

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

- System Demo

Next Steps

- Check & Resolve Registration Holds
- Place Your Bids

Q&A

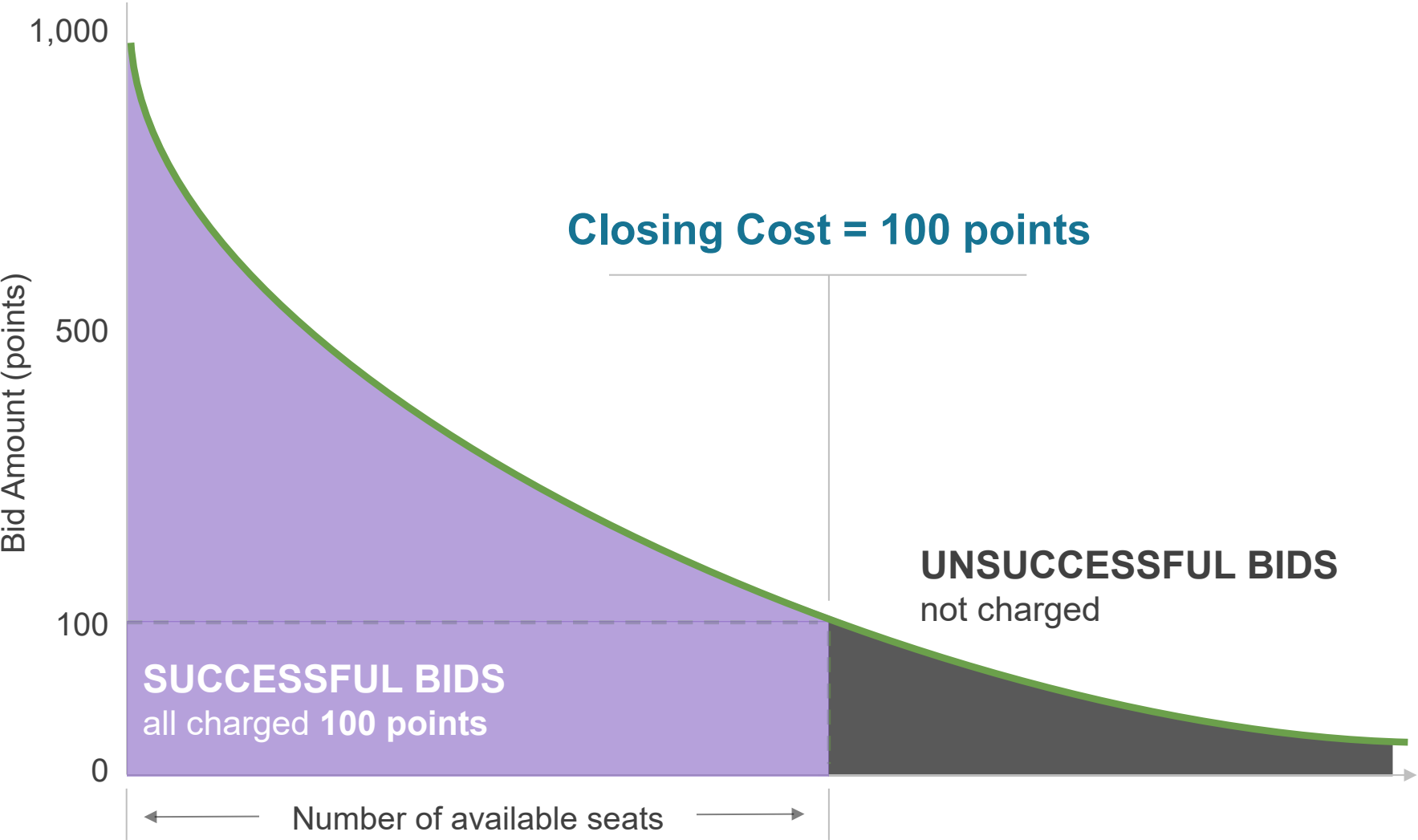
KELLOGG BIDDING SYSTEM

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



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

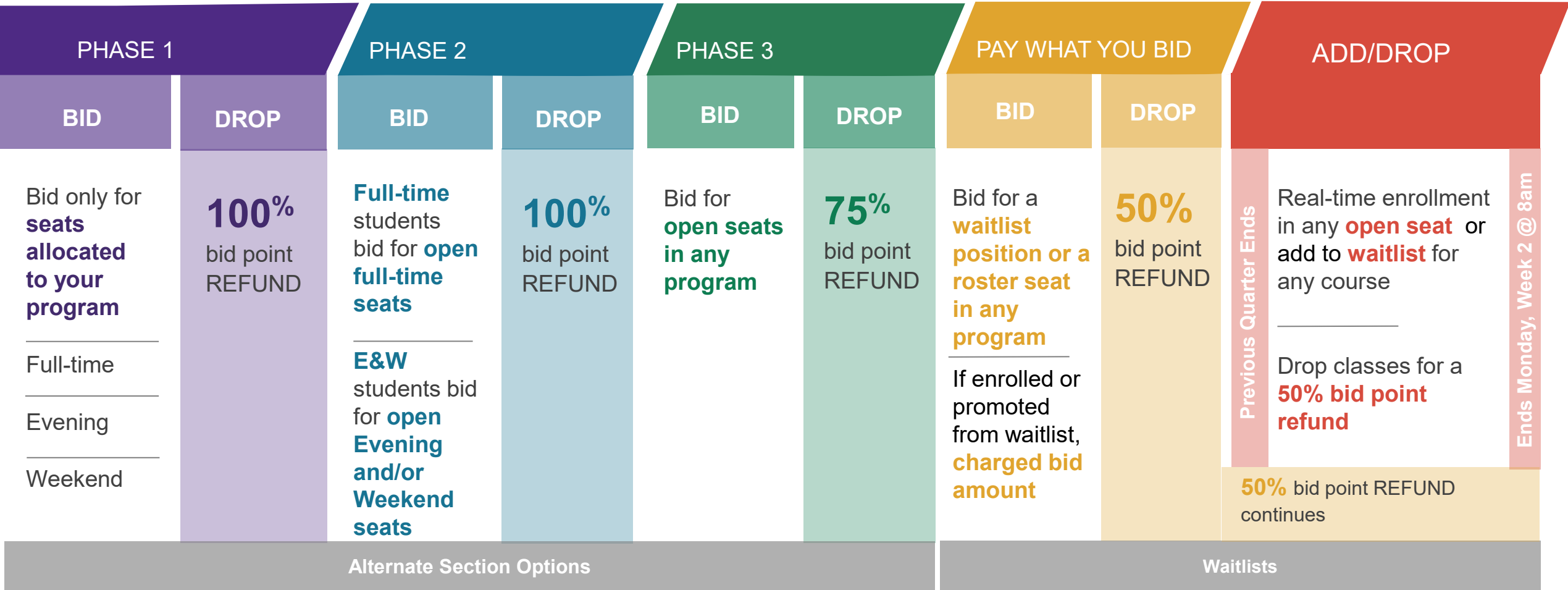
FULLY VIRTUAL

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



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

BIDDING PHASES – LINK TO SERIAL



PHASE 1	BID	August 1 at 9am thru August 4 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	August 6 at 12pm thru August 7 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	August 8 at 12pm thru August 11 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	August 13 at 12pm thru August 14 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	August 15 at 12pm thru August 18 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	August 20 at 12pm thru August 21 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	August 22 at 12pm thru August 25 