



OFFICE OF THE REGISTRAR

March 17, 2025

Dear AUB Students,

Online Course Withdrawal for the spring semester 2024-25 will be available for all full-time undergraduate students through AUBsis from 9:00 a.m. on Tuesday, March 18, 2025, through 4:00 p.m. on Thursday, April 10, 2025.

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 "Spring 2024-2025"
- 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 12 credits. If you have questions, please see your advisor.

The **deadline for withdrawal is Thursday, April 10, 2025, 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, now is the time to do it.

Kind regards,

Office of the Registrar