HOW TO USE THE BIDDING AND REGISTRATION SYSTEM

STEP-BY-STEP INSTRUCTIONS

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KELLOGG BIDDING PROCESS

PHASE 1

BID

Bid only for **seats allocated to your program**

Full-Time

Evening

Weekend

DROP

100% bid point REFUND

PHASE 2

BID

Full-Time students bid for **open Full-Time seats**

E&W students bid for **open Evening and/or Weekend seats**

DROP

100% bid point REFUND

PHASE 3

BID

Bid on **open seats in any program**

DROP

75% bid point REFUND

BID TO WAITLIST

BID

Bid for a **waitlist position on any course**

DROP

50% bid point REFUND

If promoted from waitlist, charged bid amount

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

BIDDING PHASES 1 THROUGH 3

PHASE 1	BID	• **Bid on seats allocated to your program**. Full-time students: sections 30s, 40s, 50s, 90s. Evening students: sections 40s (Evanston), 50s (Evanston), 60s, 80s, 90s. Weekend students: sections 40s (Evanston), 50s (Evanston), 70s, 80s, 90s. • Alternate section options include same time, same professor, or any section.
	DROP	• Drop any enrollments for a **100% refund of bid points** for use in Phase 2.
PHASE 2	BID	• **Bid on open seats in your program**. Full-time students: sections 30s, 40s, 50s, 90s. Evening & weekend students: open Evening and/or Weekend seats, Sections 40s (Evanston), 50s (Evanston), 60s, 70s, 80s, 90s. • Alternate section options include same time, same professor, or any section.
	DROP	• Drop any enrollments (from Phase 1 or Phase 2) for a **100% refund of bid points** for use in Phase 3.
PHASE 3	BID	• **Bid on open seats in any program** (Full-time, Evening, or Weekend). • No alternate section options.
	DROP	• **Drop any enrollments** (from Phases 1, 2, or 3) for a **75% refund** of bid points for use in Bid to Waitlist Phase.

BIDDING BASICS: WHAT YOU NEED TO KNOW

Each Bidding Cycle:

Use Course Planning to research and select courses to bid on.

Use Bidding and Registration system to place bids and drop courses throughout bidding cycle.

Bidding Phases 1 through 3 use Dutch auction; closing cost is set by lowest successful bid - all bidders are charged closing cost.

Bids can be placed at any time during the active bid periods of all Phases, but deadlines are firm.

In each Bidding Phase 1 through 3, course sections will have a unique closing costs for each program associated with open seats available for bidding.

Courses available for bidding in multiple phases will have separate closing costs for each of the Phases.

BIDDING BASICS: WHAT YOU NEED TO KNOW

PHASE 1 | PHASE 2 | PHASE 3

BID PHASES 1-3:

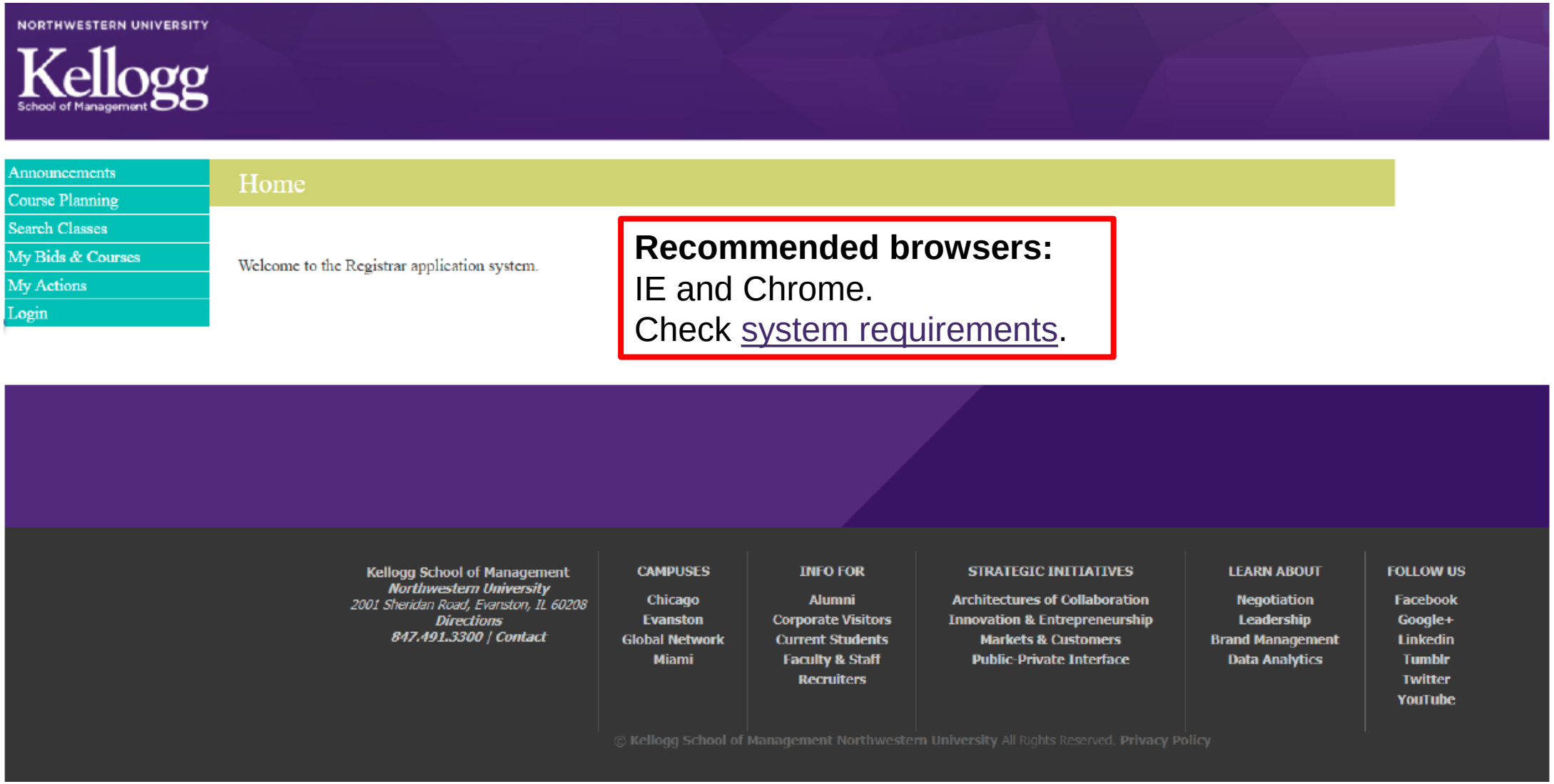
- Bid on **open seats** for course sections which your **program has access during that phase**, as shown in the Kellogg Bidding Process graphic (page 2).
- Course credit bids (and any current successful enrollment(s) from previous Bid Phases) cannot exceed maximum allowable program credits (**5 max credits for FT, 4 max credits for E&W**).
- Phases 1 & 2 allow for Alternate Section options, including **same time, same professor, or any section** (for which your program currently has access).
- Drop courses from **any** previous bidding phases during **all Drop** phases for bid point refunds: 100% bid point refund during Drop Phases 1 and 2, 75% bid point refund during Drop Phase 3.

