



AMERICAN  
UNIVERSITY  
OF BEIRUT

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## OFFICE OF THE REGISTRAR

October 28, 2024

Dear AUB Students,

Online Course Withdrawal for the fall semester 2024-25 will be available for all full-time undergraduate students through AUBsis from Monday, October 28, 2024, 9:00 a.m. through Thursday, November 28, 2024, 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 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 twelve (12) credits. If you have questions, please see your advisor.

The **deadline for withdrawal is Thursday, November 28, 2024, 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