#### HOW TO USE THE BIDDING AND REGISTRATION SYSTEM

#### STEP-BY-STEP INSTRUCTIONS

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# **KELLOGG BIDDING PROCESS**

PHASE 1		PHASE 2	PHASE 2		PHASE 3		IST
BID	DROP	BID	DROP	BID	DROP	BID	DROP
Bid only for seats allocated to your program Full-Time Evening Weekend	100% bid point REFUND	Full-Time students bid for open Full-Time seats E&W students bid for open Evening and/or Weekend seats	100% bid point REFUND	Bid on open seats in any program	75% bid point REFUND	Bid for a waitlist position on any course	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

HASE 1	BID	<ul> <li>Bid on seats allocated to your program.</li> <li>Full-time students: sections 30s, 40s, 50s, 90s.</li> <li>Evening students: sections 40s (Evanston), 50s (Evanston), 60s, 80s, 90s.</li> <li>Weekend students: sections 40s (Evanston), 50s (Evanston), 70s, 80s, 90s.</li> <li>Alternate section options include same time, same professor, or any section.</li> </ul>
PF	DROP	<ul> <li>Drop any enrollments for a 100% refund of bid points for use in Phase 2.</li> </ul>

ASE 2	BID	<ul> <li>Bid on open seats in your program. Full-time students: sections 30s, 40s, 50s, 90s. Evening &amp; weekend students: open Evening and/or Weekend seats, Sections 40s (Evanston), 50s (Evanston), 60s, 70s, 80s, 90s.</li> <li>Alternate section options include same time, same professor, or any section.</li> </ul>
Ŧ	DROP	• Drop any enrollments (from Phase 1 or Phase 2) for a <b>100% refund of bid points</b> for use in Phase 3.

SE 3	BID	<ul> <li>Bid on open seats in any program (Full-time, Evening, or Weekend).</li> <li>No alternate section options.</li> </ul>
РНА	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 <u>Course Planning</u> 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



#### **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 <u>BIDDING & REGISTRATION</u> <u>SYSTEM</u> WITH YOUR NETID & PASSWORD

NORTHWESTERN UNIVERSITY



Search Classes         My Bids & Courses         My Actions         Login    Recommended browsers: IE and Chrome. Chock system rocuiromonts	Announcements Course Planning	Home	
My Bids & Courses       Welcome to the Registrar application system.       Recommended browsers:         My Actions       IE and Chrome.         Login       Check system requirements	Search Classes		
My Actions IE and Chrome.	My Bids & Courses	Welcome to the Registrar application system.	Recommended browsers:
Login Chack system requirements	My Actions		IE and Chrome.
Check <u>system requirements</u> .	Login		Check system requirements.

Kellogg School of Management Northwestern University 2001 Sheridan Road, Evanston, IL 60208 Directions 847.491.3300 | Contact

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## LOGIN ISSUES

#### **REGISTRATION HOLDS**

Log into <u>Caesar</u> 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 <u>NU Validate</u>

If you still encounter problems, email KIS: <u>kis@kellogg.northwestern.edu</u>

#### HOMEPAGE

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

Announcements	Announcements	
Course Planning	Amouncements	
Search Classes		
My Bids & Courses		
My Actions	Winter 2020 Bidding & Registration Cycle (last updated: 09/29/19 5:23 PM)	
Logout		
0 days, 0 hours, 0 min. left	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.

Test zzzTMP, PTE Bid Account Balance 5.0.

