a request **MUST** be submitted to MUSC Health at The Citadel to receive a medical pass to leave campus for local medical appointments. If the Cadet needs to travel for an overnight to an out-of-town appointment, the Cadet must present the request to the clinic for Special Orders.

When Cadets matriculate to The Citadel, we strongly recommend they arrive with several over-the-counter medications and supplies to treat common medical ailments. During the first few weeks they will not have the ability to leave campus, so having these available in their room will help ensure comfort for common ailments without having to miss training for a visit to the Infirmary. Please see the accompanying list of suggested medications below. Many of the medications on this list can be ordered online at Amazon or Walmart and delivered to The Citadel post office. The cadet bookstore sells many of these over-the-counter medications as well.

#### Cough/Congestion/Runny Nose/Seasonal Allergies

- Delsym (Dextromethorphan) 12 Hour Adult Cough Suppressant
- Mucinex (Guaifenesin) 12 Hour Extended-Release Tablets
- Sudafed (Pseudoephedrine) 12 Hour Sinus Pressure Relief
- Zyrtec (Cetirizine) or Allegra (Fexofenadine)

#### Pain/Fever Management

- Aleve (Naproxen)
- Tylenol (Acetaminophen)
- Reusable oral thermometer

#### Constipation/Diarrhea/Nausea

- Miralax (Polyethylene Glycol) Laxative Powder
- Immodium (Loperamide)
- Pepto-Bismol (Bismuth Subsalicylate)

#### Athlete's Foot/Ringworm/Jock Itch/Poison Ivy

- Gold Bond Powder (non-medicated)
- Lotrimin (Clotrimazole) Lotion or Lamisil (Terbinafine) Lotion
- Calamine Lotion
- Cortizine 10 (Hydrocortisone 1%) Cream

#### Sunburn

- Sunscreen 30 SPF or higher
- Aloe Vera Gel

#### Skin Scrapes and Cuts

- Various sizes of Band-Aids
- Blister pads
- Triple Antibiotic Ointment

## LEGACY AND COMPANY CONNECTION ASSIGNMENTS

### Legacy Assignment

A *Legacy* cadet is one who has a *grandparent, parent, or sibling who graduated from or currently attends The Citadel*.

- A *Sibling* Legacy request, where the sibling is a current member of the Corps, allows assignment to the same Battalion, but not the same company.
- Incoming freshmen must make their Legacy Requests known prior to Matriculation Day by [clicking here](https://www.citadel.edu/matriculationhq/legacy-request/) or by visiting the following link:  
<https://www.citadel.edu/matriculationhq/legacy-request/>
- Last-minute requests may not be accepted.

### Cadet Company Connection Request

This program allows incoming cadets to request that they and another incoming cadet be assigned to the same company. There are a few stipulations:



- The request must be reciprocal, meaning each incoming cadet must submit a form with the other cadet's name and CWID. Each cadet can only request one other cadet. Multiple requests are not accepted.
- The program assigns the pair of cadets to the same company, but not as roommates.
- Due to space constraints, we cannot guarantee an assignment to the same company if one cadet has requested a legacy assignment or to be in Palmetto Battery or Regimental Band.
- [Requests](#) must be submitted by Midnight (EST) July 15th. The application form is still under construction. We will update this page when it goes live. Once available you can find the request form at <https://go.citadel.edu/corps/cadet-company-connection-request/>

## **TRANSFER STUDENTS – FOURTH CLASS SYSTEM**

Transfer students are required to complete two semesters in the Fourth-Class system regardless of their academic classification.

Transfer students from a national service academy, or other such institution have the option of requesting a transfer out of the Fourth-Class system after the **first** semester provided:

- They are at least academic sophomores.
- They have successfully completed their plebe/fourth class system at the previous institution.
- They were full time students in good standing in the ROTC program for the period of their enrollment at the previous institution.

Eligible students exercising this option shall have no cadet rank or authority over Fourth Class cadets for the balance of the academic year.

The Commandant will make the final decision on these requests.

All other transfer students will be required to complete the Fourth-Class System.

