

Bidding & Registration Workshop

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TODAY'S PURPOSE

Share information on the bidding process and demonstrate the bidding section of the BidReg system.

AGENDA

Bidding

- Bidding Recap
- Bidding Rules

BidReg System

- Demo

Next Steps

- Check & Resolve Registration Holds
- Place Your Bids

Q&A

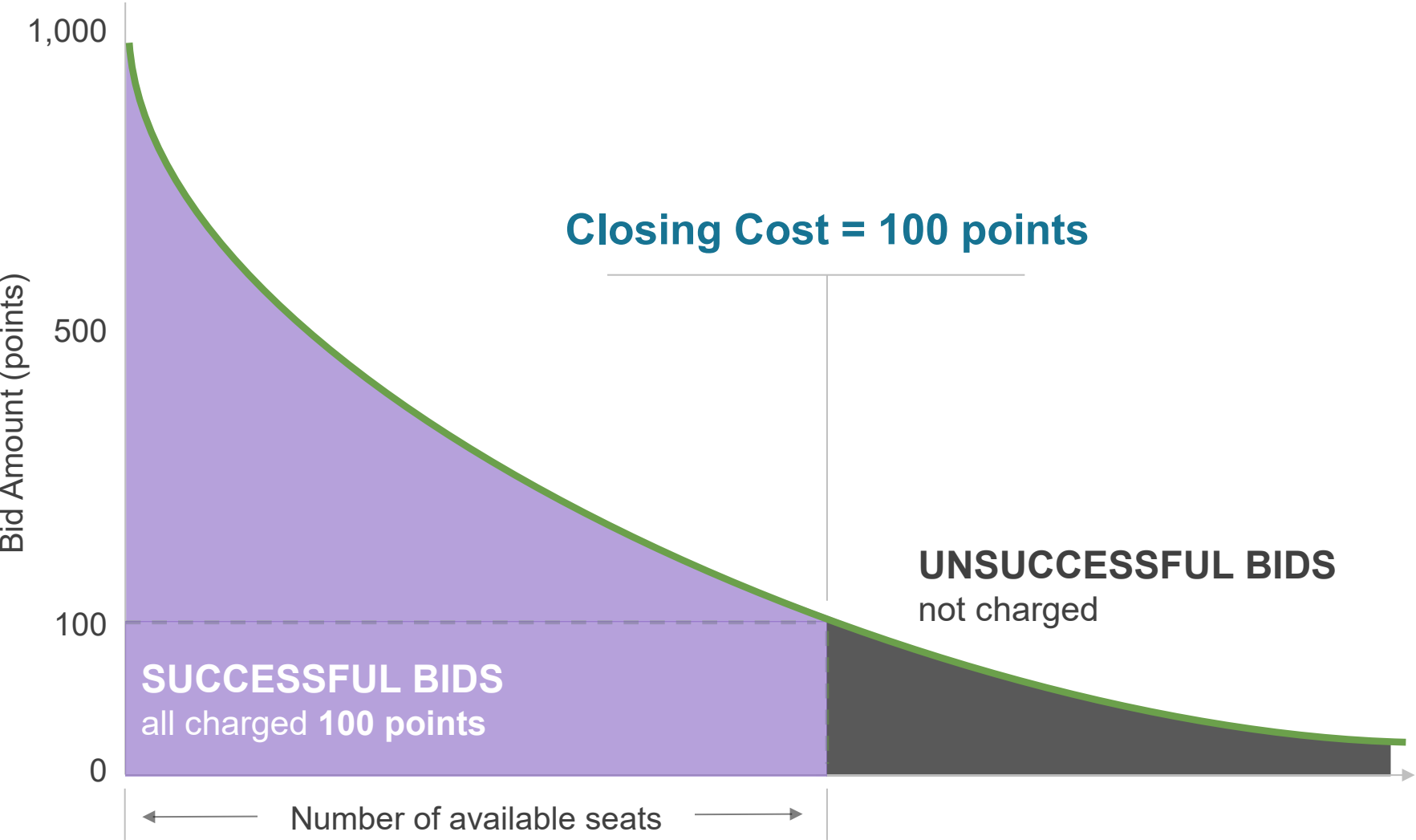
KELLOGG BIDDING SYSTEM

DUTCH AUCTION

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

2,000 points to last the remainder of the academic year – Winter and Spring quarters

DUTCH AUCTION EXAMPLE



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		PHASE 2		PHASE 3		PAY WHAT YOU BID		ADD/DROP	
BID	DROP	BID	DROP	BID	DROP	BID	DROP		
Bid only for seats allocated to your program	100% bid point REFUND	Full-time students bid for open full-time seats	100% bid point REFUND	Bid for open seats in any program	75% bid point REFUND	Bid for a waitlist position or a roster seat in any program	50% bid point REFUND	<div>Previous Quarter Ends</div>	Real-time enrollment in any open seat or add to waitlist for any course
		E&W students bid for open Evening and/or Weekend seats							Drop classes for a 50% bid point refund
Full-time						If enrolled or promoted from waitlist, charged bid amount			
Evening									
Weekend									
Alternate Section Options						Waitlists			

