Part Time Student Bidding and Registration Information Session

Leigh Ann Drevs
Director of Registration & Student Records
Session Overview

- Bidding & Registration Terminology
- Special Course Policies
- Bid Point Allocation and Accrual
- Basic Bidding Rules and Information
- Bidding FAQs
- Live Bidding Demonstration
- Q&A
Registration Terminology

• **Bidding**
  - A process of registration for classes that allows students to place preference on class sections by using allocated bid points.

• **Phase**
  - Term used to describe a set period of time when actions are taken within the bidding and registration system (i.e., Bidding Phase I).

• **Bid Points**
  - Points that are used during phases of bidding.

• **Clearing Cost**
  - The number of bid points students are charged for a course at the resolution of a phase. This is determined by the lowest successful bid.

• **Roster Position**
  - Term used when a student is officially enrolled and not on a waitlist for a given class.

• **Conditional Drop**
  - A function that allows a student to drop a roster position simultaneously if a seat were to open up in the waitlisted section.
Special Course Policies

Mandatory First Class Attendance

• Students must attend the first session of a class that requires first class attendance. Failure to do so can result in a drop status per the faculty request.
  ➢ Students who are dropped from roster positions for nonattendance will not receive a refund of bid points.
• If the course is closed with a waitlist, a student who is on the waitlist **must attend** the first class to be considered for promotion to a roster position.
• Once the first session of the class has met, students will no longer be able to add themselves to the course, even if the class has open seats.
Special Course Policies

Evanston Campus Classes
Saturday vs. Evening Classes

• During the phases of bidding, you only be able to bid on classes that have seats designated for your program.
• If you are interested in taking a class on the Evanston campus that is designated as a section 61 (day time) or 91 (evening), you may do so during the first Add/Drop phase if seats are still available after bidding.
• If you are an Evening student and wish to enroll into a Saturday (76 series) section, you may do so during the first Add/Drop phase if seats are still available after bidding.
• If you are a Saturday student and wish to enroll into an Evening (71 series) section, you may do so during the first Add/Drop phase if seats are still available after bidding.
Special Course Policies

Pass/No-Pass Credit

• The P/NC option may be used for a total of three credits in any combination of 1 and .5 credit courses during any quarter or quarters.
• The P/NC option requires students to set a target grade of either A or B.
• Not all courses are eligible to be taken as P/NC.
• It is **not** at the discretion of the professor whether or not a course can be taken as P/NC.
• Any course in which a student earns a P **cannot** be used toward the fulfillment of a major.
• More information on the P/NC policy can be found on the Intranet: [http://www.kellogg.northwestern.edu/ptmba-intranet/academics/registration/pass-nocredit.aspx](http://www.kellogg.northwestern.edu/ptmba-intranet/academics/registration/pass-nocredit.aspx).
Bid Point Allocation & Accrual

• Part Time students will be given a one-time initial point allocation before bidding for Summer quarter, the amount of which is determined by a combination of the student’s program and how many credits the student will have completed by the end of the Spring quarter.
• Points are used only during bidding and bid to waitlist phases. Points are not used to secure roster positions during Add/Drop phases.
• Unused points will carry over to the next bidding cycle.
• Students will accrue points for each course taken, at the rate of 250 points per credit (125 points per .5 credit). The accrual will be posted to the student’s bid point account prior to the start of bidding for the upcoming quarter. Your bid account balance can be found in the bidding and registration system on the top right hand corner.
Basic Bidding Rules and Information

• Part Time Students can bid on 4.0 credits per quarter and can waitlist for an additional 4.0 credits per quarter.
• Each bidding phase is an independent auction. The results of one phase have no impact on the results of the next bidding phase.
• Each bidding phase is an open auction, with all bids being resolved after the phase ends. Thus, bids placed on the first day of a phase have no precedence over bids placed on subsequent days.
• A percentage of points are refunded to a student who chooses to drop a roster position.
  ➢ The percentage is determined by the registration phase at the time of the drop.
  ➢ Dropping from a waitlist always refunds at 100%.
Basic Bidding Rules and Information (cont’d)

• Dutch Refund Bidding
  ➢ Closing cost is determined by the lowest successful bid.
  ➢ Shared (31/81’s) sections have two distinct closing costs.
  ➢ Waitlist positions cost the number of points you bid, regardless of the “clearing cost.”

• For classes that do not fill to capacity in bidding, upon resolution, 100% of the points are refunded back to the student.

• Students cannot enroll in two sections of the same offering
  ➢ “Alternate” section options are available when bidding
Basic Bidding Rules and Information

Every quarter has its own Bidding & Registration Cycle

1. Bidding Phase I
2. 100% Drop Only Phase (100% refund for drops)
3. Bidding Phase II
4. Bid to Waitlist (includes 100% refund for drops)
5. Add/Drop 1 (75% refund for roster position)
6. Add/Drop 2 (75% refund for roster position)
7. Add/Drop 3 (50% refund for roster position)
8. Drop Only (No points refunded)
Summer 2015
Bidding & Registration Periods

- **Bidding Phase I**
  - May 15\(^{th}\) (9am) through May 18\(^{th}\) (5pm)
- **100% Drop Only**
  - May 20\(^{th}\) (9am) through May 21\(^{st}\) (5pm)
- **Bidding Phase II**
  - May 22\(^{nd}\) (9am) through May 26\(^{th}\) (9am)
- **Bid to Waitlist**
  - May 27\(^{th}\) (9am) through May 28\(^{th}\) (5pm)
- **Add/Drop 1**
  - June 1\(^{st}\) (9am) through June 5\(^{th}\) (5pm)
- **Add/Drop 2**
  - June 15\(^{th}\) (9am) through June 22\(^{nd}\) (7:59am)
- **Add/Drop 3**
  - June 22\(^{nd}\) (8am) through June 27\(^{th}\) (11:59pm)
- **Drop Only**
  - June 28\(^{th}\) (12am) through varying deadlines (set by course type)
Bidding FAQ’s

• **How many points should I use to bid on any particular class?**
  - Only you can decide how much a class in any given quarter is worth to you.
  - Bidding is blind – you will not be able to see how many points your peers are bidding during a bid cycle.
  - Past enrollment history gives you some sense of which courses and professors are in high demand, but the information is not necessarily a predictor for the future.
  - Bid stats posted online were generated by full time student bidders and thus are not applicable as guidelines to how much part time students will be bidding.

• **Does it matter when in the bid cycle I place my bids?**
  - No. All bids are resolved at the same time, after the phase ends.
  - Be careful not to wait until the last minutes of bidding. The Registration team cannot enter bids on behalf of a student who misses bidding.
Bidding FAQ’s

• If the classes I want have not historically closed, do I need to participate in bidding?
  ➢ Yes! Bidding is not only a way for students to secure roster positions in classes, but it gives the Dean’s Office important information about demand. Class cancelation decisions will be made based on bidding results.

• If I secure a waitlist position in a Bidding Phase, can I better my chances of enrollment by dropping my waitlist position and bidding a higher amount in the Bid to Waitlist Phase?
  ➢ No. Students who secure roster or waitlist positions in Phase I or Phase II cannot be displaced by higher bidders in the Bid to Waitlist Phase. Students who bid to secure a waitlist position will be added to the waitlist after the students who had secured waitlist positions in Phase 1 or Phase 2.
Live Bidding Demonstration and System Messages

https://bidreg.kellogg.northwestern.edu/
Q&A

HTTPS://BIDREG.KELLOGG.NORTHWESTERN.EDU/