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	August 26 at 12pm to September 5 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	September 5 at 9am thru September 22 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 (2nd 5 Week Courses Only)	September 5 at 8:01am thru October 27 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.

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 1st 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

SCREENSHOT OF ALTERNATE SECTION

- Northwestern Kellogg
- 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
Capital Markets FINC-450-0 (31)	Mon/Thu 3:30PM - 5:00PM Additional Meetings Evanston TBD	Braun, Phillip	0 / 63		
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	
Advertising Strategy MKTG-454-0 (31)	Mon/Thu 8:30AM - 10:00AM Additional Meetings Evanston TBD	Rucker, Derek D.	0 / 48	Alternate section	
Negotiations Fundamentals MORS-472-5 (33)	Fri 1:30PM - 4:30PM Additional Meetings Evanston TBD	Jami, Ata	0 / 35	31 - EV; 32 - EV	356

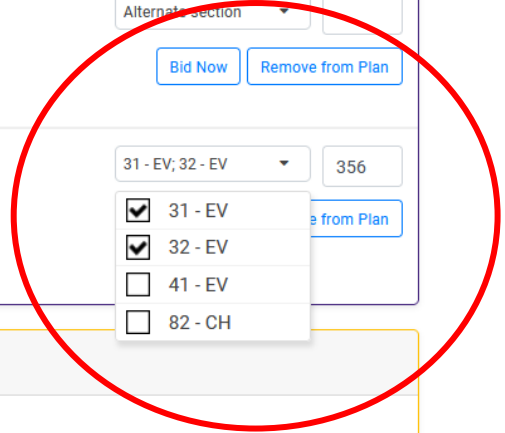
PURCHASE OF COURSE PACK REQUIRED

My Bids : 0

No bids available.

