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
• Place your bids
• CAESAR Student Acknowledgement

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

2nd years/1Ys given 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

BIDS RANKED HIGHEST TO LOWEST

SUCCESSFUL BIDS
all charged 100 points

UNSUCCESSFUL BIDS
not charged

Closing Cost = 100 points

BIDS RANKED HIGHEST TO LOWEST
# KELLOGG BIDDING PROCESS

## at a glance...

<table>
<thead>
<tr>
<th>PHASE 1</th>
<th>PHASE 2</th>
<th>PHASE 3</th>
<th>PAY WHAT YOU BID</th>
<th>1 BID POINT LOTTERIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BID</strong></td>
<td><strong>DROP</strong></td>
<td><strong>BID</strong></td>
<td><strong>DROP</strong></td>
<td><strong>BID</strong></td>
</tr>
<tr>
<td>Bid only for seats allocated to your program</td>
<td>100% bid point REFUND</td>
<td>Full-time students bid for open full-time seats</td>
<td>Bid for open seats in any program</td>
<td>100% bid point REFUND</td>
</tr>
<tr>
<td>Full-time</td>
<td>100% bid point REFUND</td>
<td>E&amp;W students bid for open Evening and/or Weekend seats</td>
<td>Bid for a waitlist position or a roster seat in any program</td>
<td>Bid for a waitlist position or a roster seat in any program</td>
</tr>
<tr>
<td>Evening</td>
<td>If enrolled or promoted from waitlist, charged bid amount</td>
<td>If enrolled or promoted from waitlist, charged bid amount</td>
<td></td>
<td>If enrolled or promoted from waitlist, charged bid amount</td>
</tr>
<tr>
<td>Weekend</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Alternate Section Option including “Any Section”**

**Waitlists Created**

**Enter 1st Lottery by**

**Enter 2nd Lottery by**

**Pay What You Bid**

**1 Bid Point Lotteries**

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All dropped seats receive refund amount from current phase
# BIDDING PHASE 1

**FULL-TIME STUDENTS**

| **BID** | August 14 at 9am to August 17 at 5pm | • Bid on seats allocated to your program.  
Full-time students: sections 30s, 40s, 50s, 90s  
• Alternate section options include same time, same professor, or any section  
• Able to bid on ALL seats available in your program  
• Class capacity will not change after this point |
|---|---|---|
| **DROP** | August 19 at 12pm to August 20 at 5pm | • Drop any enrollments for a **100% refund of bid points** for use in Phase 2  
Drop now to:  
• Recapture points to use in Phase 2 bidding  
• Bid on more courses, if you are at 5 credit limit  
• Be a good citizen, if you do not plan to take the class |
BIDDING PHASE 2
FULL-TIME STUDENTS

<table>
<thead>
<tr>
<th>PHASE 2</th>
<th>BID</th>
<th>DROP</th>
</tr>
</thead>
</table>
| August 21 at 12pm to August 24 at 5pm | **Bid on open seats in your program.**
   - Full-time students: sections 30s, 40s, 50s, 90s
   - Alternate section options include same time, same professor, or any section
   - Bid on seats that did not fill in Phase 1 or that opened in Phase 1 drop |
| August 26 at 12pm to August 27 at 5pm | **Drop any enrollments (from Phase 1 or Phase 2) for a 100% refund of bid points** for use in Phase 3
   - Drop any course acquired in Phase 1 or Phase 2
   - Last chance to drop for full 100% bid point refund
   - Drop to:
     - Recapture points to use in Phase 3 bidding
     - Bid on more courses, if at 5 credit limit
     - Be a good citizen |
BIDDING RULES

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

Alternate Section Option

• Choices:
  1. Same time
  2. Same professor
  3. Any section

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

• Alternate section will cost ZERO points
BIDDING PHASE 3
FULL-TIME STUDENTS

**BID**
August 28 at 12pm to August 31 at 5pm
- Bid on open seats in any program (Full-time, Evening, or Weekend)
- No alternate section options
- All open seats available – be sure to bid on intended campus

**DROP**
September 2 at 12pm to September 3 at 5pm
- Drop any enrollments (from Phases 1, 2, or 3) for a 75% refund of bid points for use in the Bid to Waitlist Phase
- Drop any course acquired in Phase 1, Phase 2, or Phase 3
- All drops will result in a 75% bid point refund
- Drop to:
  - Recapture points to use in Bid to Waitlist phase
  - Bid on more courses, if at 5 credit limit
  - Be a good citizen
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 would then exceed 5 credits – the system will immediately move to the next person on the waitlist.
## Pay What You Bid Phase

First 5 Week, Second 5 Week, and 10 Week Classes

<table>
<thead>
<tr>
<th>BID</th>
<th>September 4 at 12pm to September 7 at 5pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Bid for a waitlist position in any program</td>
</tr>
<tr>
<td></td>
<td>• No alternate section options</td>
</tr>
<tr>
<td></td>
<td>• Set conditional drops to ensure waitlist promotion, if promotion will exceed 5 credit maximum</td>
</tr>
</tbody>
</table>

| DROP | September 9 at 9am to September 14 at 8:59am |
|      | • If promoted off waitlist, charged bid amount |
|      | • Promotions automatically happen when a seat becomes available |
|      | • Drop any enrollments (from Phases 1, 2, 3, or Bid to Waitlist) for a **50% refund of bid points** for use in future bidding cycles |
|      | • Ensure conditional drops are set for waitlist promotion, if promotion will exceed 5 credit maximum |
|      | • If never promoted from waitlist, or if drop waitlist position, receive 100% bid point refund. |
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
# FIRST 1 BID POINT LOTTERY

