



ScheduleBuilder

Generate the optimal class schedule

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