My Waitlist : 0

No waitlist available.



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



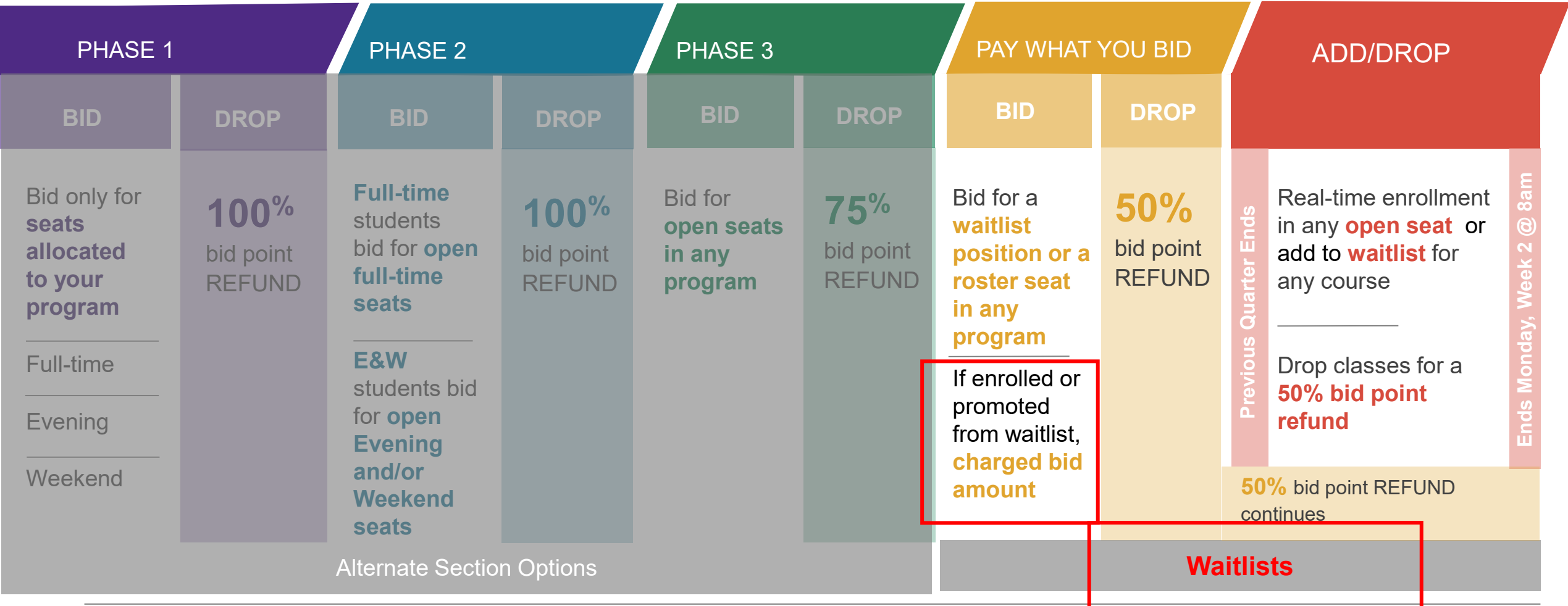
BID RESULTS

- 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



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

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		
<p>Bid only for seats allocated to your program</p> <hr/> <p>Full-time</p> <hr/> <p>Evening</p> <hr/> <p>Weekend</p>		<p>100% bid point REFUND</p>		<p>Full-time students bid for open full-time seats</p> <hr/> <p>E&W students bid for open Evening and/or Weekend seats</p>		<p>100% bid point REFUND</p>		<p>Bid for open seats in any program</p>	
		<p>75% bid point REFUND</p>		<p>Bid for a waitlist position or a roster seat in any program</p> <hr/> <p>If enrolled or promoted from waitlist, charged bid amount</p>		<p>50% bid point REFUND</p>		<p>Previous Quarter Ends</p> <p>Real-time enrollment in any open seat or add to waitlist for any course</p> <hr/> <p>Drop classes for a 50% bid point refund</p>	
		<p>Alternate Section Options</p>				<p>Waitlists</p>		<p>Ends Monday, Week 2 @ 8am</p> <p>50% bid point REFUND continues</p>	