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

BIDDING PHASES

PHASE 1	BID	Oct 24 at 9am thru Oct 27 at 5pm	<ul style="list-style-type: none"> • Bid on seats allocated to your program. Full-time students: sections 30s, 40s, 90s; class capacities do not change • Alternate section options available
	DROP	Oct 29 at 12pm thru Oct 30 at 5pm	<ul style="list-style-type: none"> • Drop any enrollments for a 100% refund of bid points for use in Phase 2
PHASE 2	BID	Oct 31 at 12pm thru Nov 3 at 5pm	<ul style="list-style-type: none"> • Bid on open seats in your program. Full-time students: sections 30s, 40s, 90s • Alternate section options available
	DROP	Nov 5 at 12pm thru Nov 6 at 5pm	<ul style="list-style-type: none"> • Drop any enrollments (from Phase 1 or Phase 2) for a 100% refund of bid points for use in Phase 3
PHASE 3	BID	Nov 7 at 12pm thru Nov 10 at 5pm	<ul style="list-style-type: none"> • Bid on open seats in any program (Full-time, Evening, or Weekend) • Alternate section options available
	DROP	Nov 12 at 12pm thru Nov 13 at 5pm	<ul style="list-style-type: none"> • Drop any enrollments (from Phases 1, 2, or 3) for a 75% refund of bid points for use in the Pay What You Bid Phase
PWYB	BID	Nov 14 at 12pm thru Nov 17 at 5pm	<ul style="list-style-type: none"> • Bid on any seats in any program (Full-time, Evening, or Weekend) • Unsuccessful bidders placed on a waitlist • No alternate section options available • If successfully enrolled, charged bid amount
	DROP	Nov 25 at 12pm to Dec 8 at 8:30am	<ul style="list-style-type: none"> • Drop any enrollments for a 50% refund of bid points

ADD (& DROP) PERIOD

ADD/DROP	Add/Drop	Dec 8 at 9am thru Jan 12 at 8am	<ul style="list-style-type: none">• Real-time enrollment into open seats and addition to waitlists.• 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.)• Waitlist promotions in real time.• Set conditional drops to ensure waitlist promotion if you are at or near your credit maximum.
	Add/Drop <i>(2nd 5 Week Courses Only)</i>	Dec 8 at 9am thru Feb 16 at 8am	<ul style="list-style-type: none">• Real-time enrollment into open seats and addition to waitlists.• 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.)• Waitlist promotions in real time.

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 1st week of class

COMMON COURSE CONFLICT WATCH-OUTS

Lab Courses

- If you are applying for a Lab course, you'll need to work around your core course requirements.

Health Care Deep Dive Courses

- Health Care Deep Dive classes can be on Thursdays, Fridays, Saturdays, & Sundays.

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

SCREENSHOT OF ALTERNATE SECTION

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Course Catalog and Schedule

Bid Stats

TCE

Course Planning

Path

Plan

BidReg

Search Classes

My Activity

Holds, Waivers, Transfers

Historical Transactions (Past bid history, Point Ledger)

Course Applications

My Academics

Pass / No Credit

Leave of Absence / Withdrawal

Application for Degree

Message Center

Related Resources

Finance II
FINC-431-0 (32)

Mon/Thu 10:30AM - 12:00PM
Additional Meetings
Evanston TBD

Ponticelli, Jacopo

0 / 48

31 - EV

223

TCE

BidStats

Face 10WK
1.0 CR Elective

Bid Now

Remove from Plan

Capital Markets
FINC-450-0 (31)

Mon/Thu 3:30PM - 5:00PM
Additional Meetings
Evanston TBD

Braun, Phillip

0 / 63

TCE

BidStats

Face 10WK
1.0 CR Elective

Bid Now

Remove from Plan

Competitive Strategy and Industrial Structure
MECN-441-0 (31)

Mon/Thu 1:30PM - 3:00PM
Additional Meetings
Evanston TBD

Salant, Yuval

0 / 46

Don't meet prerequisites

TCE

BidStats

Face 10WK
1.0 CR Elective

Remove from Plan

Advertising Strategy
MKTG-454-0 (31)

Mon/Thu 8:30AM - 10:00AM
Additional Meetings
Evanston TBD

Rucker, Derek D.

0 / 48

Alternate section

TCE

BidStats

Face 10WK
1.0 CR Elective

Bid Now

Remove from Plan

Negotiations Fundamentals
MORS-472-5 (33)

Fri 1:30PM - 4:30PM
Additional Meetings
Evanston TBD

Jami, Ata

0 / 35

31 - EV; 32 - EV

356

TCE

BidStats

Face 1st 5WK
0.5 CR Elective
FCM

☒ 31 - EV

☒ 32 - EV

☐ 41 - EV

☐ 82 - CH

Remove from Plan

My Bids : 0

No bids available.

My Waitlist : 0

No waitlist available.