## **CONFIDENTIALITY OF STUDENT RECORDS**

The Citadel complies with the Family Educational Rights and Privacy Act (FERPA), which affords *both current and former* students certain rights with respect to their educational records. Details on [FERPA](#) and The Citadel's compliance policy are posted on the [General Counsel's website](#) – which we strongly encourage you read and discuss with your parents or guardian. Each incoming cadet has the option to complete the [Release Authorization for Education Records and Information \(FERPA\)](#) (*also known as a FERPA Waiver*), which will be done electronically prior to arrival (instructions will be provided closer the Matriculation). This decision allows a cadet to authorize The Citadel to share information with persons or entities (such as parents, guardians, etc.), upon request.

Although the FERPA waiver is optional, we encourage cadets to have a *conversation with their parents or guardians* and discuss what information they wish to share before completing the form. Cadets can modify or revoke this authorization at any time.

## Mail

About 10-14 days before you report you will receive your Post Office box assignment. In addition to letters and care packages, cadets receive packages from online shopping sites like Amazon at the Post Office located in Mark Clark Hall. You will be notified by email when a package arrives and is available for pickup. We recommend telling your parents and family NOT to ship boxes during the first ten days you are here. You will be doing a lot of marching that week, which is tough by itself with Charleston's heat and humidity. Adding a box to what you must already carry will make it even more difficult. Letters, though, are welcomed from Day 1.

If you intend to ship your gear early, the warehouse will receive those types of shipments after June 15<sup>th</sup>. If you intend to ship your supplies, make sure you label the shipment with the following information:

Incoming Freshman Cadet  
*Your Full Name – CWID (Cadet ID#)*  
The Citadel Warehouse  
171 Moultrie Street  
Charleston, SC 29409

You will want to pick up your shipment from the warehouse before you check in on Matriculation Day. Before making your plans of when to arrive, make sure you contact the warehouse supervisor at (843) 953-6865 to verify their operating hours on the day you plan to stop by.

## ANNEX A

### CLOTHING AND PERSONAL ITEMS

The Commandant's List is the "official list" of what you need to bring when you report to be prepared to commence training. *This is the official list of items, and each will have a specific place assigned where it will go in your room.* Each year we get questions about bringing extra items or civilian clothes. We recommend coming with the list below then ordering or bringing other items back with you from leave once you and your roommate decide what additional items you'd like to have in the room.

If you find other lists online, please keep in mind, the rooms are small and the more you have, the more you have to clean every day. Additionally, if upperclassmen suggest a certain list, they may include items that were on their list or are authorized for upper-class only.

Each year we also get questions about civilian clothes. You will not need anything more than the clothes you wear on Matriculation Day.

#### The Commandant's List

All cadets (male and female) must bring the following, which are mandatory items in the cadet's half-press:

- Twelve [12] white, cotton, crew-neck tee shirts
- Twelve [12] pairs of white cotton underwear
- One [1] pair of "long johns"
- Ten (10) pairs of black crew length socks - cotton socks are recommended.  
(*Experience has shown socks made of synthetic material contribute to blistering and, in some cases, secondary infections*)
- Ten (10) pairs of plain white athletic ankle socks - (*Socks must be void of visible logos or color and must cover the protruding anklebone*)
- Six (6) pairs of boot socks - Dri-Comfort Combat Over the Calf Padded Leg Boot Socks – Coyote Brown – see [Annex B](#) on footwear for more information.
- One [1] bathing suit, solid black or navy blue (*female: conservative one piece*)
- One [1] pair of shower shoes (*black*)
- Six [6] white cotton towels
- Six [6] washcloths
- Six [6] white handkerchiefs
- One [1] iron. *Bringing an ironing board - full or travel size – is optional.*
- One [1] pair of good running shoes in a subdued color such as white, navy, or black (*may have contrasting trim*)
- Three [3] pairs of black compression shorts (cotton spandex) for wear with physical training uniform (*optional*)
- One [1] overnight bag for additional items that will be kept on top of the full press. Bag may NOT EXCEED 24"L x 12"H x 18"W.

