



HOW TO USE THE BIDDING AND REGISTRATION SYSTEM

STEP-BY-STEP INSTRUCTIONS

TABLE OF CONTENTS



Kellogg Bidding Process	P.3
Bidding phases 1 through 3	P.4
Bidding Basics: What You Need to Know	P.5-8
Logging In To the Bidding & Registration System	P.9
Login Issues	P.10
Homepage	P.11
Bidding Phase Dates	P.12
Searching For Classes	P.13
Seat Capacity	P.14
Sort Functionality	P.15
Placing Bids	P.16
Bid Submission	P.17
Changing or Dropping Bids	P.18

Missing Prerequisite	P.19
Time Conflict	P.20
Bidding on Alternate Section	P.21
Pay What You Bid (Waitlists Formed)	P.22-23
1 Bid Point Lotteries	P.24
Viewing Bid Results	P.25
Viewing Bid Results & Waitlist Position	P.26
Dropping a Course	P.27
Setting a Conditional Drop	P.28
Reviewing Your Bidding History	P.29
Important Bidding and Registration Dates	P.30
Contact	P.31

KELLOGG BIDDING PROCESS

at a glance...

PHASE 1		PHASE 2		PHASE 3		PAY WHAT YOU BID		1 BID POINT LOTTERIES				
BID	DROP	BID	DROP	BID	DROP	BID	DROP	ENTER 1 ST LOTTERY BY		ENTER 2 ND LOTTERY BY		
Bid only for seats allocated to your program	100% bid point REFUND	Full-time students bid for open full-time seats	100% bid point REFUND	Bid for open seats in any program	75% bid point REFUND	Bid for a waitlist position or a roster seat in any program	50% bid point REFUND	Previous Quarter Ends	Placing 1 bid point on any course	Quarter Begins	Placing 1 bid point on any course	Week 1 ends
Full-time		E&W students bid for open Evening and/or Weekend seats				If enrolled or promoted from waitlist, charged bid amount			Except First Class Mandatory			
Evening								50% bid point REFUND Continues				
Weekend												
Alternate Section Option including “Any Section”							Waitlists Created					

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

BIDDING PHASES 1 THROUGH 3



PHASE 1	BID	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Drop any enrollments for a 100% refund of bid points for use in Phase 2.
PHASE 2	BID	<ul style="list-style-type: none"> 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	<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	<ul style="list-style-type: none"> Bid on open seats in any program (Full-time, Evening, or Weekend). No alternate section options.
	DROP	<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 Pay What you Bid 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 3)
- 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

