Bidding & Registration Workshop

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Northwestern | Kellogg
TODAY’S PURPOSE

Share information on bidding process and demonstrate the Bidding & Registration system.
AGENDA

**Bidding**
- Bidding Recap
- Bidding Rules

**Bidding & Reg. System**
- Live Demo

**Next Steps**
- Check & Resolve Registration Holds
- Place Your Bids

**Q&A**
DUTCH AUCTION

- Bidders ranked from highest to lowest by course section
- Lowest successful bid determines the closing cost
- Successful bidders all charged the same amount

3,000 points to last the academic year – Fall, Winter and Spring quarters
DUTCH AUCTION EXAMPLE

SUCCESSFUL BIDS
all charged 100 points

UNSUCCESSFUL BIDS
not charged

Closing Cost = 100 points

Bid Amount (points)

0 100 500 1,000

Number of available seats

BIDS RANKED HIGHEST TO LOWEST

SUCCESSFUL BIDS
all charged 100 points

UNSUCCESSFUL BIDS
not charged

Closing Cost = 100 points

Bid Amount (points)

0 100 500 1,000

Number of available seats

BIDS RANKED HIGHEST TO LOWEST
## SECTION NUMBER KEY

### EVANSTON CAMPUS
- **Section 30:** Full-time only
- **Section 40:** Full-time / Evening & Weekend

### CHICAGO CAMPUS
- **Section 60:** Evening Only
- **Section 70:** Weekend Only
- **Section 80:** Evening / Weekend
- **Section 90:** Evening / Weekend / Full-time

### FULLY VIRTUAL
- **Section 89:** Evening / Weekend only (CORE)
- **Section 99:** Evening / Weekend / Full-time

*Hybrid Notation: Sections with "HR" indicates in-Person Seats; "HV" indicates virtual seats.*
# Kellogg Bidding Process

## Phase 1
- **Bid Only for Seats Allocated to Your Program**
  - 100% bid point REFUND
  - Bid only for seats allocated to your program
  - Full-time students bid for open full-time seats
  - E&W students bid for open Evening and/or Weekend seats

## Phase 2
- **Full-time Students**
  - Bid for open seats in any program
  - 100% bid point REFUND
- **E&W Students**
  - Bid for open Evening and/or Weekend seats
  - 100% bid point REFUND

## Phase 3
- **Bid for Open Seats in Any Program**
  - 75% bid point REFUND
- **Bid for a Waitlist Position or a Roster Seat in Any Program**
  - If enrolled or promoted from waitlist, charged bid amount
  - 50% bid point REFUND

## Pay What You Bid
- **Bid for Open Seats in Any Program**
  - 50% bid point REFUND
- **Pay What You Bid**
  - Real-time enrollment in any open seat or add to waitlist for any course
  - Previous Quarter Ends: Monday, Week 2 @ 8am
  - Drop classes for a 50% bid point refund
  - 50% bid point REFUND continues

## Add/Drop
- **Alternate Section Options**
- **Waitlists**

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All dropped seats receive refund amount from **current phase**
# Bidding Phases

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<tr>
<th>PHASE</th>
<th>BID</th>
<th>DROP</th>
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<td><strong>Phase 1</strong></td>
<td>July 26 at 9am thru July 29 at 5pm</td>
<td><strong>Bid on seats allocated to your program.</strong>&lt;br&gt;Full-time students: sections 30s, 40s, 90s; class capacities do not change</td>
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<td><strong>Bid</strong></td>
<td>August 2 at 12pm thru August 5 at 5pm</td>
<td><strong>Bid on open seats in your program.</strong>&lt;br&gt;Full-time students: sections 30s, 40s, 90s</td>
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<td><strong>Drop</strong></td>
<td>August 7 at 12pm thru August 8 at 5pm</td>
<td><strong>Drop any enrollments (from Phase 1 or Phase 2) for a 100% refund of bid points</strong> for use in Phase 3</td>
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<td><strong>Phase 3</strong></td>
<td>August 9 at 12pm thru August 12 at 5pm</td>
<td><strong>Bid on open seats in any program</strong> (Full-time, Evening, or Weekend)</td>
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<td><strong>Drop</strong></td>
<td>August 14 at 12pm thru August 15 at 5pm</td>
<td><strong>Drop any enrollments (from Phases 1, 2, or 3) for a 75% refund of bid points</strong> for use in the Pay What You Bid Phase</td>
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<td><strong>PWYB</strong></td>
<td>August 16 at 12pm thru August 19 at 5pm</td>
<td><strong>Bid on any seats in any program</strong> (Full-time, Evening, or Weekend)</td>
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<td><strong>Drop</strong></td>
<td>August 20 at 12pm to August 30 at 8:30am</td>
<td><strong>Unsuccessful bidders placed on a waitlist</strong>&lt;br&gt;No alternate section options available</td>
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**Notes:**
- Full-time students: sections 30s, 40s, 90s
- Alternate section options available
- Class capacities do not change
- 100% refund of bid points
- 75% refund of bid points
- 50% refund of bid points
## ADD (& DROP) PERIOD