- Bedding: All cadets are required to furnish their own bed linens except for the bedspread and blanket, which will be issued.
  - Four [4] white, *non-fitted* sheets for a extra-long size single (twin) bed mattress (mattresses are 36 x 80 and 7 ½ inches thick). Additionally, we do not recommend purchasing very expensive sheets as some will end up as banners. Save your money for sophomore year.
  - One [1] standard sized pillow
  - Four [4] white pillowcases
  - Cadets are issued one mattress pad at cost.
- Toiletries - cadets will want to bring all toiletries they use to self-groom. Additionally, males will need to have plenty of razors and females will need items to keep hair in place. See [Annex D](#) for more information. Again, storage space is limited so do not bring large quantities.
- School supplies - cadets will each be assigned a desk that can be filled with any item you might foresee using for a class including but not limited to pens, paper, a ruler, and a stapler. We recommend thinking back to previous school supply lists from high school.
- Footwear – make sure you break in your shoes before reporting. Also bring any items you may need to treat or prevent blisters from forming. For the specifics on footwear, [See Annex B](#)
- Additional items for female cadets:
  - Five [5] white, beige, or skin-colored regular bras
  - Five [5] white or beige sports bras
- Labeling clothes:
  - As a time saving measure, though not mandatory, it would be helpful to write your last name and the first two initials in your clothing using a permanent marker. The location of the name should be inconspicuous when the garment is worn (e.g., bottom of each sock, rear waistband of underwear, and the front shirttail of t-shirts).
  - Household linens such as towels, sheets, and pillowcases should not be labeled. The Cadet Laundry will affix a permanent label to these items.
- The following items authorized by the Commandant's office may be brought with the new cadet or obtained later:
  - One [1] desk reading lamp
  - One [1] picture with frame – no larger than 8"x10"
  - One [1] radio/stereo/CD player/Bluetooth device – speakers must be no larger than 12"x24".
  - One [1] oscillating fan no larger than 10x13 – Box or floor fans on a stand are not authorized.

- Computer and printer - The Citadel requires students to have personal laptops. The campus has first-rate computing resources-including 48 computer labs in our classroom buildings, a small space in each barracks, multimedia presentation classrooms, a multimedia support center, and a fully automated library. Other than the technology fee you pay each semester, there is no charge for using the computer labs, printers, campus network, or internet access. However, our students are required to bring a laptop as it is needed for many in-class assignments and virtual classroom work embedded in the curriculum. In addition, students who are taking online or hybrid courses will need a computer to complete their coursework. For more information on computers and recommendations, please see our Information Technology Services webpage at <https://www.citadel.edu/root/computer-recommendations>.
- Alarm clock

The Citadel provides the mattresses, but not the sheets. Blankets and bedspreads are included in your initial outfitting items. Cadets shipping their belongings to the college must bring with them two sheets for an extra-long mattress, one pillowcase, and one pillow for use until they can access their belongings.

When you report, you will receive an initial set of uniforms and various items you will need to support your first few weeks of training. These items such as uniforms, locks, bathrobe and shine kits for shoes and brass. So be careful how many extra supplies you bring. As mentioned above, the rooms are small, and the storage space is limited. You will be able to replenish these items from our Cadet Store when needed or order them from an online vendor like Amazon.

If you are nearby, you are more than welcome to visit the Cadet Store and purchase the items above at the [Cadet Store](#) (#31). Normal hours are 9AM to 3PM for guest shoppers. The store is open Monday through Friday during the school year and Monday through Thursday in the summer. They close for Federal Holidays in the summer. If you decide you want to take advantage of purchasing your items at the Cadet Store, we strongly recommend calling ahead of time to make sure they will be open when you plan to shop. Their phone number is 843-953-5166.

One final word on supplies. Make sure you bring what the Commandant has approved. This is what you will need to conduct your initial training. As time passes you will figure out what else you would like to have and what additional items are allowed. Once you are sure you need them, then they can be mailed to you from home, ordered online or purchased on campus at the Cadet Store or Campus Bookstore.



## Annex B

### Shoes & Boots Information

**Please take the time to carefully read this entire section.**

Of all the items you bring with you on Matriculation Day, the most important items to your success are your shoes. *Proper fitting footwear that has been broken in is critical.* What you wear on your feet can make or break the first few weeks of the freshman's experience at The Citadel. We cannot overemphasize the importance of **reporting with properly fitted footwear (*boots, dress shoes and running shoes*) that have been broken in.**

The first step in getting the proper shoe is getting your *feet measured at a reputable shoe store.*

**All cadets must bring:**

- Two [2] pairs of military dress style, plain toe, smooth leather, black oxford shoes with rubber heels.
  - Patent leather or poromeric material is not authorized.
  - You will not be permitted to wear shoes that fail to meet these criteria.
  - The Cadet Store sells Military Dress Shoe footwear – *see next section*.
- One [1] pair of military style boots, **coyote brown** colored with deep lug soles – Boots Must be **coyote brown** colored with a plain toe.
  - Patent leather or poromeric material is not authorized.
  - Marine Corps or other emblems are not authorized.
  - The Cadet Store at The Citadel sells Belleville brand boots – *see next section*.