BIDDING BASICS: WHAT YOU NEED TO KNOW

BID TO WAITLIST

- Bid **for a waitlist position** for all courses (except core courses not on your home campus and a few excluded electives).
- Set **conditional drops** to ensure waitlist promotion (necessary in the event promotion would result in exceeding program credit maximum).
- Promotion from Waitlists **automatically happen** when a seat becomes available (the system will skip over a student who has not set a conditional drop when promotion would result in exceeding the credit maximum).
- Drops from a Waitlist (or no promotion in to class by end of Week 1) result in **100% refund of bid points**.
- Dropping an enrolled seat from a previous phase during the Bid to Waitlist Drop Phase results in **50% refund of bid points**.
- E&W students may drop courses during all Phases (up to Monday 8AM of Week 2 of any quarter) **without any tuition penalty**.
- Students who are promoted from the waitlist are charged **the points they bid for the waitlist position**.

LOGGING IN TO THE BIDDING & REGISTRATION SYSTEM WITH YOUR NETID & PASSWORD



LOGIN ISSUES

REGISTRATION HOLDS

Log into Caesar to review your holds.
Holds are usually caused by one or more of the following:

- Student's emergency contact information is not correctly updated.
- Past due tuition bill.
- Medical immunization records are incomplete.

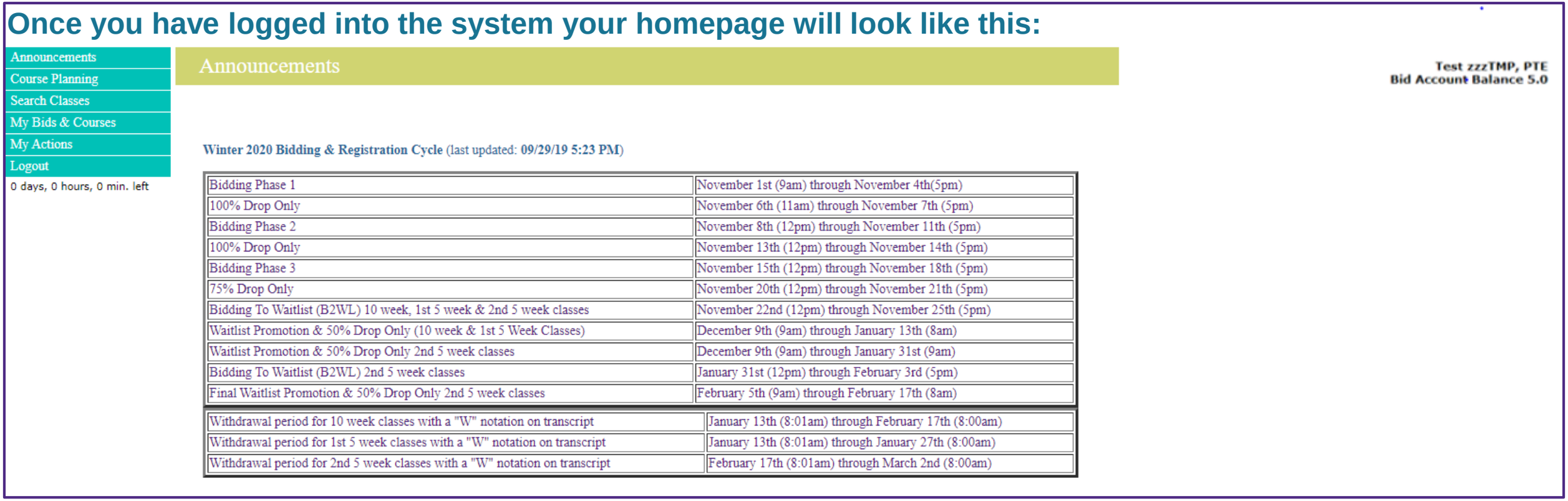
INCORRECT NETID/PASSWORD

If you do not have a hold on your account, you should confirm your NetID/Password combination at NU Validate

If you still encounter problems, email KIS: kis@kellogg.northwestern.edu

HOMEPAGE

Once you have logged into the system your homepage will look like this:



Announcements
Course Planning
Search Classes
My Bids & Courses
My Actions
Logout
0 days, 0 hours, 0 min. left

Announcements

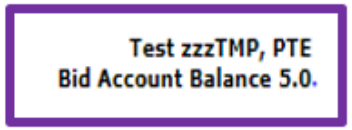
Test zzzTMP, PTE
Bid Account Balance 5.0

Winter 2020 Bidding & Registration Cycle (last updated: **09/29/19 5:23 PM**)

Bidding Phase 1	November 1st (9am) through November 4th(5pm)
100% Drop Only	November 6th (11am) through November 7th (5pm)
Bidding Phase 2	November 8th (12pm) through November 11th (5pm)
100% Drop Only	November 13th (12pm) through November 14th (5pm)
Bidding Phase 3	November 15th (12pm) through November 18th (5pm)
75% Drop Only	November 20th (12pm) through November 21th (5pm)
Bidding To Waitlist (B2WL) 10 week, 1st 5 week & 2nd 5 week classes	November 22nd (12pm) through November 25th (5pm)
Waitlist Promotion & 50% Drop Only (10 week & 1st 5 Week Classes)	December 9th (9am) through January 13th (8am)
Waitlist Promotion & 50% Drop Only 2nd 5 week classes	December 9th (9am) through January 31st (9am)
Bidding To Waitlist (B2WL) 2nd 5 week classes	January 31st (12pm) through February 3rd (5pm)
Final Waitlist Promotion & 50% Drop Only 2nd 5 week classes	February 5th (9am) through February 17th (8am)

Withdrawal period for 10 week classes with a "W" notation on transcript	January 13th (8:01am) through February 17th (8:00am)
Withdrawal period for 1st 5 week classes with a "W" notation on transcript	January 13th (8:01am) through January 27th (8:00am)
Withdrawal period for 2nd 5 week classes with a "W" notation on transcript	February 17th (8:01am) through March 2nd (8:00am)