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

## **BIDDING PHASE DATES**

Announcements				
Search Classes				
My Actions				

My Bids & Courses

l oaout

Bidding Phase I 0 days, 0 hours, 38 min. left

#### Announcemen

<u>Course Planning</u> Search Classes My Bids & Courses

nnouncements

My Actions

Logout

Winter 2020 Bidding Phase I 0 days, 7 hours, 12 min. left

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

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

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

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

## SORT FUNCTIONALITY



#### PLACING BIDS

Kellogg Architectures of Collaboration	KACI- 960-0	Moral Complexity in Leadership: 0/25 Capa An Exploration through	city 201	)- Tue 13:30-16:30	Vuckovic, Brooke	100 bid	Step 1: Insert your bid amount in the box next to the class.
Initiative	41	Literature 1.0 Credits	Win	ter	L.		Step 2: Click on the " <b>bid</b> " button to submit and confirm your bid.
	Section Link	First Class Mandatory					A minimum of <b>1 point</b> is required to place a bid on a class.
Kellogg Innovation	KIEI-	Introduction to Software 0/40 Capa	city 201	0- Wed 18:30-21:30	TBD,		
and Entrepreneurship	451-0	Development	202	),		no alternate 🔹	Placing hids on classes offered on the same
	31	1.0 Credits	Win	ter		bid	days and time (time conflict) is permitted. But, you will have to resolve your time
	Section						conflict by dropping one of the courses
	Link						before classes start.
Kellogg Innovation	KIEI-	New Venture Discovery 0/32 Capa	city 201	0- MR 10:30-12:00	Farsht,		
and Entrepreneurship	462-0	1.0 Credits	202	),	Stephanie	no alternate 🔹	If there is no box to place a bid, then one
	31		Win	ter		bid	or more of the following has occurred:
		First Class Mandatory					<ul> <li>You have already taken the course or a</li> </ul>
	Section	-					negative pre-requisite of the course.
	Link						<ul> <li>You have a bid on another section of the</li> </ul>
You can cł	nange	your bid amount or drop the b	id plac	ed on a class while the b	idding ph	ase is open.	<ul> <li>You have no more bid points available.</li> <li>You have bid on the maximum allowable credits for your program.</li> </ul>

## **BID SUBMISSION**



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

Bid Courses										
Current Bid Credits 0.5 Remaining Bid Credits 0.5										
Terraining Did Creaks 0.5									resu	lts pe
Area	Number	Section	Title	Period	bid	Time	Room	Credits	Capacity	Acti
Kellogg Architectures of	KACI-461-5	31	Personal	2019-2020,	100	Mon	Global Hub	0.5	12	
Collaboration Initiative	Section		Leadership Insights	Winter	*	10:30-12:00	2430A			no
	Link		First Class							chang
			Mandatory							drop

#### CHANGING OR DROPPING BIDS

Bid	Courses	

Current Bid Credits 0.5 Remaining Bid Credits 0.5

Area	Number	Section	Title	Period	bid	Time	Room	Credits	Capacity	Actions	
Kellogg Architectures of	KACI-461-5	31	Personal	2019-2020,	100	Mon	Global Hub	0.5	12		
Collaboration Initiative	Section		Leadership Insights	Winter	*	10:30-12:00	2430A			no alternate	~
	Link		First Class						Г	change bid	
			Mandatory						L	drop bid (100) *	

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".



results per page:  $10 \vee$ 

#### 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.

**Course Sections Search Results** 

You cannot add FINC-442-0 31 because it has a prerequisite of FINC-431-0 Finance II or FINC-440-0 Finance I/II or FINC-441-0 Finance II that you are not enrolled in.

refine search | new search

#### 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".

	Click OK to ignore the warning and process your request for MKTG-466-0 31	
	ок Cancel r	Re os
	ti c	im cor
Course Sections Search Results		<u>ve</u>

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).

Accounting	ACCT-	Financial Reporting and Analysis 0/50 Capacity	2019-	MR 10:30-12:00	Finn, Mark	66
	451-0	1.0 Credits	2020,			no alternate 🔹
	31		Winter			no alternate
						same time
	Section					same professor
	Link					any 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 <u>are not</u> charged any bid points.

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

Finance	FINC-4	30-0 Finance I	2/2 Capacity	2019-2020,	Tue 18:00-	Korajczyk,	
	61	1.0 Credits	(Full)	Winter	21:00	Robert	bid to
							waitlist
	Section	ŕ.					
	Link						

#### **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.

Finance	FINC-430	- <b>0</b> Finance I		2/2 Capacity	2019-2020,	Tue 18:00-	Korajczyl	k, 50
	61	1.0 Credits		(Full)	Winter	21:00	Robert	
	Section							
	Link		Message from	webpage			×	
International Busine	ess INTL-473	- <b>0</b> Global Ini <sup>-</sup> iat	? If you	u bid on the waitlist for thi	s course and are pr	omoted, then you	Yong	9
	41	Management			0.02.1		nien	
	Section				ОК	Cancel		
	Link	l						

## 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"

Announcements Search Classes My Actions	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.
My Bids & Courses	"Remaining credits" refers to the number of credits you can still register/bid on during a given term and is <b>not</b> an
Logout Bidding Phase I 0 days, 0 hours, 38 min. left	indication of the number of credits you have remaining to graduate.