**Again, get your shoes early and break them in before you report. It will make a world of difference!**

### **MILITARY STYLE DRESS SHOES**

The two pairs of dress shoes should meet the following specifications:

- Black Oxford.
- Plain Toe
- Plain Heel (*no additional stitching on the sides from the toe to the back of the shoe - see photos below*)
- Smooth Leather
- Rubber Heel and Sole
- High gloss, poromeric, or corfam shoes are not authorized for wear.
- See the next page for what stitching is allowed and not allowed.

### Authorized Shoes

When choosing a shoe, make sure you first get a good measurement of both feet at a reputable shoe store, especially if ordering your shoes online. Next, the shoe needs to be leather with minimal stitching like the sample shown below.

Note, there is no stitching on the back side below the ankle, middle or on the toe of the shoe



If you are unable to find that model, we *have authorized* the shoe below with the added stitching shown by the red arrow.



### Unauthorized Shoe – Do Not Purchase The Shoe Below!

Stitching on the area below the ankle and toe *is not* authorized.



## Purchasing your Military Dress Shoes

Before ordering your shoes online, get your feet measured at a reputable shoe store. Taking a shortcut will probably result in having to exchange your shoes for a different size.

There are different manufacturers of this type of shoe you can find online at military exchanges and shoe stores that service police departments. We also have an inventory at the Cadet Store on campus that you are welcome to purchase during a visit.



The shoe we carry is the Altama Mil-Spec Oxford 629001 (Men's) and 629011 (Women's) which is shown to the left.

If you decide to purchase a shoe that is not this particular make and model, make sure the ones you buy meet the stitching requirements shown in the photos on the previous page.

The Cadet Store has worked with our distributor, Read's Uniforms, to set up an online account for those who wish to order this particular shoe online. You can access the directions by [CLICKING HERE](#).

Before and during freshman year, cadets will hear about [Florsheim's Lexington Plain Toe Oxford](#) shoe from the upperclassmen. Cadets like this shoe because it is easier to shine than

the Military Dress shoe discussed above. We do not recommend this shoe because it's not a military style shoe nor is it as sturdy as a military dress shoe which, given the lifestyle of a freshman cadet, results in the soles wearing out very quickly (*the cost to repair is about \$100*). Again, we do not recommend freshmen cadets report with this style of shoe. If you do, then do like most upperclassmen, use them as your inspection shoes and the military dress shoe as the one you wear the rest of the time.

Once you get your shoes (*and boots*) and verify they fit well, start breaking them in! The more broken in they are, the less chance you will develop blisters during the first weeks of training.

## **BOOTS**

Cadets will require a pair of military style boots, **color Coyote Brown** with no zipper or visible brand marking tags. Like the military dress show, make sure you order them early and break them in before reporting on Matriculation Day.

You can find boots that fit this description online and at stores that serve military bases. Just make sure they meet the specifications in the previous paragraph. You are also welcome to purchase your boots during a visit to campus at the Cadet Store or order them online from our vendor and take advantage of our discount code provided in the instructions below:

- To order from our vendor:
  - Go to the Belleville website ([www.bellevilleboot.com](http://www.bellevilleboot.com)) and locate the search tool (magnifying glass) in the top right side of the page.
  - Type “TR550 Hot Weather” in the search bar. This will take you to the boot and show it at the \$159.99 price.
  - Click on the boot image and select the size and width needed. Remember, before ordering make sure you have been properly sized at a reputable shoe store.
  - Click “Add to cart”.
  - Select “View your cart” to check-out.
  - Scroll down to the area that asks, “*Select if you have a coupon code*” and enter the code CITADEL to reduce the cost of the boots from \$164 to \$130. Shipping within the continental USA is included.
  - To complete the order, enter your name, shipping address, and credit card information.
- You will also require six (6) pairs of Dri-Comfort Combat Over-the-Calf Padded Leg Boot Socks – **color: Coyote Brown**. These may be purchased at the Cadet Store or online at <https://www.jefferiessocks.com/1203-dry-comfort-combat-boot-sock-2-pk>
- Contact the Cadet Store at 843-953-5166 if you have any questions concerning the boots and socks.





