1. Login to myBama, click on the Student Page. In the Academic and Student Services channel, expand the Registration option and select “Schedule Builder”

2. Customize options for Term, Part of Term Course Status, Campus, Instructional Method

3. Add Courses
   - Click Add Course. You may search by Subject/Course number, CRN, instructor, and course attribute. You may also import courses from your DegreeWorks Plan
   - Repeat steps as needed to add all courses
   - Return to the Build Schedule page

4. Add Breaks
   - Enter a name for your break
   - Select start/end times and days, and click “Add Break” to return to the Build Schedule page
   - Repeat steps to create additional breaks as needed

5. Generate Schedules
   - A list of available schedules will appear based on your course and break entries
   - You may compare up to four schedules at a time
   - Click View to view more information and a weekly timeline
   - **NOTE:** You can narrow schedule results by clicking the lock that appears by a desired class section under the timeline view and closing the schedule to return to the Schedule Builder page. Click Generate Schedules again to view results that contain the locked class section

6. Found the Optimal Schedule?
   - Select the schedule
   - Click Send to Registration Cart

7. Registration Cart
   - If you are able to register for classes at this time, click Register. You will be notified of any registration errors associated with the courses for which you are attempting to register
   - If you are not yet able to register for classes, your cart will be saved for future login

8. Current Schedule
   - Classes for which you have registered will appear on this tab
   - To drop classes from your schedule, you may click Edit or Drop Classes and select the desired available option corresponding to the course in question
   - Students intending to drop all classes and withdraw from the term must submit a Term Withdrawal request in myBama
   - Students should view their Concise Student Schedule in myBama which will include total registered hours