PAY WHAT YOU BID

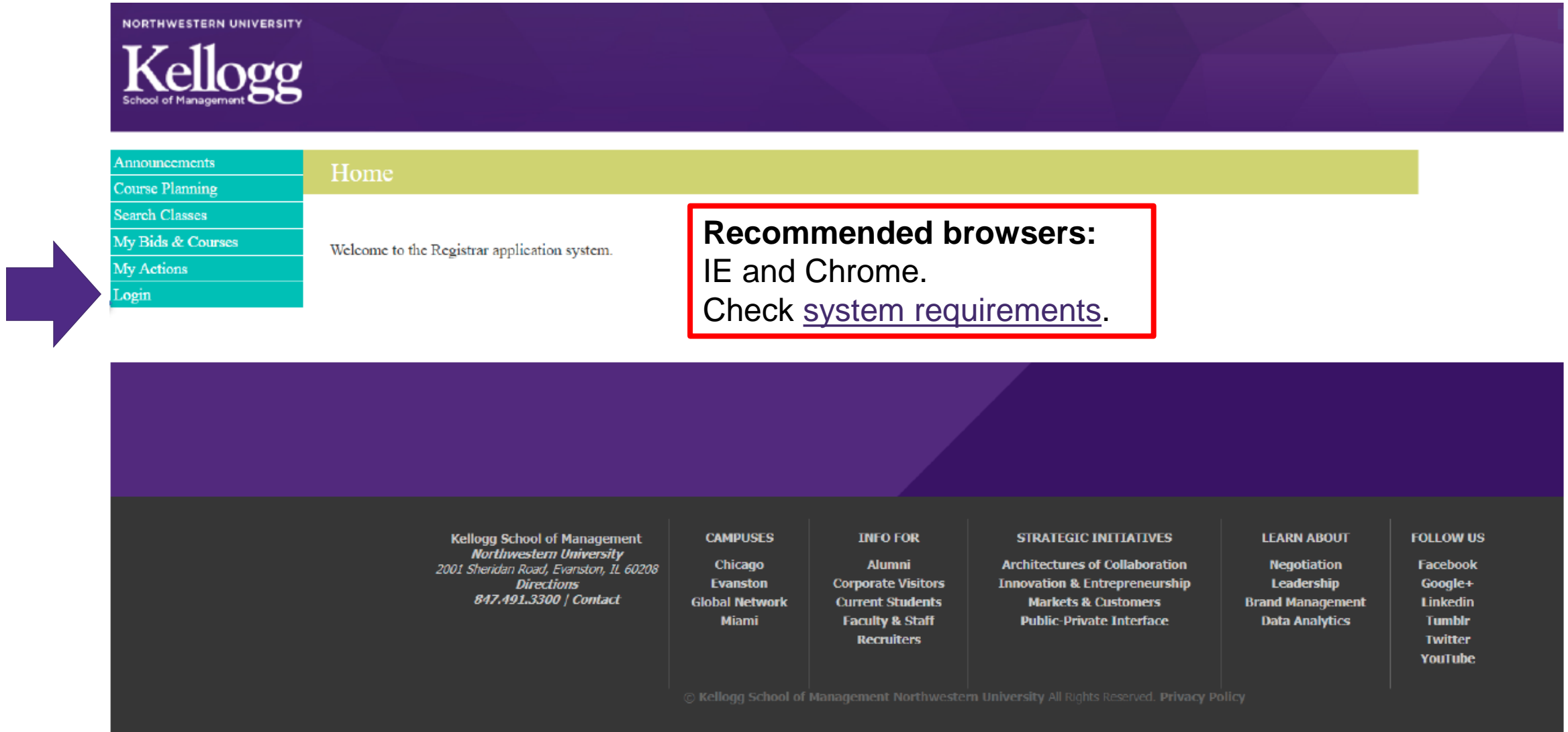
- Bid **for a seat (if available) or waitlist position** for all courses (except core courses not on your home campus and a few excluded electives).
- Promotion from waitlists **automatically happen** when a seat becomes available (during this phase you can be enrolled in one more than the max allowed).
- 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 Pay What you Bid 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 for 10-week and first 5-week courses) **without any tuition penalty**.
- Students who obtain a seat or are promoted from the waitlist are charged **the points they bid for the during the Pay What you Bid phase**.

BIDDING BASICS: WHAT YOU NEED TO KNOW

1 BID POINT LOTTERIES

- **Two 1 Bid Point lotteries** are held each quarter.
- **Enter 1 Bid point lotteries by placing a 1 bid point** on a course; first lottery includes courses with First Class Mandatory (FCM), second lottery excludes FCM courses.
- **Bids may be placed on classes at full capacity**, as seats may open before the lottery ends since students will be able to continue dropping classes during the lottery
- Once the lottery closes, the system will randomly order all 1-point bidders and place them in open seats until a course is full, but **no new waitlists positions will be created.**
- Students **cannot drop waitlist positions or set conditional drops during lotteries.**
- **A 24-hour Drop, Waitlist Promotion & Set Conditional Drop** phase follows each lottery phase during which students can drop enrollments as well as set conditional drops and drop (or be promoted from) waitlists.
- Lottery bids are added to your enrolled credits and **cannot exceed your program's maximum**

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



Recommended browsers:
IE and Chrome.
Check [system requirements](#).

Navigation Menu:

- Announcements
- Course Planning
- Search Classes
- My Bids & Courses
- My Actions
- Login

Home

Welcome to the Registrar application system.