## A NOTE FROM THE CADET STORE ON BOOTS AND SHOES

A well-fitting shoe can have a profound impact on your experience at The Citadel. Before buying your shoes and boots, we strongly encourage you to have your foot measured by a reputable shoe store to get a proper fit and avoid any foot problems later.

The Cadet Store on the Citadel campus sells *Belleville* boots and Altama Mil-Spec Oxford 629001 (Men's) and 629011 (Women's) military dress shoes as shown in the previous pages. If you are in the area, you are welcome to come to the Cadet Store and purchase them here.

Over the past few years, we have collected the following information from our shoe representatives who we believe are helpful in making sure you have a well-fitted shoe:

- Uniform shoes of good quality come in both sizes and widths.
- The most important indication of a proper fit is when the widest part of the foot is positioned in the widest part of the shoe. People with long toes will have less room in the end of the shoe than those with short toes, but your toes should never touch the end of the shoe.
- Nearly everyone has one foot that is larger than the other. It is best to fit the larger foot. Trying on both shoes and walking in them allows you to decide how they will feel once you leave the store.
- Lace shoes with the traditional crisscross pattern. Adjusting the laces by working the slack out from the bottom toward the top will improve the fit. A properly laced shoe keeps the foot properly seated in the heel.
- Two basic causes of sore spots and/or blisters on the feet are friction and constriction. Improperly fitted shoes make your feet hurt.
- Insoles provide a bit of a lift and should solve the problem of rubbing against your ankle.
- Always take the time to untie your shoes. Removing shoes by stepping on the heel and removing them without untying breaks down the heel counters. Once the heel is broken, it tends to rub against the back of the foot.
- Using care in putting your shoes on prolongs their life and increases your comfort. If your shoes are untied, you can put them on without squashing down the back of the shoe, pushing down the tongue, or forcing your feet into a narrow opening. It is best to guide your heel with a shoehorn or fore finger.
- Several factors may contribute to a size change. Weight loss or gain, a growth spurt, an injury to a foot or ankle, even prolonged standing or walking can alter the size of your foot.



- A shoe sets to fit a particular foot once worn. Wearing loaners or hand-me-downs can lead to problems.

Our goal is to support The Citadel's military tradition by providing the best services and uniform needs to our cadets and staff. You are welcome to take advantage of our experience by purchasing your uniform footwear at the Cadet Store before matriculating. If you have any questions about any of the items, please feel free to call us at (843)-953-5166/4809, Monday – Friday, between the hours of 8AM and 4PM. We do close during the summer for inventory, holidays and Fridays during the summer four-day workweek, so please call before making the trip to the store.

Thank you and welcome to The Citadel Family!

The Citadel Cadet Store Staff

**ANNEX C**  
**PHYSICAL FITNESS INFORMATION**  
**PHYSICAL CONDITIONING**

The first weeks of training at The Citadel are very physically demanding for a new cadet. It is *imperative* cadets be physically fit prior to reporting to The Citadel. *Only those who have spent their summer properly preparing themselves will be able to meet the training requirements.*

**YOU MUST BE ABLE TO RUN TWO MILES, EVERY DAY,  
AT A NINE MINUTE PER MILE PACE OR BETTER.**

. . . if not, you will not be able to keep up with your classmates during morning PT and company formation runs with the rest of your company.

At this point, you should have completed your physical and received medical clearance from The Citadel's physician. Consult your physician regarding your body weight. Pay particular attention to your estimated body fat percentage, which provides a more accurate figure for determining proper body composition than height/weight charts. If your physician recommends weight loss, make sure you follow their advice when reducing caloric intake and increasing caloric expenditure.

It is important for you to understand graduation requirements, as stated in the *College Catalog*, require you meet the Commandant's Physical Fitness Standard, which includes passing the Corps Physical Fitness Test (*CPFT – held each semester*) plus meeting the body composition standard. There are no waivers for these requirements.

Charleston's climate is generally conducive to year-round outdoor activity; however, the hot, humid conditions of August and September are very hard on cadets who have not properly prepared themselves. It is important you prepare yourself by controlled exposure to similar conditions during exercise. Although complete acclimation may not be possible prior to your arrival, some adaptation will certainly occur. During periods of exercise, dress comfortably and avoid plastic/rubber or heavy cloth sweat suits.