<table>
<thead>
<tr>
<th>Add/Drop</th>
<th>August 30 at 9am thru September 30 at 8am</th>
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<tr>
<td></td>
<td>• Real-time enrollment into open seats and addition to waitlists.</td>
</tr>
<tr>
<td></td>
<td>• Drop any enrollments for a 50% refund of bid points. (Drops from a waitlist or no promotion into class results in 100% refund of bid points.)</td>
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<tr>
<td></td>
<td>• Waitlist promotions in real time.</td>
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<tr>
<td></td>
<td>• Set conditional drops to ensure waitlist promotion if you are at or near your credit maximum.</td>
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<table>
<thead>
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<th>Add/Drop (2nd 5 Week Courses Only)</th>
<th>September 30 at 8:01am thru November 4 at 8am</th>
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<td>• Real-time enrollment into open seats and addition to waitlists.</td>
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<tr>
<td>• Continue to drop 2nd 5-Week enrollments for a 50% refund of bid points. (Drops from a waitlist or no promotion into class results in 100% refund of bid points.)</td>
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<tr>
<td>• Waitlist promotions in real time.</td>
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CREDIT LIMITS

Bid Phase 1 through 3

- Bid Phase 1 begins with a limit of 5 bid credits
- In Bid Phases 2 and 3, bid credits are decreased by the number of enrolled credits
- Example: Enrolled in 2 credits through Bid Phase 1, 3 bid credits available in Bid Phase 2

Pay What You Bid

- In Pay What You Bid, bid credit limit increases to 6 bid credits
- Allows students already enrolled in 5 credits to bid for a place on the waitlist of a full-credit course
- Enrolled credit limit remains at 5 credits

PACT-440-5 is a REQUIRED half credit – it does count toward your 5-credit maximum
TIME CONFLICTS

• You may **bid** on courses that are concurrent
• You may **enroll** in courses that are concurrent
• You WILL be required to **drop** courses to resolve any conflicts by the 1\textsuperscript{st} week of class
ALTERNATE SECTION OPTIONS

• You bid on a preferred section; then indicate other section(s) you would be willing to take, if bid is unsuccessful

• Alternate sections only available if don’t close with primary bidders

• Alternate section will cost ZERO points
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<thead>
<tr>
<th>Course Name</th>
<th>Lecturer</th>
<th>Capacity</th>
<th>Notes</th>
<th>Meeting Times</th>
<th>Location</th>
<th>Seats Available</th>
<th>Enrolled Seats</th>
<th>Actions</th>
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<td>Ponticelli, Jacopo</td>
<td>0 / 48</td>
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<td>Mon/Thu 10:30AM - 12:00PM</td>
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<td>Salant, Yuval</td>
<td>0 / 46</td>
<td></td>
<td>Mon/Thu 1:30PM - 3:00PM</td>
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<td></td>
<td>Fri 1:30PM - 4:30PM</td>
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<td></td>
<td>0 / 35</td>
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</tbody>
</table>

**PURCHASE OF COURSE PACK REQUIRED**

**My Bids:** 0
- No bids available.

**My Waitlist:** 0
- No waitlist available.
ALTERNATE SECTION EXAMPLE 1

<table>
<thead>
<tr>
<th>YOUR BID</th>
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<tr>
<td>• Bid <strong>502 points</strong> on MKTG-466 Section 31</td>
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<tr>
<td>• Choose Section 32 as alternate</td>
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</table>

<table>
<thead>
<tr>
<th>BID RESULTS</th>
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<tbody>
<tr>
<td>• Section 31</td>
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<tr>
<td>• 82 bidders for 65 seats</td>
</tr>
<tr>
<td>• Closing cost = <strong>504 Points</strong></td>
</tr>
<tr>
<td>• Section 32</td>
</tr>
<tr>
<td>• 68 bidders for 65 seats</td>
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<tr>
<td>• Closing cost = <strong>437 Points</strong></td>
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OUTCOME: YOUR BID WAS NOT SUCCESSFUL