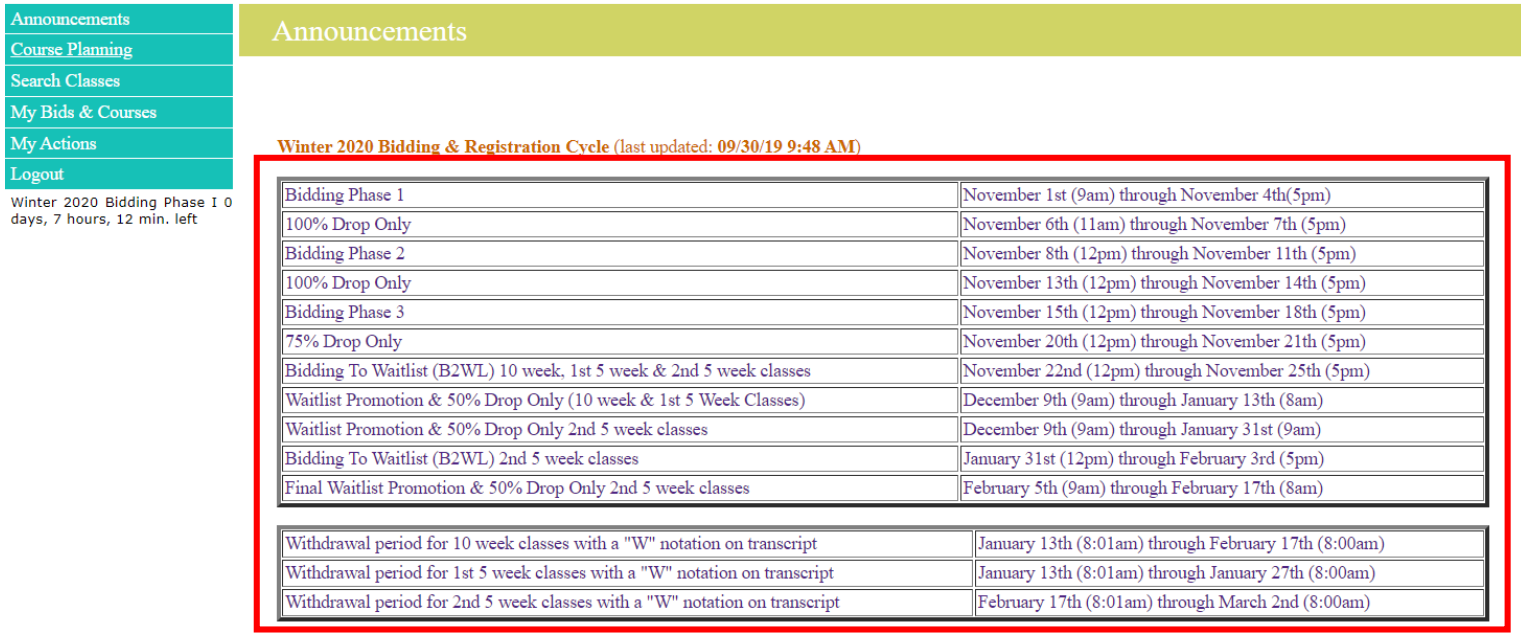
In the upper right hand corner, your name is followed by academic program.



Underneath your name and program, you can see your current bid account balance.
Note: New students do not participate in bidding.

BIDDING PHASE DATES

The description of the current phase and a countdown is displayed underneath the menu on the left side of the screen.



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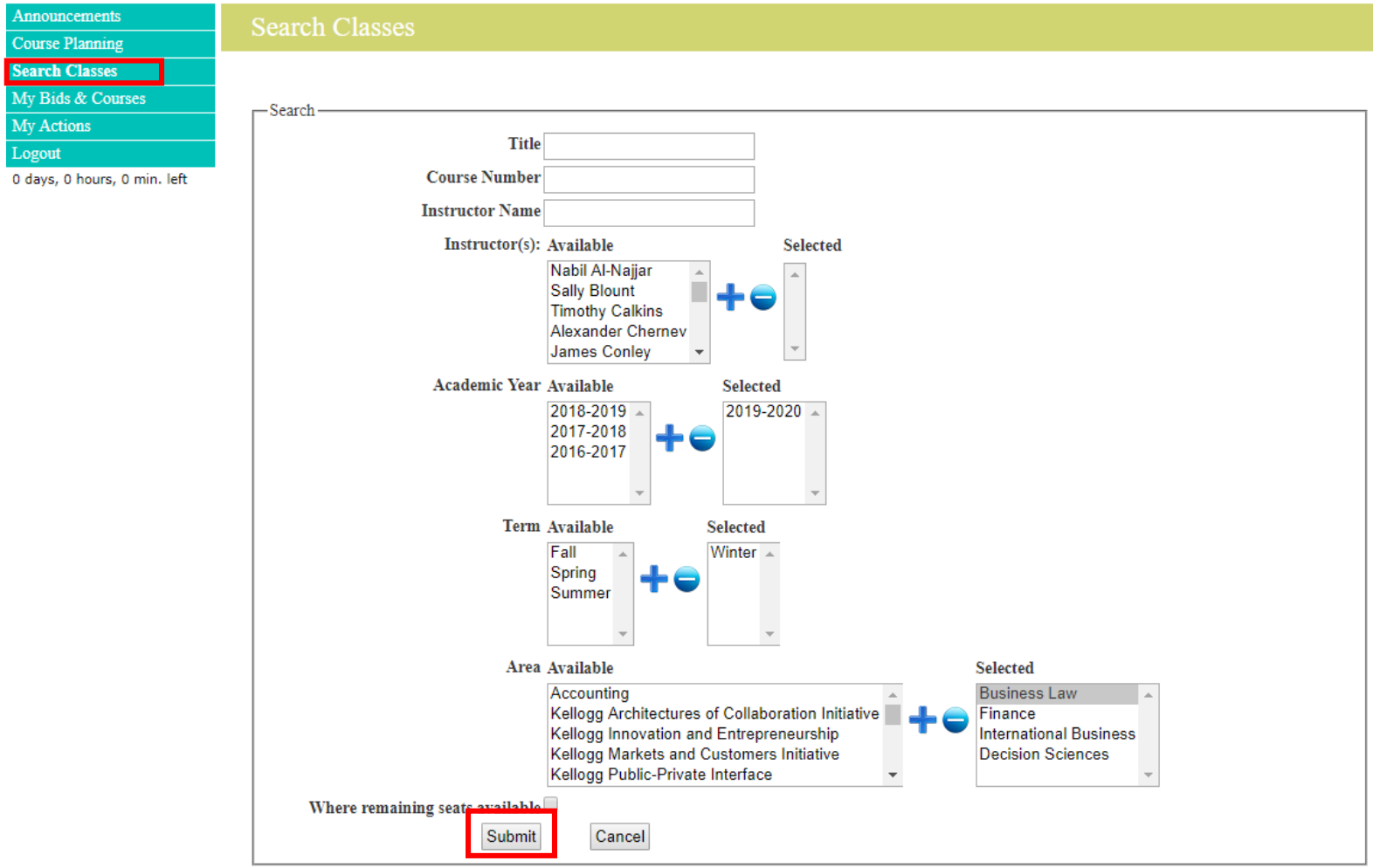
Important Announcements and Bidding Phase Dates are listed in the center of the homepage.