nnouncements																
earch Classes								Bid Courses								
My Bids & Courses My Actions	Print Enrollment Enrolled Courses							Remaining Bid Credits 2.0					Your	Wai	list _	
	Remaining Credits 2.0							Waitlist Bid and Waitlist Cour	5.05							
eadline 0 days, 2 hours, 50 nin. left						rest	ults per page: 250 🔻	Current Waitlist Credits 1.0	505				Pc	ositic	n	
	Area	Number Sectio	on Title	Period	Time	Room Credi	its Capacity Actions	Remaining Waitlist Credits 6.0								
	Kellogg Public-Private	KPPI- 33	Leadership and Crisis Management First Class Mandatory	2019 <b>-</b> 2020.	September 16-20	Global 0.0 Hub	65			Waitlisted Cours	ses				results per	page: 250 <b>v</b>
				Fall		L130		Area	Number Sectio	n Title	Period	Time	Room	Position	Credits Cap	acity Actions
		Section						Kellogg Architectures of	<b>KACI</b> - 51	Strategic Communication for	2019-	F2nd5	Global	2	0.5 27	drop
		Link						Collaboration Initiative	915-5	Organizations	2020, Fal	l 13:30-16:3	0 Hub 2130			waitlist
	Management and Organizations	MORS- 31 457-0	Social Dynamics and Network Analytics	2019- 2020, Fall	MR 13:30-15:00	Global 1.0 Hub 1430	65 drop	Waitlist size the clas	e for s	First Class Mandatory Waitlist size = 28						set conditional
		Section Link										TT- 15	a1.1.1			arop
	Marketing	MKTG- 32	Retail Analytics and Pricing	2019-	TF 10:30-12:00	Global 1.0	65 drop	Management and Organizations	MORS- 42 462-5	Beyond Diversity: The Fundamentals of Inclusive Leadership	2019- 2020, Fal	12nd5 l 18:30-21:3	Global 0 Hub 1430	3	0.5 30	drop waitlist
		402-0		2020, Fall		L130				First Class Mandatory Waitlist size =						set
		Section							Section	11						conditional
		Link							Link							drop

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

## 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.

			Waitlisted Cours	es				result	s per page	: 250 🔻
Area	Number	Section	Title	Period	Time	Room	Position	Credits	Capacity	Actions
Kellogg Architectures of	KACI-	51	Strategic Communication for	2019-	F2nd5	Global	2	0.5	27	drop
Collaboration Initiative	915-5		Organizations	2020, Fall	13:30-16:30	Hub 2130				waitlist
			First Class Mandatory Waitlist size =							set
	Section		28							conditional
	Link									drop

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.

sections/Condition	alDropEntryForm		
You are creating a conditional be dropped from the section s the associated conditional drop Enrolled Courses	drop for your waitlist position on ACCT-430-0 elected below. If you use the same section on os will be cleared. : * : Business Analytics II DECS-431-071 : * : Business Analytics II DECS-431-071	section 71. If you are promoted off the waitle more than one conditional drop and you are p Submit Cancel	st then you will promoted then a

## **REVIEWING YOUR BIDDING HISTORY**



#### Review your bidding history under "My Actions".

Announcements	My Actions										
Course Planning											
Search Classes											
My Actions	Days 99 Max days = 99 Submit										
Logout	Print History									results per page: 10 🔻	
0 days, 0 hours, 0 min. left	Area	Number	Section	Title	Period	Bid	Action	Refund	Phase	Created	Performed
											By
	Kellogg Architectures of	KACI-	62	Personal	2019-	0	Put On		Fall 2019 Add/Drop I	08/06/19	dstud_tmp
	Collaboration Initiative	461-5		Leadership Insights	2020, Fall		Waitlist		(75% point refund)	2:40 PM	
	Kellogg Architectures of	KACI-	62	Personal	2019-	0	Taken Off		Fall 2019 Add/Drop I	08/06/19	dstud_tmp
	Collaboration Initiative	461-5		Leadership Insights	2020, Fall		Waitlist		(75% point refund)	2:41 PM	
	Kellogg Architectures of	KACI-	62	Personal	2019-	0	Refund	0	Fall 2019 Add/Drop I	08/06/19	dstud_tmp
	Collaboration Initiative	461-5		Leadership Insights	2020, Fall				(75% point refund)	2:41 PM	

## **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