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

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

COURSE CATALOG AND SCHEDULE

Course Schedule | Course Catalog

Program: Select Here | Instructor: Select Here | Exponential Learning:

Term: Fall 2024 | Campus: Select Here | Resource Application:

Department: Select Here | Credits: Select Here | Pass/No Credit Eligible:

Course Name: Select Here | Session: Select Here | Exclude First Class Mandatory:

Course Title: Select Here | Modality: Select Here | PopUp:

Days of Week: Select Here | Major / Pathway: Select Here | Hide Courses I have already taken:

Start Time: Select Here

Search [Clear] Basic Search

Export to Excel

Course Name	Course Title	Credits	TCE	Bid State	Tag Course
ACCT-433-0	Financial Accounting	1.0	100	EnStns	<input checked="" type="checkbox"/>
ACCT-434-0	Turbo Accounting	1.0	100	EnStns	<input type="checkbox"/>
ACCT-435-0	MBM Financial Accounting	1.0	100	EnStns	<input type="checkbox"/>
ACCT-444-5	Financial Planning for Mergers & Acquisitions	0.5	100	EnStns	<input type="checkbox"/>
ACCT-457-5	Global Financial Management and Reporting	0.5	100	EnStns	<input type="checkbox"/>
BLAW-405-1	Business Law	1.0	100	EnStns	<input checked="" type="checkbox"/>
DECS-401-5	Business Analytics I	0.5	100	EnStns	<input type="checkbox"/>
DECS-421-0	Business Analytics II	1.0	100	EnStns	<input type="checkbox"/>
DECS-425-0	MSM Business Analytics	1.0	100	EnStns	<input type="checkbox"/>
ENTR-402-0	New Venture Discovery	1.0	100	EnStns	<input type="checkbox"/>
ENTR-475-0	Launching and Scaling Startups	1.0	100	EnStns	<input type="checkbox"/>
ENTR-495-1	Entrepreneurship Through Acquisition	0.5	100	EnStns	<input type="checkbox"/>

BID STATS

BIDDING STATISTICS



Currently Displaying : Full-Time Bidding Phase 1

Department: Programs: Instructor: Course Name:

Campus: Phase Group Name: Term:

[Export to Excel](#)

[Search](#) [Clear](#)

Term	Course Name	Section	Program	Phase	Instructor	Campus	Meeting Pattern	Bids	Closing Cost	Seats Available	Total Seats
Fall 2021	ACCT-444-5	41	Full-Time	Fall 2021 Bid Phase 1 FT Students	Finn, Mark	Evanston	Tue 6:30PM - 9:30PM	27	0	28	28
Fall 2021	ACCT-451-0	31	Full-Time	Fall 2021 Bid Phase 1 FT Students	Finn, Mark	Evanston	Non-Standard Meetings	28	52	20	20
Fall 2021	ACCT-451-0	41	Full-Time	Fall 2021 Bid	Finn, Mark	Evanston	Non-Standard Meetings	11	267	7	7

- Course Catalog and Schedule
- Bid Stats
- TCE
- Course Planning
- Path
- Plan
- BidReg
- Search Classes
- My Activity
- Hold, Waivers, Transfers
- Historical Transactions (Past bid history, Point Ledger)
- Course Applications
- Independent and Field Study
- My Academics

