New Student Self-Service Registration Instructions

Navigate to https://bidreg.kellogg.northwestern.edu/ and click on the Login button on the left hand side of the page. You will be required to enter in your NetID and password. If you are unable to access the system, you should validate your NetID to ensure that you are using the proper password. If you are still unsuccessful, you may have a hold on your account. You can view your hold in Caesar.
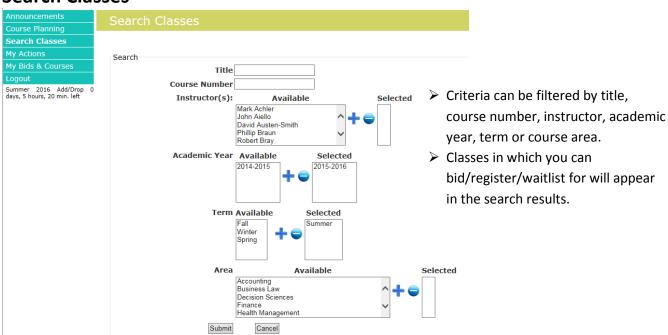
Suggested browsers: IE and Chrome

Once you have logged into the system, in the upper right hand corner, you will see your name followed by your academic program. Underneath your name and program, you can see your current bid account balance. *Please note that during your first quarter, students will not participate in bidding. Add/Drop phases do not require the use of bid points.*

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

Search Classes

> Criteria can be filtered by title, course number, instructor, academic year, term or course area.
> Classes in which you can bid/register/waitlist for will appear in the search results.

My Bids and Courses

Students can view enrollments, current bids, and waitlisted positions

- ➢ Students can view Enrolled Courses, past and present
- ➢ The remaining credits refers to the number of credits that you can register for during a given term and is not an indication of the number of credits you have remaining to graduate.

Print Enrollment
Enrolled Courses

Remaining Credits 3.0

results per page: 100 ▾

Area	Number	Section	Title	Period	Time	Room	Credits	Capacity	Actions
Decision Sciences	DECS-431-0	71	Business Analytics II	2014-2015, Summer	R 18:00-21:00	TBD	1.0	65	
Accounting	ACCT-430-W W	W	Course Waiver for ACCT-430-0	2013-2014, Fall	-		0.0	0	

- ➢ View current bids

Bid Courses

Current Bid Credits 1.0
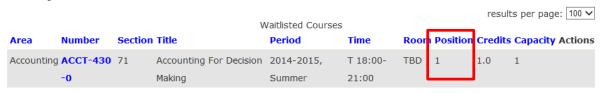Remaining Bid Credits 2.5

results per page: 100 ▾

Area	Number	Section	Title	Period	bid	Time	Room	Credits	Capacity	Actions
Finance	FINC-430-0	31	Finance I	2014-2015, Summer	500	M 18:00-21:00	TBD	1.0	65	change bid / drop bid (500)

- ➢ Students can view their Waitlisted classes as well as their position on the waitlist

Waitlist Bid and Waitlist Courses

Current Waitlist Credits 0.0
Remaining Waitlist Credits 7.0

results per page: 100 ▾

Waitlisted Courses

Area	Number	Section	Title	Period	Time	Room	Position	Credits	Capacity	Actions
Accounting	ACCT-430-0	71	Accounting For Decision Making	2014-2015, Summer	T 18:00-21:00	TBD	1	1.0	1	

Adding & Dropping Classes

➢ During the Add/Drop phases, students can add or drop classes so long as there are seats available. Bid points are not needed during the Add/Drop phases, but dependent upon the phase, a percentage of point refunds will be returned for dropped enrollments secured by bid points.

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
Finance	FINC-430-0 31	Finance I 1.0 Credits 0/65 Capacity Waitlist size = 1	2014-2015, Summer	M 18:00-21:00	Ofer, Aharon	add
Finance	FINC-440-0 61	Accelerated Corporate Finance 1.0 Credits 0/65 Capacity	2014-2015, Summer	MR 8:30-10:00	Ofer, Aharon	add

Waitlists

➢ Students can place themselves on a waitlist during the Add/Drop phase. Placing yourself on a waitlist does not require the use of bid points.

Area	Course Number	Title	Period	Time	Instructors	Actions
Operations	OPNS-925-5 62 Section Link	The Rookie General Manager 0.5 Credits 65/65 Capacity(Full) Waitlist size = 21	2015-2016, Spring	Mon/Thurs 1:30pm-3:00pm	White, William	Place on waitlist

➢ Upon successful completion of placing yourself on a waitlist, you will receive a confirmation at the top of the page and your position number will automatically be reflected on the same screen.

Success: place on waitlist for OPNS-925-5 62
refine search | new search

results per page: 50 ⌄

1 result(s) found

Area	Course Number	Title	Period	Time	Instructors	Actions
Operations	OPNS-925-5 62 Section Link	The Rookie General Manager 0.5 Credits 65/65 Capacity(Full) Waitlist size = 22 WL Position =22	2015-2016, Spring	Mon/Thurs 1:30pm-3:00pm	White, William	drop waitlist set conditional drop

➢ During the Add/Drop phase, students will be able to drop from a waitlist and/or set a Conditional Drop for waitlisted sections.

Waitlist Bid and Waitlist Courses

Current Waitlist Credits 0.0
Remaining Waitlist Credits 3.0

results per page: 100 ▾

Waitlisted Courses

Area	Number	Section	Title	Period	Time	Room	Position	Credits	Capacity	Actions
Accounting	**ACCT-430** -0	71	Accounting For Decision Making Waitlist size = 1	2014-2015, Summer	T 18:00- 21:00	TBD	1	1.0	1	drop waitlist set conditional 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 should a spot open up in the section 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