



OFFICE OF THE REGISTRAR

February 27, 2023

Dear AUB Students,

Online Course Withdrawal for the Spring semester 2022-23 is available for all full-time undergraduate students from Tuesday, February 28 2023, 9:00 am through Thursday, April 13, 2023, 4:00 pm, through AUBsis.

In accordance with the [2022-23 University Undergraduate Catalogue](#), regular undergraduate students may reduce their load to 12 credits and may not go below that load unless approved by the appropriate faculty/school committee.

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

For withdrawal, follow the below steps:

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 2022-2023
- Access Summary (right lower part of the screen)
- Select Web Withdrawal from the drop-down menu next to the course you want to withdraw
- 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.

Kind regards,

Office of the Registrar