SEARCHING FOR CLASSES



Use the Search Classes function on the left to access "Search Classes" screen. Then:

Criteria can be filtered by title, course number, instructor, academic year, and term or academic subject area. Note that the search function defaults to the current term.

Use filters to narrow search.

Select your criteria, click the + sign.

Click submit to submit your search of classes based on the selected criteria.

SEAT CAPACITY (AVAILABLE SEATS)

The section capacity indicates the number of enrolled seats out of the total seats available for your program (e.g. 0/25: 25 seats are available, 10/25: 15 seats are available).

Kellogg Architectures of Collaboration Initiative	**KACI-960-0** 41 **Section** **Link**	Moral Complexity in Leadership An Exploration through Literature 1.0 Credits First Class Mandatory	0/25 Capacity	2019-2020, Winter	Tue 13:30-16:30	Vuckovic, Brooke	100 **bid**

SORT FUNCTIONALITY

You may sort your search results by clicking on any one of the column headings.

Area	Course Number	Title	Remaining Seats	Period	Time	Instructors	Actions
Accounting	ACCT-431-0 31 Section Link	Managerial Accounting 1.0 Credits	0/62 Capacity	2019-2020, Winter	MR 8:30-10:00	Walther, Beverly	no alternate bid
Accounting	ACCT-431-0 32 Section Link	Managerial Accounting 1.0 Credits	0/62 Capacity	2019-2020, Winter	MR 10:30-12:00	Walther, Beverly	no alternate bid

PLACING BIDS

Kellogg Architectures of Collaboration Initiative	KACI-960-0 41 Section Link	Moral Complexity in Leadership: An Exploration through Literature 1.0 Credits First Class Mandatory	0/25 Capacity	2019-2020, Winter	Tue 13:30-16:30	Vuckovic, Brooke	100 bid	
Kellogg Innovation and Entrepreneurship	KIEI-451-0 31 Section Link	Introduction to Software Development 1.0 Credits	0/40 Capacity	2019-2020, Winter	Wed 18:30-21:30	TBD,	no alternate bid	
Kellogg Innovation and Entrepreneurship	KIEI-462-0 31 Section Link	New Venture Discovery 1.0 Credits First Class Mandatory	0/32 Capacity	2019-2020, Winter	MR 10:30-12:00	Farsht, Stephanie	no alternate bid	

You can change your bid amount or drop the bid placed on a class while the bidding phase is open.

Step 1: **Insert your bid amount in the box** next to the class.
Step 2: Click on the "**bid**" button to submit and confirm your bid.

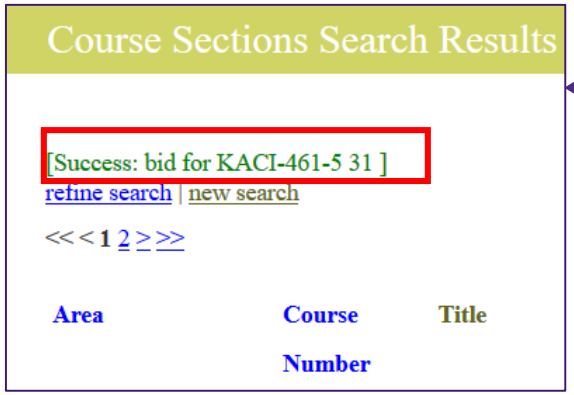
A minimum of **1 point** is required to place a bid on a class.

Placing bids on classes offered **on the same days and time (time conflict) is permitted**. But, you will have to resolve your time conflict by dropping one of the courses before classes start.

If there is no box to place a bid, then one or more of the following has occurred:

- You have already taken the course or a negative pre-requisite of the course.
- You have a bid on another section of the course.
- You have no more bid points available.
- You have bid on the maximum allowable credits for your program.

BID SUBMISSION

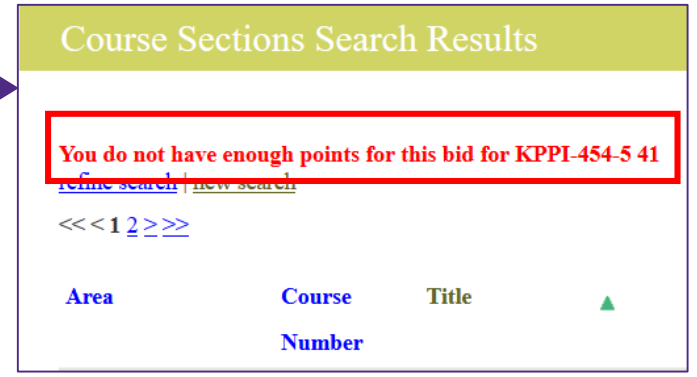


Verify bid successfully placed:

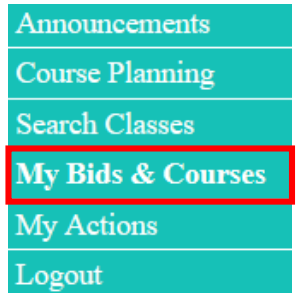
When you have successfully placed your bid, you will see a message at the top of the page confirming that your bid was successful

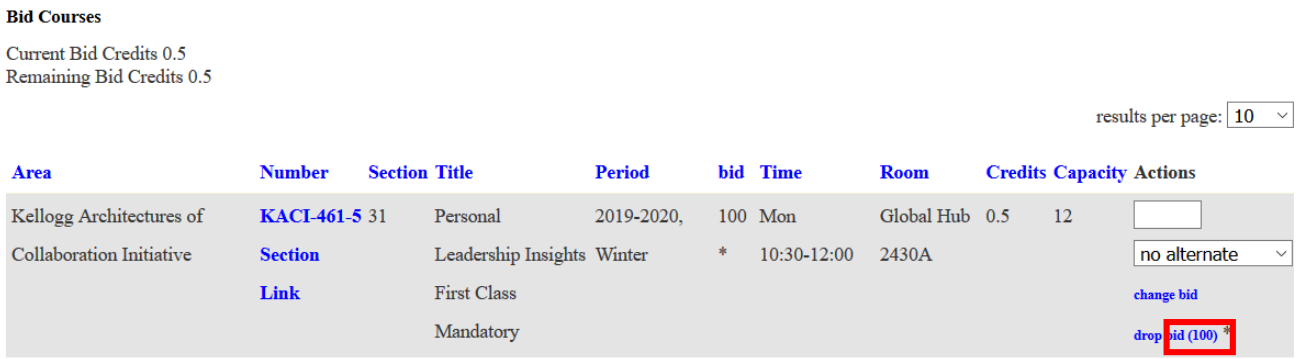
Unsuccessful bid submission:

