

Bidding & Registration Workshop

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Northwestern | Kellogg



TODAY'S PURPOSE

Share information on the bidding process and demonstrate the bidding section of the BidReg system.

AGENDA

Bidding

- Bidding Recap
- Bidding Rules

BidReg System

- Demo

Next Steps

- Check & Resolve Registration Holds
- Place Your Bids

Q&A

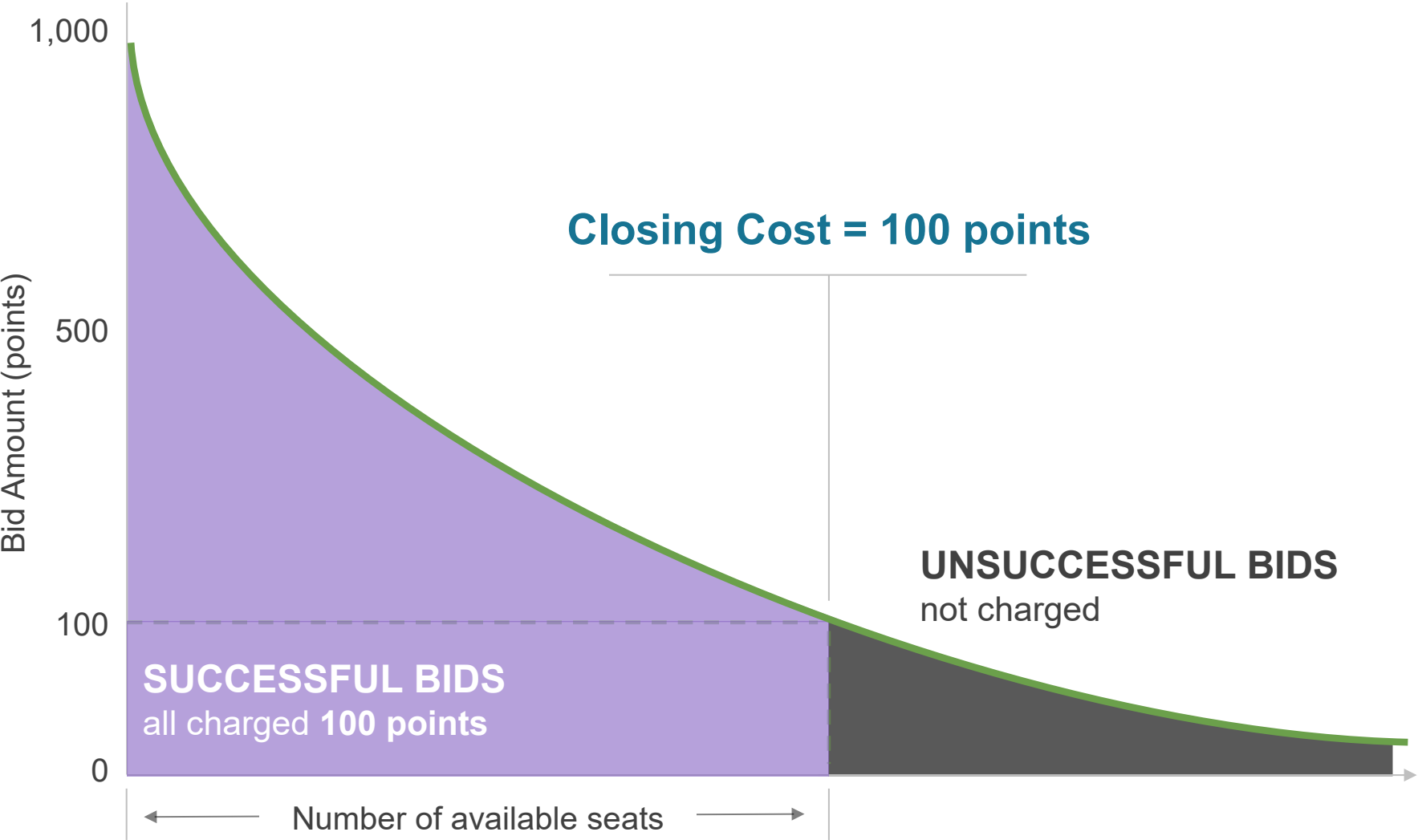
KELLOGG BIDDING SYSTEM

DUTCH AUCTION

- Bidders ranked from highest to lowest
- Lowest successful bid determines the closing cost
- Successful bidders all charged the same amount

2,000 points to last the remainder of the academic year – Winter and Spring quarters

DUTCH AUCTION EXAMPLE



SECTION NUMBER KEY

EVANSTON CAMPUS

Section 30: Full-time only

Section 40: Full-time / Evening & Weekend

CHICAGO CAMPUS

Section 60: Evening Only

Section 70: Weekend Only

Section 80: Evening / Weekend

Section 90: Evening / Weekend / Full-time

FULLY VIRTUAL

Section 89: Evening / Weekend *only* (CORE)

Section 99: Evening / Weekend / Full-time

Hybrid Notation: Sections with "HR" indicates in-Person Seats; "HV" indicates virtual seats.

