



OFFICE OF THE REGISTRAR

October 3, 2023

Dear AUB Students,

Online Course Withdrawal for the fall semester 2023-24 will be available for all full-time undergraduate students through AUBsis from Wednesday, October 4, 2023, 9:00 a.m. through Friday, November 17, 2023, 4:00 p.m.

This service is not available for Graduate, Part-Time, and Special Students, who will need to submit an online petition to their respective faculty/school.

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"
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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. If you have questions, please see your advisor.

The **deadline for withdrawal is November 17, 2023 at 4:00 p.m.** After this date, you will not be able to withdraw from your course except for exceedingly serious reasons which 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