Unsuccessful bid submission will appear in a message in red characters at the top of the page

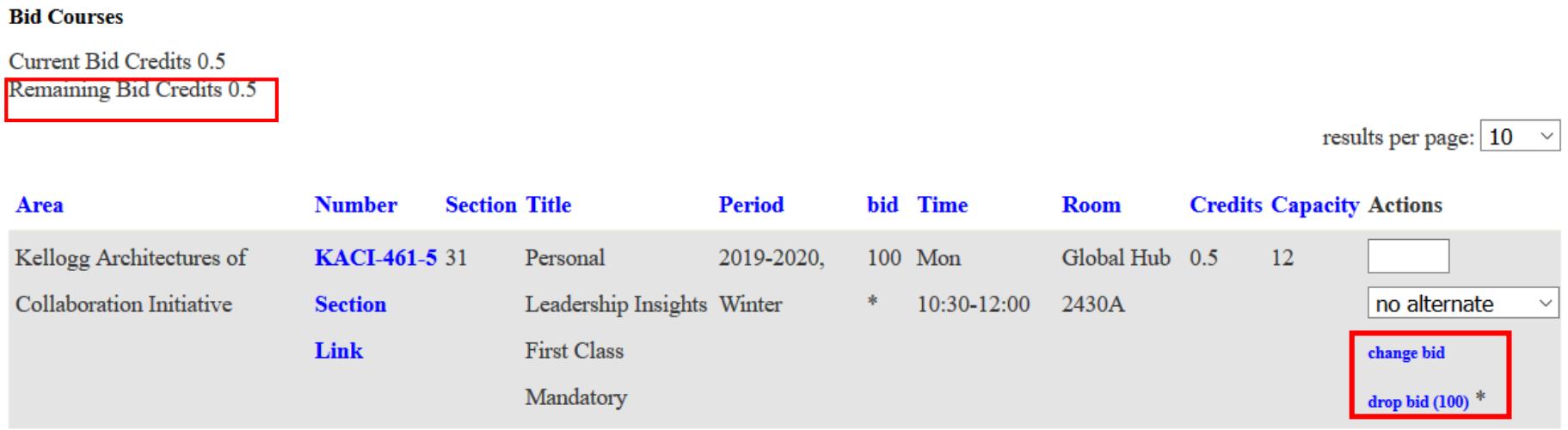


Always confirm the successful submission of your bids and the correct bid amounts under "My Bids & Courses."





CHANGING OR DROPPING BIDS



Once your bid is placed you can either **change it or drop it** from the “Search Classes” or the “My Bids & Courses” screens.

Your current bid amount is shown in parenthesis.

Your **remaining bid point balance** (upper right corner of screen) will be decreased by the amount of your bid.

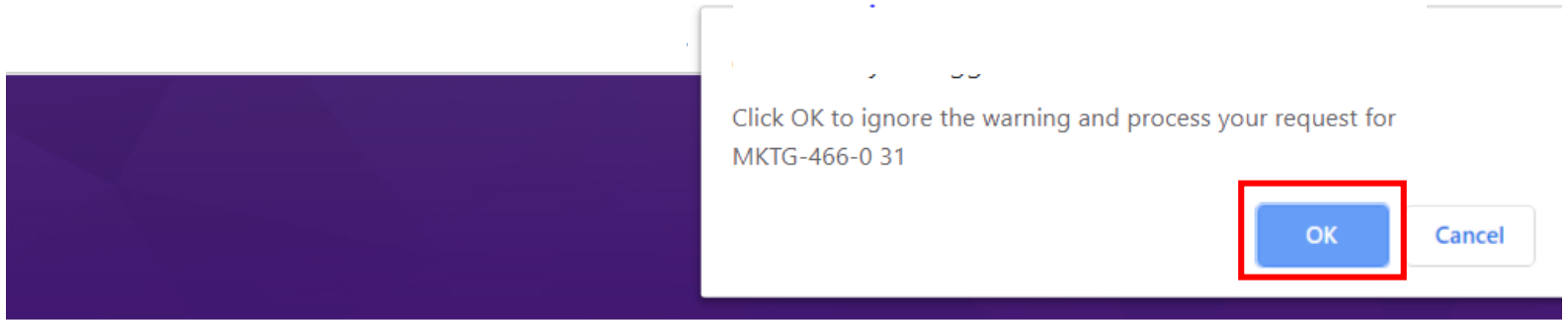
Your **available bid credit(s)** is located at the **upper left hand side** under “My Bids & Courses”.

MISSING PREREQUISITE

If you bid on a course which has a **prerequisite** which you have not met, the system will display an error message at the top of the screen and you will not be able to bid on the course.

TIME CONFLICT

If you bid on a course which has a time conflict with another course you are enrolled in or bid on, the system will display an error message at the top of the screen; a popup message will allow you to proceed with the bid by clicking “OK”.



Course Sections Search Results

Would cause schedule conflict: MKTG-466-0 31 with at least ACCT-431-0 31
Click OK to ignore the warning and process your request for MKTG-466-0 31

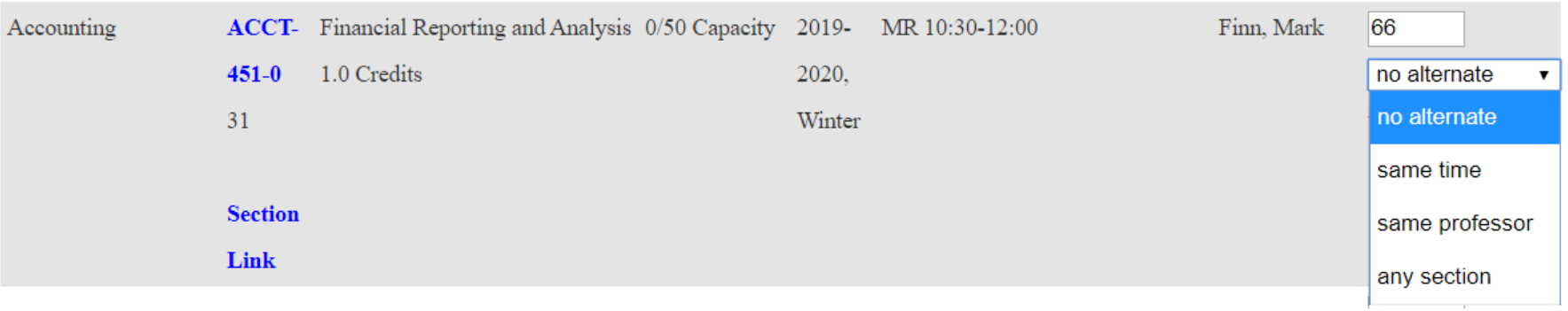
Remember you may bid and have roster positions on courses with time conflicts but must resolve the conflict **by the end of the first week of classes.**

BIDDING ON ALTERNATE SECTIONS

Available only during Phases 1 & 2.