BID STATS: WHAT THE DATA TELLS YOU

Term	Course Title	CourseName	SectionName	Program	Phase	Faculty	Campus	Meeting Pattern	Number of Bids	Closing Cost	Seats Available	Total Seats	Enrolled	Waitlist	Open Seats
7	Winter 2022	Financial [FINC-442-0	31	Full-Time	Winter 202	Benmelech, Ef	Evanston	Non-Stand	101	201	50	50	50	0	0
8	Winter 2022	Financial [FINC-442-0	32	Full-Time	Winter 202	Benmelech, Ef	Evanston	Non-Stand	36	0	50	50	50	0	0
9	Winter 2022	Financial [FINC-442-0	41	Full-Time	Winter 202	Jagannathan, I	Evanston	Non-Stand	11	0	50	50	17	0	33
0	Winter 2022	Financial [FINC-442-0	99	Full-Time	Winter 202	Benmelech, Ef	Off Campu	Thu 6:30P	6	0	12	12	10	0	2
3	Spring 2022	Financial [FINC-442-0	31	Full-Time	Spring 202	Fishman, Mich	Evanston	Non-Stand	28	0	50	50	28	0	22
4	Spring 2022	Financial [FINC-442-0	32	Full-Time	Spring 202	Fishman, Mich	Evanston	Non-Stand	42	0	50	50	42	0	8
5	Fall 2022	Financial [FINC-442-0	32	Full-Time	Fall 2022	E Raviv, Artur	Evanston	Non-Stand	28	0	48	48	28	0	20
6	Fall 2022	Financial [FINC-442-0	41	Full-Time	Fall 2022	E Raviv, Artur	Evanston	Non-Stand	24	0	38	38	24	0	14
7	Fall 2022	Financial [FINC-442-0	X31	Full-Time	Fall 2022	E Unknown	Evanston		14	0	50	50	14	0	36
8	Winter 2023	Financial [FINC-442-0	31	Full-Time	Winter 202	Benmelech, Ef	Evanston	Non-Stand	44	0	50	50	44	0	6
9	Winter 2023	Financial [FINC-442-0	32	Full-Time	Winter 202	Benmelech, Ef	Evanston	Non-Stand	32	0	50	50	32	0	18
0	Winter 2023	Financial [FINC-442-0	99	Full-Time	Winter 202	Benmelech, Ef	Off Campu	Non-Stand	6	0	7	7	6	0	1
7	Spring 2023	Financial [FINC-442-0	31	Full-Time	Spring 202	Fishman, Mich	Evanston	Non-Stand	22	0	49	49	22	0	27
8	Spring 2023	Financial [FINC-442-0	32	Full-Time	Spring 202	Fishman, Mich	Evanston	Non-Stand	46	0	50	50	46	0	4
9	Fall 2023	Financial [FINC-442-0	31	Full-Time	Fall 2023	E Raviv, Artur	Evanston	Non-Stand	57	50	49	49	49	0	0
9	Winter 2024	Financial [FINC-442-0	31	Full-Time	Winter 202	Benmelech, Ef	Evanston	Non-Stand	70	200	50	50	50	0	0
0	Winter 2024	Financial [FINC-442-0	32	Full-Time	Winter 202	Benmelech, Ef	Evanston	Non-Stand	53	6	50	50	50	0	0
1	Winter 2024	Financial [FINC-442-0	99	Full-Time	Winter 202	Benmelech, Ef	Off Campu	Non-Stand	12	0	15	15	14	0	1
5	Spring 2024	Financial [FINC-442-0	31	Full-Time	Spring 202	Fishman, Mich	Evanston	Non-Stand	29	0	50	50	41	0	9
6	Spring 2024	Financial [FINC-442-0	32	Full-Time	Spring 202	Fishman, Mich	Evanston	Non-Stand	74	72	50	50	50	0	0
7															
8															