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

CAMPUSES

- Chicago
- Evanston
- Global Network
- Miami

INFO FOR

- Alumni
- Corporate Visitors
- Current Students
- Faculty & Staff
- Recruiters

STRATEGIC INITIATIVES

- Architectures of Collaboration
- Innovation & Entrepreneurship
- Markets & Customers
- Public-Private Interface

LEARN ABOUT

- Negotiation
- Leadership
- Brand Management
- Data Analytics

FOLLOW US

- Facebook
- Google+
- LinkedIn
- Tumblr
- Twitter
- YouTube

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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

HOME PAGE

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.

Test zzzTMP, PTE
Bid Account Balance 5.0.

BIDDING PHASE DATES

Announcements

Search Classes

My Actions

My Bids & Courses

Logout

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

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

Announcements

Course Planning

Search Classes

My Bids & Courses

My Actions

Logout

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

Announcements	
Winter 2020 Bidding & Registration Cycle (last updated: 09/30/19 9:48 AM)	
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)
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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.

SEARCHING FOR CLASSES

Search Classes

Search

Title

Course Number

Instructor Name

Instructor(s): Available Selected

Nabil Al-Najjar
Sally Blount
Timothy Calkins
Alexander Chernev
James Conley

Academic Year Available Selected

2018-2019
2017-2018
2016-2017

2019-2020

Term Available Selected

Fall
Spring
Summer

Winter

Area Available Selected

Accounting
Kellogg Architectures of Collaboration Initiative
Kellogg Innovation and Entrepreneurship
Kellogg Markets and Customers Initiative
Kellogg Public-Private Interface

Business Law
Finance
International Business
Decision Sciences

Where remaining seats available

Submit Cancel

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	Moral Complexity in Leadership An Exploration through Literature 1.0 Credits	<div>0/25 Capacity</div>	2019-2020, Winter	Tue 13:30-16:30	Vuckovic, Brooke	<div>100</div> bid
	Section Link	First Class Mandatory					

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-431-031	Managerial Accounting 1.0 Credits	0/62 Capacity	2019-2020, Winter	MR 8:30-10:00	Walther, Beverly	<input type="text"/> no alternate ▾ bid
	Section Link						
Accounting	ACCT-431-032	Managerial Accounting 1.0 Credits	0/62 Capacity	2019-2020, Winter	MR 10:30-12:00	Walther, Beverly	<input type="text"/> no alternate ▾ bid
	Section Link						

PLACING BIDS

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

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.

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

BID SUBMISSION



Course Sections Search Results

[Success: bid for KACI-461-5 31]

[refine search](#) | [new search](#)

<< < 1 2 > >>

Area	Course Number	Title
------	---------------	-------

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

Course Sections Search Results

You do not have enough points for this bid for KPPI-454-5 41

[refine search](#) | [new search](#)

<< < 1 2 > >>

Area	Course Number	Title	
------	---------------	-------	--

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

- Announcements
- Course Planning
- Search Classes
- My Bids & Courses**
- My Actions
- Logout

Bid Courses

Current Bid Credits 0.5
Remaining Bid Credits 0.5

results per page: 10

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

CHANGING OR DROPPING BIDS



Bid Courses

Current Bid Credits 0.5

Remaining Bid Credits 0.5

results per page: 10 ▾

Area	Number	Section Title	Period	bid	Time	Room	Credits	Capacity	Actions
Kellogg Architectures of Collaboration Initiative	KACI-461-5	31 Personal Leadership Insights First Class Mandatory	2019-2020, Winter	100 *	Mon 10:30-12:00	Global Hub 2430A	0.5	12	<div><input type="text"/></div> <div>no alternate ▾</div> <div>change bid</div> <div>drop bid (100) *</div>

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.

