Bidding & Registration Workshop

AMY GINGOLD, Associate Director of Academic Advising
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
• 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

Closing Cost = 100 points

SUCCESSFUL BIDS
all charged 100 points

UNSUCCESSFUL BIDS
not charged

BIDS RANKED HIGHEST TO LOWEST

Number of available seats
KELLOGG BIDDING PROCESS

PHASE 1

- **BID**: Bid only for seats allocated to your program
- **DROP**: 100% bid point REFUND

PHASE 2

- **BID**: Full-time students bid for open full-time seats
- **DROP**: 100% bid point REFUND

PHASE 3

- **BID**: Bid for open seats in any program
- **DROP**: 75% bid point REFUND

PAY WHAT YOU BID

- **BID**: Bid for a waitlist position or a roster seat in any program
- **DROP**: 50% bid point REFUND

ADD/DROP

- **BID**: Pay what you bid
- **DROP**: Real-time enrollment in any open seat or add to waitlist for any course

Alternate Section Options

- Drop classes for a 50% bid point refund

Waitlists

- Previous Quarter Ends: Ends Monday, Week 2 @ 8am

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 1st 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
# Bidding Phase 1

## Full-Time Students

**BID**
- **August 6 at 9am thru August 9 at 5pm**
  - **Bid on seats allocated to your program.**
    - Full-time students: sections 30s, 40s, 50s, 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 11 at 12pm thru August 12 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>
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<tbody>
<tr>
<td><strong>BID</strong></td>
<td>August 20 at 12pm thru August 23 at 5pm</td>
<td>• <strong>Bid on open seats in your program.</strong> Full-time students: sections 30s, 40s, 50s, 90s • Alternate section options available • Bid on seats that did not fill in Phase 1 or that opened in Phase 1 drop</td>
</tr>
<tr>
<td><strong>DROP</strong></td>
<td>August 25 at 12pm thru August 26 at 5pm</td>
<td>• Drop any enrollments (from Phase 1 or Phase 2) for a <strong>100% refund of bid points</strong> 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</td>
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</table>
BIDDING PHASE 3
FULL-TIME STUDENTS

**BID**
August 27 at 12pm thru August 30 at 5pm
- **Bid on open seats in any program** (Full-time, Evening, or Weekend)
- Alternate section options available

**DROP**
September 1 at 12pm thru September 2 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

- All open seats available – be sure to bid on intended campus/modality
- 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>
<thead>
<tr>
<th>PAY WHAT YOU BID</th>
<th>BID</th>
<th></th>
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</table>
| September 3 at 12pm thru September 7 at 12pm | • **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 |

• 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
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

<table>
<thead>
<tr>
<th>Add/Drop</th>
<th>September 13 at 9am thru September 27 at 8am</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td></td>
<td>• Waitlist promotions in real time.</td>
</tr>
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<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>

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<tr>
<th>Add/Drop (2nd 5 Week Courses Only)</th>
<th>September 27 at 8:01am thru November 1 at 8am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Real-time enrollment into open seats and addition to waitlists.</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>• Waitlist promotions in real time.</td>
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COMMON BIDDING PROCESS PITFALLS

1. Waiting until the last minute to bid – and realizing you have HOLD
2. Not setting a Conditional Drop for waitlist positions, if enrolled in 5 credits
3. Staying on a waitlist if don’t want a class (if promoted and then drop, you are refunded at 50%)
4. Not utilizing the Alternate Section options
5. Using all of your points in Fall/Winter Pay What You Bid
## IF YOU HAVE QUESTION ABOUT A HOLD

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

1. Resolve any registration holds!

2. Reflect on your academic, personal & professional goals

3. In Course Planning Tool:
   - Tag courses for full academic year
   - Plan path for Fall, Winter, & Spring
   - Set schedule for Fall

4. Based on your ‘must-haves’ for Winter & Spring, determine how many points you want to have remaining after Fall 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 Zoom drop-in hours daily (M, T, R, F at Noon. W at 9am)

Slack

• Get quick, simple questions answered.
• #studentexperience_classof_2022 or DM @AcademicExperienceTeam