



AMERICAN
UNIVERSITY
OF BEIRUT

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OFFICE OF THE REGISTRAR

November 9, 2023

Dear AUB Students,

In line with the changes introduced to the advising and registration deadlines, kindly note that the online course withdrawal deadline for the fall semester 2023-24 has been extended from Friday November 17, 2023 to **Friday, November 24, 2023, 4:00 p.m.**

For withdrawal, you must follow the steps listed below:

Access your AUBsis registration platform: (remember to log in using your AUBnet credentials, not your AUBsis credentials)

- Select "Registration"
- Select "Register for classes"
- Select term "Fall 2023-2024"
- Access "Summary" (right lower part of the screen)
- Select "Web Withdrawal" from the drop-down menu next to the course you want to withdraw
- Double check your selection
- Press "Submit"

Please note that when you withdraw from a course, you will not be entitled to any refund and a letter "W" will appear on your transcript. Regular undergraduate students may not withdraw courses such that they fall below twelve (12) credits without the permission of your Faculty. If you have questions, please see your advisor.

The extended deadline for withdrawal is November 24, 2023 at 4:00 p.m. After this date, you will not be able to withdraw from your course except for extremely serious reasons that may still be refused. If you believe there is a chance you will withdraw a course, we strongly recommend taking action within the provided timeframe.

Kind regards,
Office of the Registrar