Course Sections Search Results

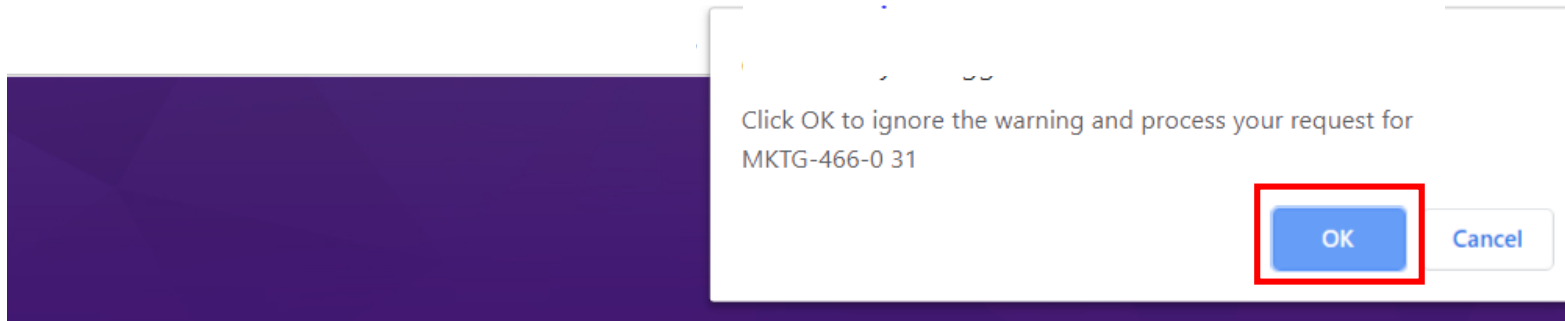
You cannot add FINC-442-0 31 because it has a prerequisite of FINC-431-0 Finance II or FINC-440-0 Finance I/II or FINC-441-0 Finance II that you are not enrolled in.

[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”.



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.**

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

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-451-0	Financial Reporting and Analysis	0/50 Capacity	2019-2020,	MR 10:30-12:00	Finn, Mark	66
	31	1.0 Credits		Winter			<div>no alternate ▼</div> <div>no alternate</div> <div>same time</div> <div>same professor</div> <div>any section</div>
	Section						
	Link						

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.

PAY WHAT YOU BID



Place bids for sections with open seats or for sections which are full. If you are enrolled in the course **you will pay what you bid (there is no closing cost)**. If you are not enrolled in a course you will be placed on the waitlist.

Finance	FINC-430-0	Finance I	2/2 Capacity (Full)	2019-2020, Tue 18:00-	Korajczyk,	<input type="text"/>
	61	1.0 Credits		Winter 21:00	Robert	bid to waitlist
	Section Link					

PAY WHAT YOU BID

If you bid for 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 enrolled in the new section promoted from the waitlist.

The screenshot shows a web application interface for course selection. In the background, there is a table of course sections. The first row is for 'Finance' with course ID 'FINC-430-0', section '61', '1.0 Credits', and is marked '2/2 Capacity (Full)'. The second row is for 'International Business' with course ID 'INTL-473-0', section '41', and '1.0 Credits'. A red rectangular box highlights a 'Message from webpage' popup. The popup contains a question mark icon and the text: 'If you bid on the waitlist for this course and are promoted, then you will be dropped from FINC-430-0 32 .'. At the bottom of the popup are 'OK' and 'Cancel' buttons.

Section	Link
Finance	FINC-430-0 Finance I 61 1.0 Credits 2/2 Capacity (Full) 2019-2020, Tue 18:00- Korajczyk, 50 Winter 21:00 Robert
International Business	INTL-473-0 Global Initia 41 Management 1.0 Credits

Message from webpage

?

If you bid on the waitlist for this course and are promoted, then you will be dropped from FINC-430-0 32 .

OK Cancel



1 BID POINT LOTTERIES

Place a 1 point bid for sections with open seats or for sections which are full (and could open up if students drop). For sections with available seats all 1 point bids will be entered into a lottery and successful bidders will be enrolled and charged 1 bid point. Unsuccessful bidders are **NOT** placed on Waitlists.