• Your bid was BELOW the closing cost for Section 31 – your bid was unsuccessful
• Both sections closed with primary bidders so the alternate section did not come into play
• All unsuccessful bidders were refunded their bid points
• Next step: bid in a subsequent phase for seats that may open up or bid to waitlist
### YOUR BID

- Bid **502 points** on MKTG-466 Section 31

- Choose Section 32 as alternate

### BID RESULTS

- Section 31
  - 82 bidders for 65 seats
  - Closing cost = 504 Points
- Section 32
  - 63 bidders for 65 seats
  - Closing cost = 0 Points

### OUTCOME: REGISTERED FOR ALTERNATE SECTION

- Your bid was BELOW the closing cost for Section 31 – your primary bid was unsuccessful
- Section 32 did not close with primary bidders so alternate section was available
- As one of the 2 highest unsuccessful bidders, you are enrolled in Section 32
- Your points are refunded fully since Section 32 did not initially close (closing cost = 0)
- Next step: keep seat in alternate and revisit preferred section if a seat opens up or bid to waitlist
KELLOGG BIDDING PROCESS

PHASE 1
- Bid only for seats allocated to your program
- Full-time students bid for open full-time seats
- E&W students bid for open Evening and/or Weekend seats
- Alternate Section Options
- 100% bid point REFUND

PHASE 2
- Bid for open seats in any program
- 100% bid point REFUND

PHASE 3
- Bid for a waitlist position or a roster seat in any program
- 75% bid point REFUND
- 50% bid point REFUND

PAY WHAT YOU BID
- Bid for open seats in any program
- Bid for a waitlist position or a roster seat in any program
- 50% bid point REFUND

ADD/DROP
- Pay what you bid
- Real-time enrollment in any open seat or add to waitlist for any course
- Previous Quarter Ends
  - Ends Monday, Week 2 @ 8am
- Drop classes for a 50% bid point refund

Waitlists

All dropped seats receive refund amount from current phase
WAITLISTS

- Promotions occur in real-time through first week of class
- If First Class Mandatory and you do not attend first class, you will not be promoted
- Upon promotion, you will be charged the amount of your bid
- If you are never promoted, or remove yourself from a waitlist, you are refunded 100% bid points

If you are promoted into a course off a waitlist and decide to drop it, you will receive a 50% bid point refund
KELLOGG BIDDING PROCESS

**PHASE 1**
- Bid only for seats allocated to your program
  - Full-time students bid for open full-time seats
  - E&W students bid for open Evening and/or Weekend seats

**PHASE 2**
- Bid for open seats in any program
  - 100% bid point REFUND

**PHASE 3**
- Bid for a waitlist position or a roster seat in any program
  - 75% bid point REFUND

**PAY WHAT YOU BID**
- Bid for open seats in any program
  - 75% bid point REFUND

**ADD/DROP**
- Real-time enrollment in any open seat or add to waitlist for any course
  - Previous Quarter Ends: Ends Monday, Week 2 @ 8am
  - Drop classes for a 50% bid point refund

---

All dropped seats receive refund amount from **current phase**

**Alternate Section Options**

**Waitlists**

If you are on a waitlist, you may need a **Conditional Drop**
CONDITIONAL DROPS

• Necessary if promotion off a waitlist would put you over 5 credit limit

• For each waitlisted course, select enrolled course to drop, if promoted off waitlist

The system cannot promote you off a waitlist if you will exceed 5 credits – the system will immediately move to the next person on the waitlist
BIDDING & REGISTRATION SYSTEM DEMO
HOW TO BID DEMO
<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Title</th>
<th>Section Name</th>
<th>Program</th>
<th>Phase</th>
<th>Faculty</th>
<th>Meeting Pattern</th>
<th>Number of Bids</th>
<th>Closing Cost</th>
<th>Seats Available</th>
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BID STRATEGY CONSIDERATIONS

Course Offering Changes That May Impact Closing Costs
• Sections or seats offered versus past quarters
• Faculty teaching the course – same or different?
• Days and times of sections offered

Personal Goals & Priorities
• Is this course crucial to your career? Is this course a prerequisite to another course you want to take?
• Is the faculty teaching the course or the days/times offered different?