Options include same time, same professor, or any section.

Alternate sections include any sections which your program has bidding access during the current Bidding Phase and could include your non-primary campus (e.g. E&W students could be enrolled in Evanston section).



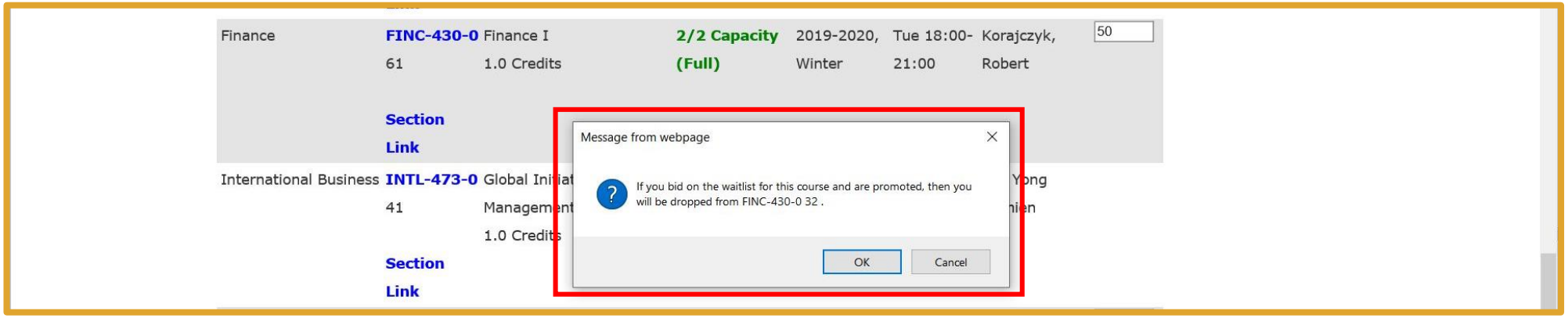
Access to alternate sections only occurs if your primary section closes and the alternate section(s) does not. If you are enrolled in an alternate section you **are not** charged any bid points.

BIDDING TO WAITLIST

Place bids to the waitlists for both oversubscribed (full) and open seat sections

BIDDING TO WAITLIST

If you bid for a waitlist to another section of a course in which you are currently enrolled, a popup message will alert you that you will be dropped from your current section if promoted from the waitlist.