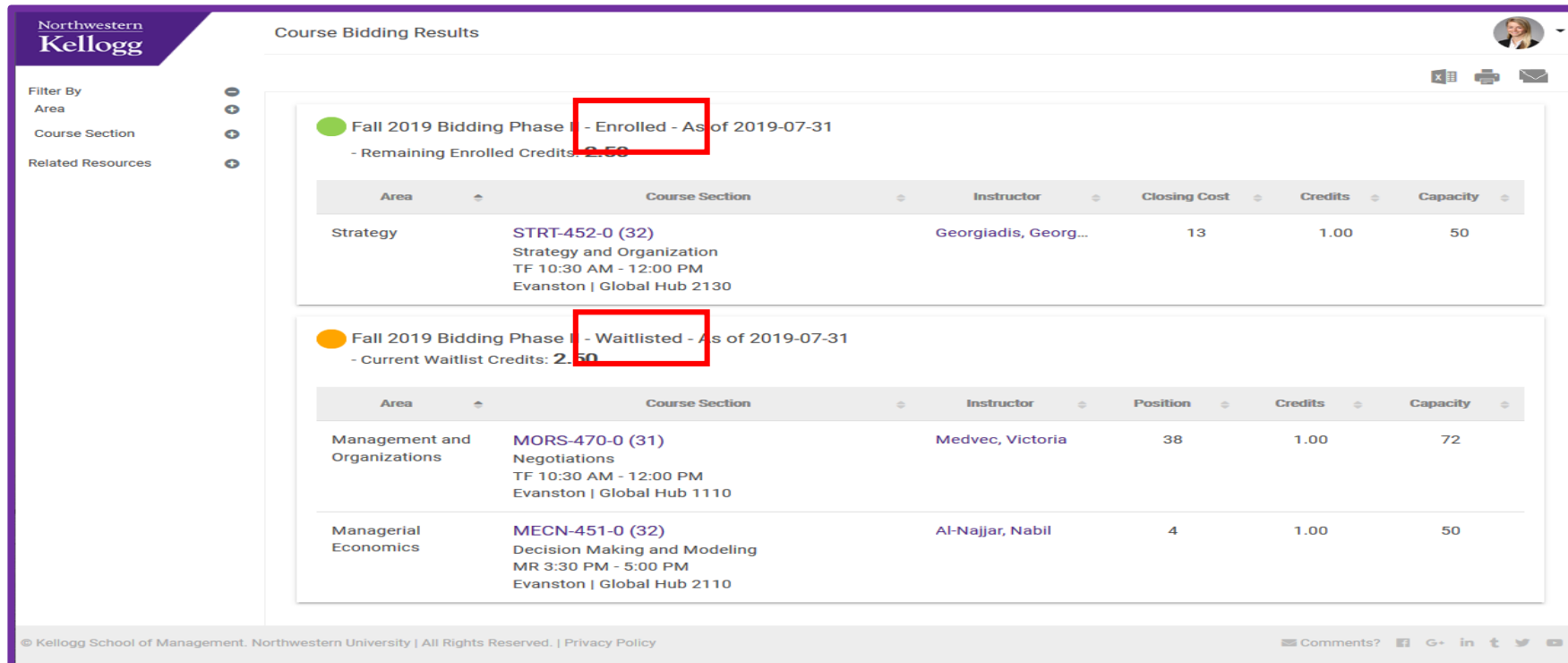
Finance	FINC-430-0	Finance I	2/2 Capacity	2019-2020,	Tue 18:00-	Korajczyk,	<input type="text"/>
	61	1.0 Credits	(Full)	Winter	21:00	Robert	bid
	Section						
	Link						

VIEWING BID RESULTS

Bidding Results become available on the [Course Bidding Results Display App](#) and on [Bidding and Registration](#) system (“My Bids and Courses” page) the morning of the 100% , 75%, and first 50% drop phases. Bidding results from the 1 Bid Point Lotteries are only available on the [Bidding and Registration](#) system.

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


Complete bidding statistics are found in [Course Planning](#).