**Includes classes with First Class Mandatory Attendance Policy**

<table>
<thead>
<tr>
<th>LOTTERIES</th>
<th>Description</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
</table>
| First Bid Point Lottery  
(Includes classes with First Class Mandatory) | September 14 at 9am to September 18 at 12pm | • Enter a lottery by placing a 1 bid point bid on any course (including ones with First Class Mandatory).  
• Bids may be placed on classes at full capacity, as seats may open before the lottery ends.  
• No new waitlist positions created. |
| Waitlist Promotion, Conditional Drop & 50% Bid Point Refund for Drops | September 18 at 5pm to September 19 at 11:59am | • Ability to set conditional drops will be enabled.  
• Continue to drop enrollments for a 50% bid point refund.  
• Waitlist promotions will continue. |
# SECOND 1 BID POINT LOTTERY

**EXCLUDES CLASSES WITH FIRST CLASS MANDATORY ATTENDANCE POLICY**

<table>
<thead>
<tr>
<th>LOTTERIES</th>
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</tr>
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</table>
| **Second 1 Bid Point Lottery** (Excludes course with First Class Mandatory) | - Enter lottery by placing 1 bid point on any course (Excluding those with First Class Mandatory)  
- Bids may be placed on classes at full capacity, as seats may open before the lottery ends.  
- Now new waitlist positions created. |
| **Waitlist Promotion, Conditional Drop & 50% Bid Point Refund for Drops** | - Ability to set conditional drops will be enabled.  
- Continue to drop enrollments for a 50% bid point refund.  
- Waitlist promotions will continue. |

**Dates:**
- Second 1 Bid Point Lottery: September 19 at 12pm to September 25 at 12pm
- Waitlist Promotion, Conditional Drop & 50% Bid Point Refund for Drops: September 25 at 12pm to September 28 at 8am
# SECOND 5 WEEK CLASSES

## PAY WHAT YOU BID AND LOTTERY PHASES

<table>
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<tr>
<th>Phase</th>
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</thead>
<tbody>
<tr>
<td><strong>BID</strong></td>
<td>October 16 at 12pm to October 19 at 5pm</td>
</tr>
<tr>
<td></td>
<td>• Bid for a waitlist position in any program</td>
</tr>
<tr>
<td></td>
<td>• <strong>Students who bid in this phase are placed on the waitlist BEHIND students who are waitlisted in the previous Bid to Waitlist phase</strong></td>
</tr>
<tr>
<td></td>
<td>• No alternate section options</td>
</tr>
<tr>
<td></td>
<td>• Set conditional drops to ensure waitlist promotion, if promotion will exceed 5 credit maximum</td>
</tr>
<tr>
<td><strong>DROP</strong></td>
<td>October 21 at 9am to November 2 at 8am</td>
</tr>
<tr>
<td></td>
<td>• <strong>If promoted off waitlist, charged bid amount</strong></td>
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<td><strong>LOTTERY</strong></td>
<td>October 22 at 5pm to October 28 at 12pm</td>
</tr>
<tr>
<td></td>
<td>• <strong>Enter lottery by placing 1 bid point on any course (Excluding those with First Class Mandatory)</strong></td>
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<tr>
<td></td>
<td>• Bids may be placed on classes at full capacity, as seats may open before the lottery ends.</td>
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**COURSE COSTS & REFUNDS**

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<td>BID</td>
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<tr>
<td>Phase 1 Closing Cost</td>
<td>100% bid point REFUND</td>
<td>Phase 2 Closing Cost</td>
<td>100% bid point REFUND</td>
<td>Phase 3 Closing Cost</td>
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<td></td>
<td></td>
<td></td>
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- **Alternate Section Option including “Any Section”**
- **Waitlists Created**
- **Pre-Previous Quarter Ends**
- **1 point**
- **Previous Quarter Ends**
- **1 point**
- **Quarter Begins**
- **Week 1 ends**

All dropped seats receive refund amount from **current phase**
BIDDING & REGISTRATION SYSTEM DEMO
COMMON PITFALLS

- Waiting until the last minute to bid – and realizing you have **HOLD**
- 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%)
- Not utilizing the **Alternate Section** options
- In the Spring, not having any points to participate in the **Lotteries**
IF YOU HAVE A HOLD ON YOUR ACCOUNT

<table>
<thead>
<tr>
<th>Emergency Contact/Student Acknowledgement Hold</th>
<th>Student Accounts – Tuition Hold</th>
<th>Northwestern Health Services Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Kellogg Registrar</td>
<td>Contact Student Accounts</td>
<td>Contact Northwestern Health Services</td>
</tr>
<tr>
<td>Kellogg-Registrar @Kellogg.northwestern.edu</td>
<td>(847) 491-5224</td>
<td>(847) 491-8100</td>
</tr>
</tbody>
</table>
WHAT SHOULD YOU DO NEXT?

1. Reflect on your academic, personal & professional goals

2. In Course Planning Tool:
   - Tag courses for full academic year
   - Plan path for Fall, Winter, & Spring
   - Set schedule 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!
CAESAR STUDENT ACKNOWLEDGEMENT

3 Step Process:
1. Read introduction & click “Mark as Read”
2. Read student agreement & click “I Agree”
3. Complete task by clicking “Submit”
ACADEMIC ADVISING CONTACT INFORMATION

1:1 Academic Advising Session

- Schedule a session online [here](#).
- If you can’t find a time that works with your schedule, please [email Academic Advising](#) to request a time.

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Email Us

- [Email Academic Advising](#) with general academic questions

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Drop-In

- Advisors hold virtual drop-in hours weekly.