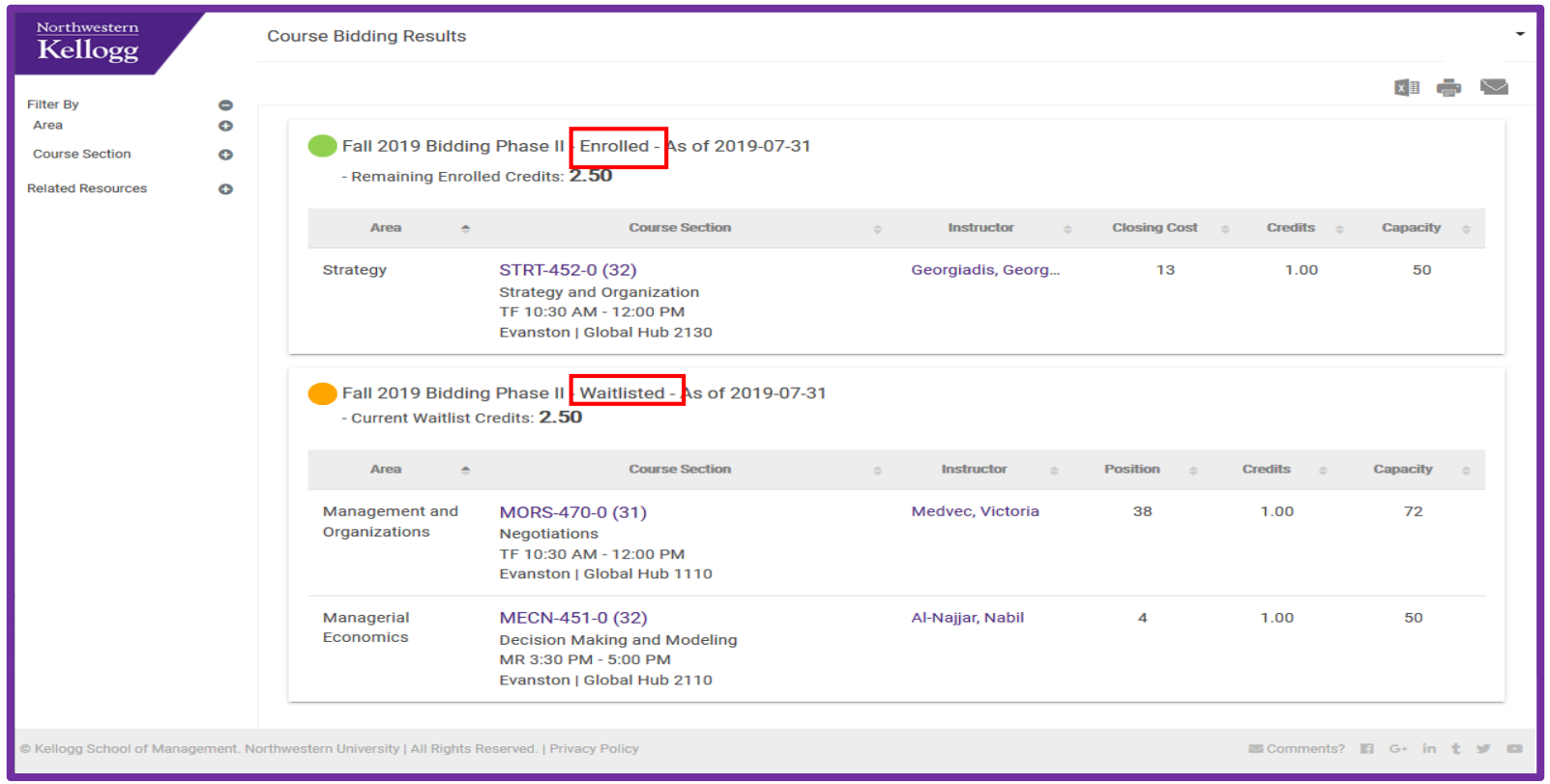


VIEWING BID RESULTS

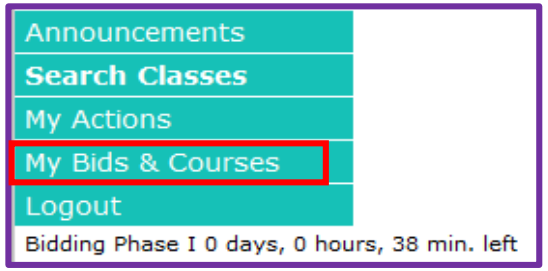
Bidding Results become available on the Course Bidding Results Display App in the morning of the 100% or 75% drop phases.

Enrolled and waitlisted courses, if any, are listed as well as your waitlist(s) position(s).

Complete bidding statistics are found in Course Planning.

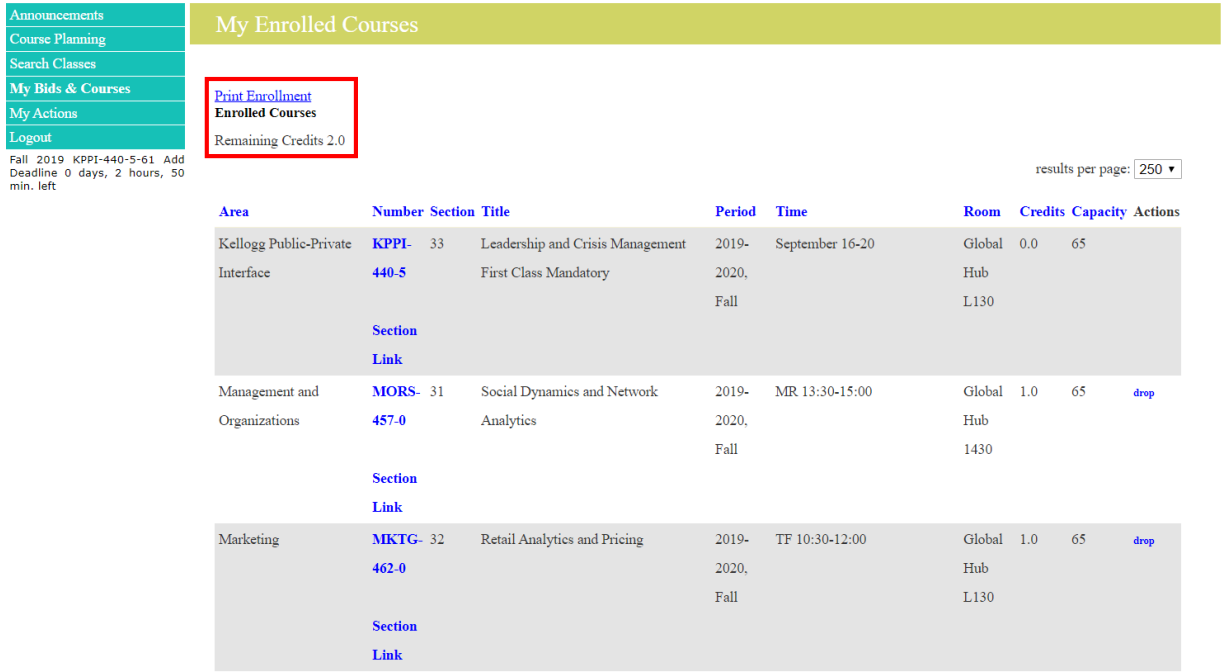


VIEWING BID RESULTS & WAITLIST POSITIONS IN "MY BIDS & COURSES"



Students can also view or make changes to current bids, enrollments and waitlisted courses under "My Bids & Courses". Past enrollments and waivers are also listed.

"Remaining credits" refers to the number of credits you can still register/bid on during a given term and is **not** an indication of the number of credits you have remaining to graduate.

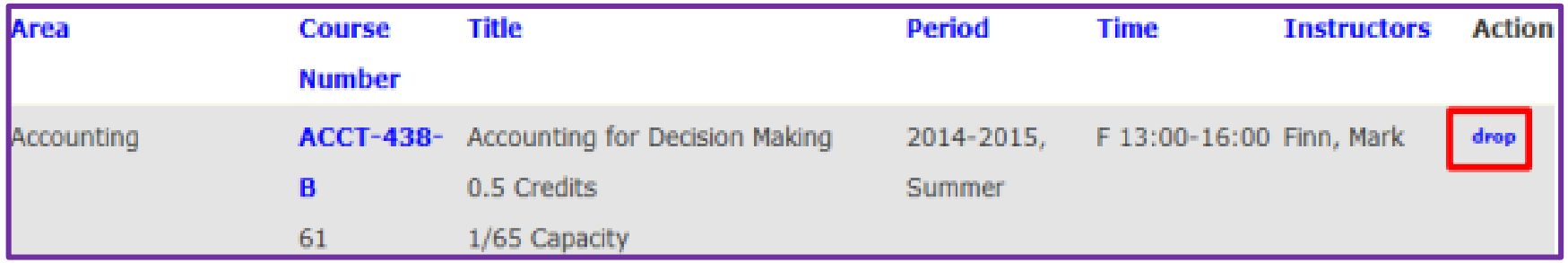


Students can set a conditional drop for waitlisted classes during the 50% Drop Phase or drop themselves from the waitlist during the 50% bid point refund phase.

DROPPING A COURSE

Under “Search Classes” or “My Bids & Courses,” drop courses:

- During any of the four drop only phases and receive a bid point refund ranging from 100% to 50% depending on the drop only phase.
- During the course withdrawal period for a zero bid point refund. Doing so will results in a GPA-neutral “W” grade notation on the transcript.



