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
   - Students may register for specific class sections here as well by entering the section CRN and clicking “Register”
   - 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