Northwestern Kellogg

Course Bidding Results

Filter By
Area
Course Section
Related Resources






 Fall 2019 Bidding Phase 1 - Enrolled - As of 2019-07-31
- Remaining Enrolled Credits: 2.50

Area	Course Section	Instructor	Closing Cost	Credits	Capacity
Strategy	STRT-452-0 (32) Strategy and Organization TF 10:30 AM - 12:00 PM Evanston Global Hub 2130	Georgiadis, Georg...	13	1.00	50

 Fall 2019 Bidding Phase 1 - Waitlisted - As of 2019-07-31
- Current Waitlist Credits: 2.50

Area	Course Section	Instructor	Position	Credits	Capacity
Management and Organizations	MORS-470-0 (31) Negotiations TF 10:30 AM - 12:00 PM Evanston Global Hub 1110	Medvec, Victoria	38	1.00	72
Managerial Economics	MECN-451-0 (32) Decision Making and Modeling MR 3:30 PM - 5:00 PM Evanston Global Hub 2110	Al-Najjar, Nabil	4	1.00	50

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Comments?     

VIEWING BID RESULTS & WAITLIST POSITIONS IN “MY BIDS & COURSES”

Announcements

Search Classes

My Actions

My Bids & Courses

Logout

Bidding Phase 1 0 days, 0 hours, 38 min. left

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.

Announcements
Course Planning
Search Classes
My Bids & Courses
My Actions
Logout
Fall 2019 KPPI-440-S-61 Add
Deadline 0 days, 2 hours, 50
min. left

My Enrolled Courses

Print Enrollment
Enrolled Courses

Remaining Credits 2.0

Area	Number	Section	Title	Period	Time	Room	Credits	Capacity	Actions
Kellogg Public-Private Interface	KPPI-440-5	33	Leadership and Crisis Management	2019-2020, Fall	September 16-20	Global Hub L130	0.0	65	
		Section Link							
Management and Organizations	MORS-457-0	31	Social Dynamics and Network Analytics	2019-2020, Fall	MR 13:30-15:00	Global Hub 1430	1.0	65	drop
		Section Link							
Marketing	MKTG-462-0	32	Retail Analytics and Pricing	2019-2020, Fall	TF 10:30-12:00	Global Hub L130	1.0	65	drop
		Section Link							

Bid Courses

Current Bid Credits 0.0
Remaining Bid Credits 2.0

Waitlist Bid and Waitlist Courses

Current Waitlist Credits 1.0
Remaining Waitlist Credits 6.0

Your Waitlist
Position

Waitlisted Courses										results per page: 250 ▼
Area	Number	Section	Title	Period	Time	Room	Position	Credits	Capacity	Actions
Kellogg Architectures of Collaboration Initiative	KACI-915-5	51	Strategic Communication for Organizations	2019-2020, Fall	F2nd5 13:30-16:30	Global Hub 2130	2	0.5	27	drop waitlist set conditional drop
		Section Link								
Management and Organizations	MORS-462-5	42	Beyond Diversity: The Fundamentals of Inclusive Leadership	2019-2020, Fall	T2nd5 18:30-21:30	Global Hub 1430	3	0.5	30	drop waitlist set conditional drop
		Section Link								

Waitlist size for the class

First Class Mandatory Waitlist size = 28

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 and following the first 1 Bid Point Lottery, 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 Courses											results per page: 250 ▾
Area	Number	Section	Title	Period	Time	Room	Position	Credits	Capacity	Actions	
Kellogg Architectures of Collaboration Initiative	KACI-915-5	51	Strategic Communication for Organizations	2019-	F2nd5	Global	2	0.5	27	drop	
				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/ConditionalDropEntryForm

You are creating a conditional drop for your waitlist position on ACCT-430-0 section 71. If you are promoted off the waitlist then you will be dropped from the section selected below. If you use the same section on more than one conditional drop and you are promoted then all the associated conditional drops will be cleared.

Enrolled Courses: * : Business Analytics II DECS-431-0 71
Leading the Strategic Change Process MORS-452-0 71

Submit Cancel

REVIEWING YOUR BIDDING HISTORY



Announcements

Search Classes

My Actions

My Bids & Courses

Logout

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

Review your bidding history under “My Actions”.

Announcements

Course Planning

Search Classes

My Bids & Courses

My Actions

Logout

0 days, 0 hours, 0 min. left

My Actions

Days Max days = 99

[Print History](#)

results per page: ▼

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

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