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ALTERNATE SECTION EXAMPLE 1

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
 - 68 bidders for 65 seats
 - Closing cost = **437 Points**

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

ALTERNATE SECTION EXAMPLE 2

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

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BID	DROP	BID	DROP	BID	DROP	BID	DROP		
Bid only for seats allocated to your program Full-time Evening Weekend	100% bid point REFUND	Full-time students bid for open full-time seats	100% bid point REFUND	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	Previous Quarter Ends	Real-time enrollment in any open seat or add to waitlist for any course
		E&W students bid for open Evening and/or Weekend seats							Drop classes for a 50% bid point refund
Alternate Section Options									Ends Monday, Week 2 @ 8am
								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 before the withdrawal period begins, you will receive a 50% bid point refund

KELLOGG BIDDING PROCESS

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

PHASE 1		PHASE 2		PHASE 3		PAY WHAT YOU BID		ADD/DROP	
BID	DROP	BID	DROP	BID	DROP	BID	DROP		
Bid only for seats allocated to your program	100% bid point REFUND	Full-time students bid for open full-time seats	100% bid point REFUND	Bid for open seats in any program	75% bid point REFUND	Bid for a waitlist position or a roster seat in any program	50% bid point REFUND	Previous Quarter Ends	Real-time enrollment in any open seat or add to waitlist for any course
Full-time		E&W students bid for open Evening and/or Weekend seats				If enrolled or promoted from waitlist, charged bid amount			Drop classes for a 50% bid point refund
Evening									
Weekend									
Alternate Section Options									50% bid point REFUND continues
								Waitlists	

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

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
- Conditional drops can be set starting in the Add/Drop Phase

The system cannot promote you off a waitlist if you would then exceed 5 credits – the system will immediately move to the next person on the waitlist

A man with a shaved head, wearing a blue t-shirt, is smiling and looking towards the camera while writing on a whiteboard. He is in a classroom or meeting room with other people blurred in the background. A large purple triangle is overlaid on the right side of the image.

BIDDING & REGISTRATION SYSTEM DEMO

HOW TO PLACE A BID VIDEO

taKe2

How to Place A Bid

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COMMON BIDDING PROCESS PITFALLS

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

Not utilizing the **Alternate Section** options

Using all of your points in **Pay What You Bid**

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

Staying on a **waitlist** if don't want a class (if promoted and then drop, you are refunded at 50%)

BIDSTATS – A QUICK REVIEW OF BEST PRACTICES



taKe2

Bid Stats
Best Practices & Tips

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NEXT STEPS

IF YOU HAVE QUESTIONS ABOUT A HOLD

OCR and University Handbook Hold	Emergency Contact Hold	Tuition Hold – Student Accounts	Northwestern Health Services Hold
<ul style="list-style-type: none">Follow the directions on the link provided in BidReg	<ul style="list-style-type: none">Completed and updated in CaesarInstructions emailedEnsure your contact info is up to date	<ul style="list-style-type: none">Contact Student Accounts(847) 491-5224	<ul style="list-style-type: none">Contact Northwestern Health Services(847) 491-8100

WHAT SHOULD YOU DO NEXT?

1. Resolve any registration holds!
2. Reflect on your academic, personal & professional goals
3. Complete your Course Planning:
 - Tag courses for full academic journey
 - Place courses on path for Winter & Spring
 - Plan your ideal weekly schedule for Winter (& maybe Spring!)
4. Based on your “must-haves” for Spring, determine how many points you want to have remaining after Winter quarter
5. Create your bidding strategy
6. Place your bids!

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

- Advisors hold drop-in hours all year in Gies Plaza (M, T, R, F 12:30pm-1:30pm)
-

Slack

- Get quick, simple questions answered.
- #studentexperience_classof_2027 or DM @AcademicExperienceTeam

ADDITIONAL DROP-IN HOURS DURING BIDDING

	Mon	Tues	Wed	Thurs	Fri
Week of 10/20	Plaza 12:30 pm – 1:30 pm	Plaza 12:30 pm – 1:30 pm	Plaza 12:00 pm – 2:00 pm	Plaza 12:30 pm – 1:30 pm	Plaza 9:00 am – 4:00pm
Week of 10/27	Plaza 12:30 pm – 1:30 pm	Plaza 12:30 pm – 1:30 pm	Plaza 12:30 pm – 1:30 pm	Plaza 12:30 pm – 1:30 pm	Plaza 12:30 pm – 1:30 pm
Week of 11/5	Plaza 12:30 pm – 1:30 pm	Plaza 12:30 pm – 1:30 pm	Plaza 12:30 pm – 1:30 pm	Plaza 12:30 pm – 1:30 pm	Plaza 12:30 pm – 1:30 pm

REMINDERS WILL BE POSTED ON SLACK in
#studentexperience_classof_2027

WINTER 2026 BIDDING & REGISTRATION HIGHLIGHTS



- Wednesday, October 15
1:00 – 2:00pm
- Join the Academic Advising team to explore highlights of the upcoming Winter quarter including new courses, new professors, Chicago course considerations and more.
- Via [Zoom](#)