Bidding & Registration Workshop

AMY GINGOLD, Director of Academic Experience
LISA BELCHER, Senior Academic Advisor
NATE DAIGLE, Senior Academic Advisor
ERICA FEINBERG, Senior Academic Advisor

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

BIDS RANKED HIGHEST TO LOWEST

SUCCESSFUL BIDS
all charged 100 points
# 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**
- **Drop**
  - Full-time students bid for open full-time seats
  - E&W students bid for open Evening and/or Weekend seats

**PHASE 3**
- **Bid**
- **Drop**
- Bid for open seats in any program
- 75% bid point REFUND

**PAY WHAT YOU BID**
- 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

**ADD/DROP**
- Real-time enrollment in any open seat or add to waitlist for any course
- Drop classes for a 50% bid point refund
- 50% bid point REFUND continues

## Alternate Section Options

## Waitlists

All dropped seats receive refund amount from **current phase**
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 1\textsuperscript{st} week of class

Alternate Section Option

• 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
## SECTION NUMBER KEY – HYBRID NOTATION NOTE

### EVANSTON CAMPUS

<table>
<thead>
<tr>
<th>Section 30:</th>
<th>Full-time only</th>
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<tbody>
<tr>
<td>Section 40:</td>
<td>Full-time / Evening &amp; Weekend</td>
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### CHICAGO CAMPUS

<table>
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<tr>
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<tr>
<td>Section 70:</td>
<td>Weekend Only</td>
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<tr>
<td>Section 80:</td>
<td>Evening / Weekend</td>
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<td>Section 90:</td>
<td>Evening / Weekend / Full-time</td>
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### FULLY VIRTUAL

| Section 99: | Evening / Weekend / Full-time |

*Hybrid Notation: Sections with "HR" indicates in-Person Seats; "HV" indicates virtual seats.*
# Bidding Phase 1

**Full-Time Students**

| **Bid** | July 28 at 9am thru July 31 at 5pm | • Bid on seats allocated to your program. Full-time students: sections 30s, 40s, 90s  
| | | • Alternate section options available  
| | | • Able to bid on ALL seats available in your program  
| | | • Class capacity will not change after this point  

| **Drop** | August 2 at 12pm thru August 3 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**

| **BID** | August 4 at 12pm thru August 7 at 5pm | • Bid on open seats in your program.  
Full-time students: sections 30s, 40s, 90s  
• Alternate section options available  
• Bid on seats that did not fill in Phase 1 or that opened in Phase 1 drop |
|---|---|---|
| **DROP** | August 9 at 12pm thru August 10 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 PHASE 3

**FULL-TIME STUDENTS**

<table>
<thead>
<tr>
<th>PHASE 3</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **BID** | August 11 at 12pm thru August 14 at 5pm | • **Bid on open seats in any program** (Full-time, Evening, or Weekend)  
  • Alternate section options available  
  • All open seats available – be sure to bid on intended campus/modality |
| **DROP** | August 16 at 12pm thru August 17 at 5pm | • **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  
  • 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 Pay What You Bid phase  
    • Bid on more courses, if at 5 credit limit  
    • Be a good citizen |
## PAY WHAT YOU BID PHASE

### FULL TIME STUDENTS

<table>
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<th>PAY WHAT YOU BID</th>
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<tr>
<td><strong>BID</strong></td>
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</table>
| August 18 at 12pm thru August 21 at 5pm | - **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**         |
| August 22 at 12pm thru September 1 at 8:30am | - Drop any enrollments for a **50% refund of bid points** |

- Successful bidders enrolled in an open seat  
- Unsuccessful bidders placed on waitlist for that course section  
- Charged bid amount for successful enrollment – open seat or waitlist promotion  
- Bid credits increased to 6
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 BONUS half credit – it does not count toward your 5-credit maximum
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
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
# ADD/DROP PERIOD

| Add/Drop | September 1 at 9am thru September 25 at 8am | • 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 (2nd 5 Week Courses Only) | September 25 at 8:01am thru October 30 at 8am | • 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. |
BIDDING & REGISTRATION SYSTEM DEMO
COMMON 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, you are refunded at 50%).
- Not utilizing the **Alternate Section** options.
- Not setting a **Conditional Drop** for waitlist positions, if enrolled in 5 credits.
- Using all of your points in Winter **Pay What You Bid**.
IF YOU HAVE QUESTIONS ABOUT A HOLD

<table>
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<tr>
<th>Emergency Contact Hold</th>
<th>Student Accounts – Tuition Hold</th>
<th>Northwestern Health Services Hold</th>
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<tbody>
<tr>
<td>Email Kellogg Registrar</td>
<td>Contact Student Accounts</td>
<td>Contact Northwestern Health Services</td>
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<tr>
<td>Kellogg-Registrar</td>
<td>(847) 491-5224</td>
<td>(847) 491-8100</td>
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<td>@Kellogg.northwestern.edu</td>
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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!
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 – lunch hour M, T, Th, Fri July 24-28

Slack

• Get quick, simple questions answered.
• #studentexperience_classof_2024 or DM @AcademicExperienceTeam
## BIDDING EXAMPLE

### What does the data tell you?

<table>
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<tr>
<th>Term</th>
<th>Course Title</th>
<th>Section</th>
<th>Faculty</th>
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<th>Number of Bids</th>
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BIDDING EXAMPLE

What do the other considerations tell you?

**Consideration 1: Course Supply**
- Are there the same number of sections/seats as last year?

**Consideration 2: Personal Goals**
- Student A: Wants to be an I-banker and take Liberti’s M&A Class (in Winter)
- Student B: Wants to be a Brand Manager, with general manager focus

**Consideration 3: Section Flexibility**
- For courses with multiple sections, this can be a consideration, depending on how many fit in your schedule
BIDDING EXAMPLE

What might Student A conclude?

- There are less sections/seats this year.
- I am hopeful the course will cost 0, but I know there is a possibility that it could cost 200 bid points or more.
- Ideally, I'd take it in Fall but Winter is an option, as it is a prerequisite of M&A (which is offered Winter and Spring).
- Based on the importance of this course to my personal and professional goals, I am willing to spend X points on the course
  - If the closing cost is more than that, I would need to drop it anyway in light of my other must-haves.
  - If the closing cost is less than that, I will get a refund of bid points to spend in future quarters.
BIDDING EXAMPLE

What might Student B conclude?

• There are less sections/seats this year.
• I am hopefully the course will cost 0, but I know there is a possibility that it could cost 200 bid points or more.
• If I don’t get the course this quarter, I can take it in Winter or Spring.
• Because of my personal and professional goals – including the bid points I need to allocate to my more important “must-haves,” I would not want to take this course if it cost more than 50 points.
• I will bid 50 points on the one section and if I need to take later, I will
ALTERNATE SECTION EXAMPLE

**BID**
MARKETING STRATEGY (MKTG-466)
500 points on Section 31
Section 32 chosen as alternate section

**CLOSING COSTS**
MARKETING STRATEGY (MKTG-466)
Section 31: 502 Points
Section 32: 437 Points

**YOUR BID RESULT**
UNSUCCESSFUL
Points refunded
Next steps?