

Students are **not** permitted to drop a required foundations course online (i.e. AAC 041, AAC 042, ENG 099, MAT 001, MAT 002, MAT 003) once they have registered for it.

If you would like to **change the time** of a required foundations course, please follow one of the steps outlined below:

1. Using your **T-wolves email account**, send an email to registration@niagaracc.suny.edu.

You must provide the following information:

- your name
 - student ID#
 - semester registering for (i.e. Spring 2015)
 - Information on course you'd like to **DROP**:
 - course number (i.e. AAC 042),
 - section (i.e. 001)
 - CRN#
 - Information on course you'd like to **ADD**:
 - course number
 - section
 - CRN #.
2. You can complete the **add/drop form** found online here:
<http://www.niagaracc.suny.edu/records/add-drop.php> .

Then:

- **Scan/email** the completed form to registration@niagaracc.suny.edu
 - **Fax** it to (716) 614-6821
3. Complete the add/drop form in person in the Registration & Records office (A201).

Remember: You **MUST** list a course to ADD if you are DROPPING one. You **CANNOT** drop a foundation class that is required without adding a different section.

If you have any questions regarding this process, please contact the Registration & Records Office at (716) 614-6254 or email registration@niagaracc.suny.edu