Your exercise program should start with a light warm-up session of calisthenics such as push-ups, jumping jacks, and body weight squats. Follow this with a light to moderate workload of jogging and walking for a 15-to-20-minute period, gradually progressing to longer periods of jogging with less walking, accumulating up to a mile. Once you can run the full distance, begin to increase your running pace to improve your mile time. Follow your run with another set of calisthenics and a recovery cool down with light stretching.

Keep improving your performance until you can complete three to five miles in 25 to 40 minutes, respectively. **Before, during, and after exercise, replenish your bodily fluids.** We recommend **drinking at least a gallon of water a day.** If you wait until you are thirsty, your body is already deficient. This will prevent dehydration, aid in heat loss, and prevent muscle cramps and other discomforts.

Proper preparation is the key to success in any program. *Get in shape now.*

## THE CITADEL PHYSICAL FITNESS TEST AND THE CORPS PHYSICAL FITNESS PROGRAM

The Corps [Physical Readiness Program](#) is designed to challenge all cadets to take responsibility for their health and fitness. Our evaluation of you will begin immediately. Weekly physical training sessions occur on Monday and Thursday mornings before breakfast.

Your first fall semester evaluated Corps Physical Fitness Test occurs in the first few weeks of classes.

Although you can find the [minimum standards on our webpage](#), we expect our cadets to set their goal as the maximum scores – which allows you to compete for rank as an upperclassman, along with other leadership opportunities and incentives.

If you fail any one of the CPFT events or exceed the maximum allowed body fat percentage for your age, you will be entered into the Commandant's Physical Remediation Training Program and will continue to train under the supervision of the cadet leadership and the Director of Physical Readiness.

Physical Training activities, such as company spirit runs and intramurals, are a part of every cadet's daily life. Additionally, freshmen rarely walk slowly anywhere on campus.

**Physical fitness is an individual responsibility and starts with you NOW.** If you are not prepared when you arrive in August, you will be behind most of your classmates – as we mentioned above, this is not where you want to be.

## ANNEX D PERSONAL GROOMING STANDARDS

### Haircut/Grooming Guidance

Cadets will be properly groomed at all times in accordance with [the policies](#) contained in The Citadel's [White Book](#) which can be found at the following link:

[https://www.citadel.edu/commandant/wp-content/uploads/sites/96/Master\\_CH7\\_SEC5\\_Uniforms\\_Overall-March-2-2024.pdf](https://www.citadel.edu/commandant/wp-content/uploads/sites/96/Master_CH7_SEC5_Uniforms_Overall-March-2-2024.pdf)

## Success Tips from Other Cadets

Generations of cadets before you have faced many of the same challenges you will encounter. Here are some words of wisdom from other cadets:

### Academics

1. Remember academics always come first; focus on your grades as good grades are your ticket to privileges!
2. Practice good time management and make a schedule.
3. Use an agenda/calendar/planner to mark important dates and assignments.
4. Don't be overly reliant on Canvas to-do lists; consult the syllabus.
5. Use color-coded binders for different days of the week (MWF and TR).
6. Organize yourself and pack your book bag the night before.
7. Use Evening Study Period (ESP) for ESP!
8. Form a connection with professors by getting to know them.
9. Utilize professors' office hours.
10. Don't be shy to ask others for help.
11. Find or organize a good study group.
12. Use your free time wisely: do your homework and studying during the day when you are awake and shine right before you go to bed.
13. Get enough sleep!
14. Limit your social media activity to 30 minutes per day.
15. Complete assignments ahead of time.
16. If you have trouble in a class, get help immediately, don't wait!
17. Always act with integrity - even when no one is watching!

### Cadet Life

1. Keep your sense of humor—don't take this stuff personally!
2. Don't worry about being a knob—take one day at a time.
3. Check your Citadel email account every day.
4. Prioritize the important things by putting academics first, and cadet life second.
5. You *can* lock your door.
6. Start preparing for the Saturday Morning Inspection the week before.
7. Participate in intramurals.
8. Respectfully say "no" when an outside activity conflicts with academics or duties, even if cadre asks you.
9. Stay in shape, PT on your own when you get time to yourself.
10. Don't take things personally.
11. If you are not good at something, get help in that area.
12. You will never be perfect, so just work hard.
13. Nothing lasts forever.
14. Doing community service will help you be engaged outside campus.