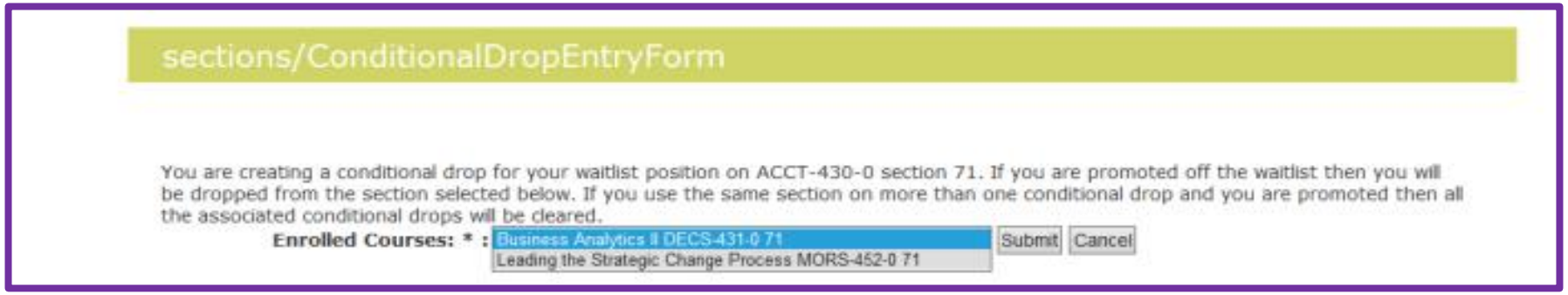
Area	Course Number	Title	Period	Time	Instructors	Action
Accounting	ACCT-438-B 61	Accounting for Decision Making 0.5 Credits 1/65 Capacity	2014-2015, Summer	F 13:00-16:00	Finn, Mark	drop

SETTING A CONDITIONAL DROP

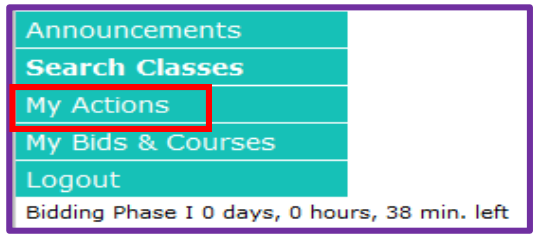
During the waitlist promotion & 50% Drop Phase, students can set a Conditional Drop for waitlisted classes.

A Conditional Drop allows a student to drop an enrolled class simultaneously if a seat were to open up in the waitlisted class section. This is necessary to avoid being skipped over on a waitlist when promotion would put a student over their program credit limit.

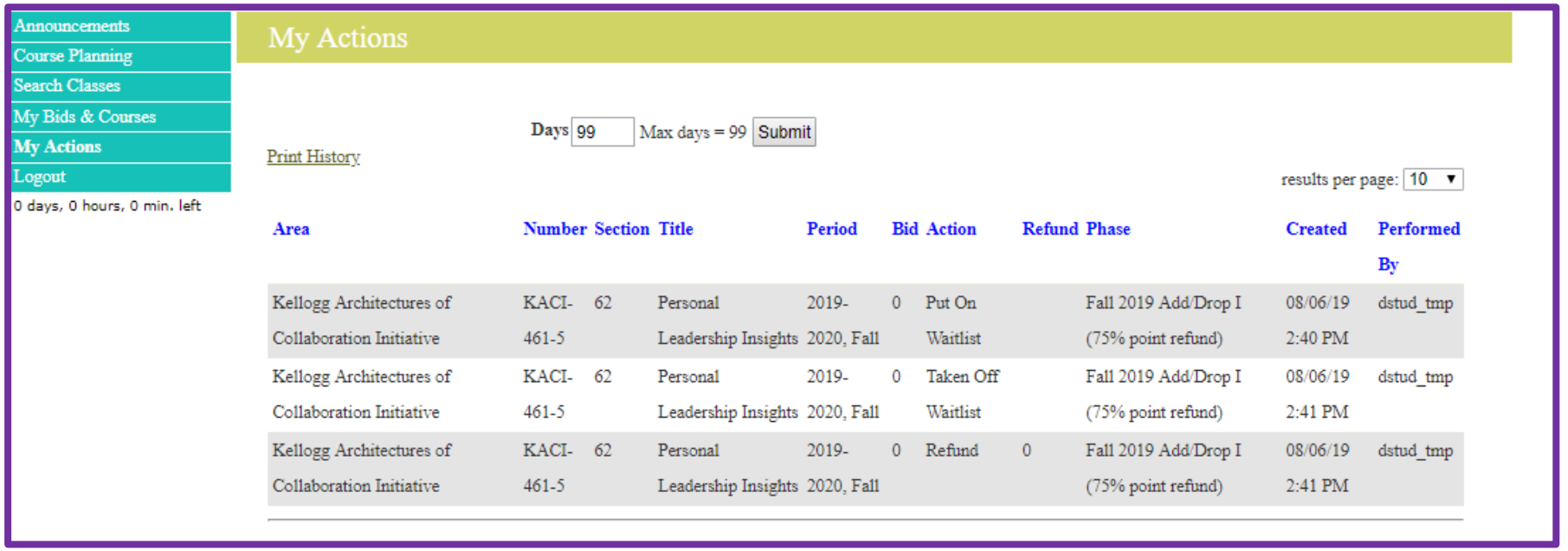
When setting a conditional drop, you will be taken to another screen where you will use a drop down menu to select the class that you wish to drop if a seat were to open up in the course in which you are waitlisted.



REVIEWING YOUR BIDDING HISTORY



Review your bidding history under “My Actions”.



Area	Number	Section	Title	Period	Bid	Action	Refund	Phase	Created	Performed By
Kellogg Architectures of Collaboration Initiative	KACI-461-5	62	Personal Leadership Insights	2019-2020, Fall	0	Put On Waitlist		Fall 2019 Add/Drop I (75% point refund)	08/06/19 2:40 PM	dstud_tmp
Kellogg Architectures of Collaboration Initiative	KACI-461-5	62	Personal Leadership Insights	2019-2020, Fall	0	Taken Off Waitlist		Fall 2019 Add/Drop I (75% point refund)	08/06/19 2:41 PM	dstud_tmp
Kellogg Architectures of Collaboration Initiative	KACI-461-5	62	Personal Leadership Insights	2019-2020, Fall	0	Refund	0	Fall 2019 Add/Drop I (75% point refund)	08/06/19 2:41 PM	dstud_tmp

IMPORTANT BIDDING & REGISTRATION DATES

Full-time students: Bidding and Registration Dates are located on the Serial.

Evening & Weekend students: Bidding and Registration Dates are located on the E&W Intranet.

CONTACT

Kellogg Academic Experience Team:

Kellogg Registrar: Kellogg-registrar@Kellogg.northwestern.edu

Academic Advising for Full-Time Students: Kellogg-advisor@Kellogg.northwestern.edu

Academic Advising for E&W Students: Kellogg-ewadvisor@Kellogg.northwestern.edu