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

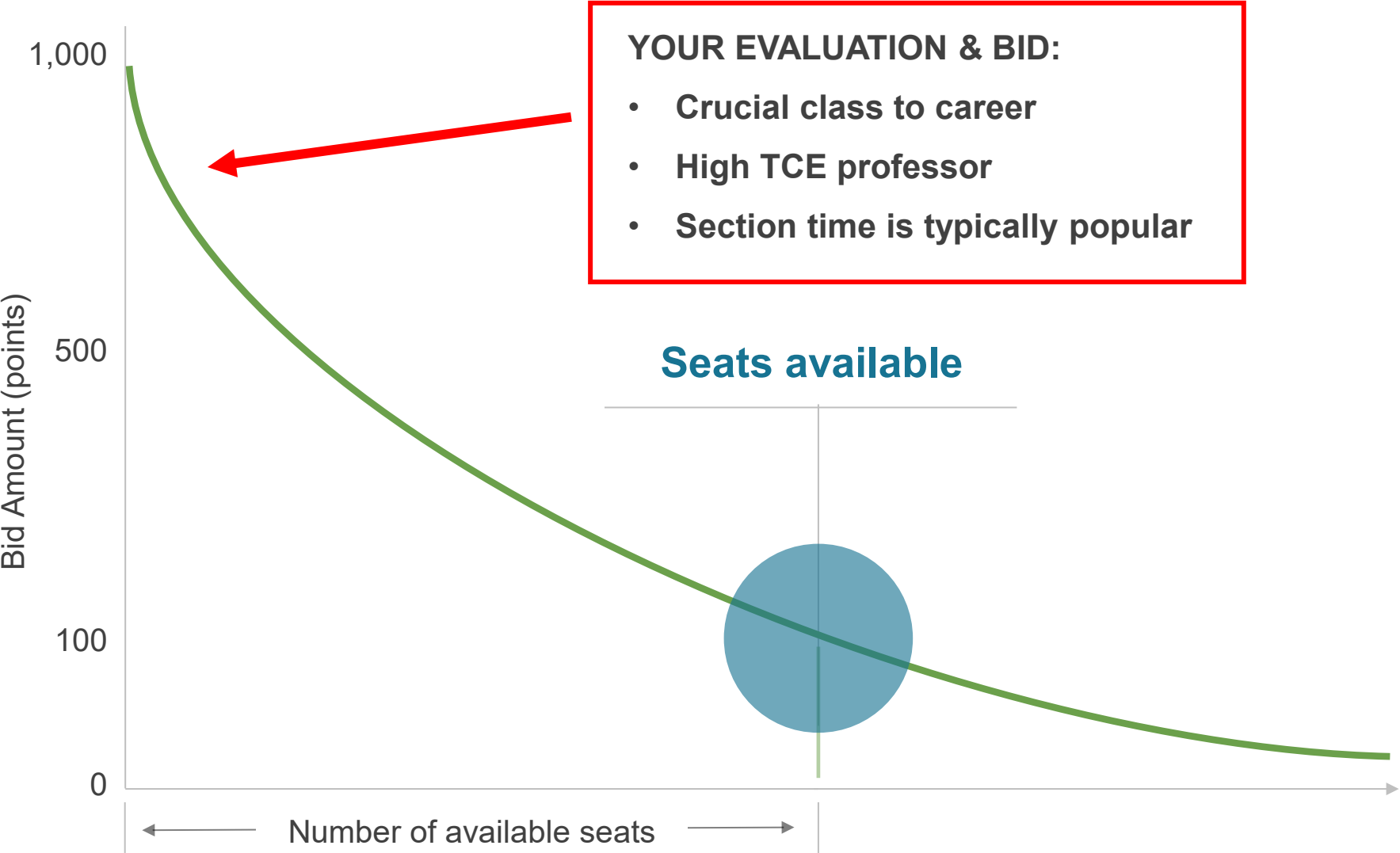
Personal Goals & Priorities

- 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?

BID STRATEGY EXAMPLE



REMINDER: COMMON BIDDING STRATEGY PITFALLS

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; utilize your bid credits!

COURSE POLICY CONSIDERATIONS

First Class Mandatory

- Must attend first class or will be dropped
- To be promoted off waitlist, must attend first class

Final Exam Schedules

- Note in BidReg if a class has an in-person final exam during the exam period

Attendance Policies

- Check syllabus for attendance policy of classes (e.g. PLI)
- If you miss more than 20% of any class, you may be dropped

Pass / No Credit

- Availability listed in course catalog
- 3 credits while at Kellogg
- Set target grade
- Classes with a "P" or "N" grade will not count toward majors

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%)



NEXT STEPS

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!

IF YOU HAVE QUESTIONS ABOUT A HOLD

Acknowledgment Hold

- Eight codes and policies found in BidReg
- Must read and sign all eight for the hold to be lifted

Emergency Contact Hold

- Completed and updated in Caesar
- Instructions emailed
- Ensure your contact info is up to date

Tuition Hold – Student Accounts

- Contact Student Accounts
- (847) 491-5224

Northwestern Health Services Hold

- Contact Northwestern Health Services
- (847) 491-8100

ADDITIONAL DROP-IN HOURS DURING BIDDING

	Mon	Tues	Wed	Thurs	Fri
Week of 7/28	Plaza & Zoom	Plaza & Zoom	Plaza & Zoom	Plaza & Zoom	Plaza & Zoom
Week of 8/4	Plaza & Zoom		Plaza & Zoom	Plaza & Zoom	Plaza & Zoom

REMINDERS AND ZOOM LINKS WILL BE POSTED ON SLACK

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_2026 or DM @AcademicExperienceTeam



QUESTIONS?

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