Flexibility
• Does the course have multiple sections and do they work for you?
• Is the course a must-have this quarter or could you take it in the future?
YOUR EVALUATION & BID:
- Crucial class to career
- High TCE professor
- Section time is typically popular

BIDS RANKED HIGHEST TO LOWEST

Seats available

Bid Amount (points)

Number of available seats

BID STRATEGY EXAMPLE
REMINDER: BIDDING STRATEGY CONSIDERATIONS

Bidding **all points without an exit strategy**

Bidding too low to “save” points for unknown later courses

Using the historical bid stats + ___% model

Assuming a **1 point bid** will be successful if a course closed for 0 points in the past

Not including back up choices in Phase 1 Bids
## COURSE POLICY CONSIDERATIONS

<table>
<thead>
<tr>
<th>First Class Mandatory</th>
<th>Final Exam Schedules</th>
<th>Attendance Policies</th>
<th>Pass / No Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Must attend first class or will be dropped</td>
<td>- Note in BidReg if a class has an in-person final exam during the exam period</td>
<td>- Check syllabus for attendance policy of classes (e.g. PLI)</td>
<td>- Availability listed in course catalog</td>
</tr>
<tr>
<td>- To be promoted off waitlist, must attend first class</td>
<td></td>
<td>- If you miss more than 20% of any class, you may be dropped</td>
<td>- 3 elections while at Kellogg</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Set target grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Classes with a &quot;P&quot; or &quot;N&quot; grade will not count toward majors</td>
</tr>
</tbody>
</table>
BIDDING PROCESS PITFALLS

Waiting until the last minute to bid – and realizing you have HOLD

Staying on a waitlist if don’t want a class (if promoted and then drop, refund is 50%)

Using all of your points in Fall Pay What You Bid

Not utilizing the Alternate Section options

Not setting a Conditional Drop for waitlist positions, if enrolled in 5 credits

Not bidding for PACT-440-5 – if the only open seat creates a conflict, you will be dropped from your elective (and refunded at 50%)
## IF YOU HAVE QUESTIONS ABOUT A HOLD

<table>
<thead>
<tr>
<th>Acknowledge Hold</th>
<th>Emergency Contact Hold</th>
<th>Tuition Hold – Student Accounts</th>
<th>Northwestern Health Services Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Eight codes and policies found in BidReg</td>
<td>• Completed and updated in Caesar</td>
<td>• Contact Student Accounts</td>
<td>• Contact Northwestern Health Services</td>
</tr>
<tr>
<td>• Must read and sign all eight for the hold to be lifted</td>
<td>• Instructions emailed</td>
<td>• (847) 491-5224</td>
<td>• (847) 491-8100</td>
</tr>
<tr>
<td></td>
<td>• Ensure your contact info is up to date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Contact Student Accounts: (847) 491-5224
- Contact Northwestern Health Services: (847) 491-8100
WHAT SHOULD YOU DO NEXT?

1. Resolve any registration holds!
2. In BidReg, set your Plan for Fall
3. Based on your ‘must-haves’ for Winter & Spring, determine how many points you want to have remaining after Fall quarter
4. Create your bidding strategy
5. Place your bids!
## ADDITIONAL DROP-IN HOURS DURING BIDDING

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of 7/15</td>
<td>Plaza</td>
<td>Plaza</td>
<td>How to Bid Presentation</td>
<td>Plaza</td>
<td>Group Advising (KGH 1110)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(In-person)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week of 7/22</td>
<td>Plaza &amp; Zoom</td>
<td>Plaza &amp; Zoom</td>
<td>Bidding Highlights</td>
<td>Plaza &amp; Zoom</td>
<td>Group Advising (KGH 1110) &amp; Zoom</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Presentation (Zoom)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMINDEERS AND ZOOM LINKS WILL BE POSTED ON SLACK in #summer_students_2024**
BETTER TOGETHER – GROUP ACADEMIC ADVISING

• First session Friday, July 19 – 11:45a-12:45p
• Every Friday through August 16
• Bring computers
• Ask your bidding questions
• FAQs
• All group advising sessions in KGH 1110
ACADEMIC ADVISING CONTACT INFORMATION

1:1 Academic Advising Sessions

• Schedule a session with your advisor through Campus Groups.
• If you can’t find a time that works with your schedule, please email Academic Advising to request a time.

Email

• Email Academic Advising with general academic questions.

Drop-In

• Drop-in table in Gies Plaza during lunch hour

Slack

• Get quick, simple questions answered.
• #studentexperience_classof_2025 or DM @AcademicExperienceTeam