KELLOGG BIDDING PROCESS

PHASE 1		PHASE 2		PHASE 3		PAY WHAT YOU BID		ADD/DROP	
BID	DROP	BID	DROP	BID	DROP	BID	DROP		
<p>Bid only for seats allocated to your program</p> <hr/> <p>Full-time</p> <hr/> <p>Evening</p> <hr/> <p>Weekend</p>	<p>100% bid point REFUND</p>	<p>Full-time students bid for open full-time seats</p> <hr/> <p>E&W students bid for open Evening and/or Weekend seats</p>	<p>100% bid point REFUND</p>	<p>Bid for open seats in any program</p>	<p>75% bid point REFUND</p>	<p>Bid for a waitlist position or a roster seat in any program</p> <hr/> <p>If enrolled or promoted from waitlist, charged bid amount</p>	<p>50% bid point REFUND</p>	<p>Previous Quarter Ends</p> <p>Real-time enrollment in any open seat or add to waitlist for any course</p> <hr/> <p>Drop classes for a 50% bid point refund</p>	<p>Ends Monday, Week 2 @ 8am</p>
Alternate Section Options						Waitlists			

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

BIDDING PHASES



PHASE 1	BID	Oct 25 at 9am thru Oct 28 at 5pm	<ul style="list-style-type: none"> • Bid on seats allocated to your program. Full-time students: sections 30s, 40s, 90s; class capacities do not change • Alternate section options available
	DROP	Oct 30 at 12pm thru Oct 31 at 5pm	<ul style="list-style-type: none"> • Drop any enrollments for a 100% refund of bid points for use in Phase 2
PHASE 2	BID	Nov 1 at 12pm thru Nov 4 at 5pm	<ul style="list-style-type: none"> • Bid on open seats in your program. Full-time students: sections 30s, 40s, 90s • Alternate section options available
	DROP	Nov 6 at 12pm thru Nov 7 at 5pm	<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	Nov 8 at 12pm thru Nov 11 at 5pm	<ul style="list-style-type: none"> • Bid on open seats in any program (Full-time, Evening, or Weekend) • Alternate section options available
	DROP	Nov 13 at 12pm thru Nov 14 at 5pm	<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 the Pay What You Bid Phase
PWYB	BID	Nov 15 at 12pm thru Nov 18 at 5pm	<ul style="list-style-type: none"> • 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
	DROP	Nov 26 at 12pm to Dec 9 at 8:30am	<ul style="list-style-type: none"> • Drop any enrollments for a 50% refund of bid points

ADD (& DROP) PERIOD



ADD/DROP	Add/Drop	Dec 9 at 9am thru Jan 13 at 8am	<ul style="list-style-type: none">• Real-time enrollment into open seats and addition to waitlists.• 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.)• Waitlist promotions in real time.• Set conditional drops to ensure waitlist promotion if you are at or near your credit maximum.
	Add/Drop <i>(2nd 5 Week Courses Only)</i>	Dec 9 at 9am thru Feb 17 at 8am	<ul style="list-style-type: none">• Real-time enrollment into open seats and addition to waitlists.• 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.)• Waitlist promotions in real time.

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

COMMON COURSE CONFLICT WATCH-OUTS

Lab Courses

- If you are applying for a Lab course, you'll need to work around your core course requirements (especially MECN-430).

Health Care Deep Dive Courses

- Health Care Deep Dive classes can be on Thursdays, Fridays, Saturdays, & Sundays. Again, note your MECN-430 timing.

ALTERNATE SECTION OPTIONS

- 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

SCREENSHOT OF ALTERNATE SECTION

Northwestern Kellogg

Course Catalog and Schedule

- Bid Stats
- TCE

Course Planning

- Path
- Plan

BidReg

- Search Classes
- My Activity
- Holds, Waivers, Transfers
- Historical Transactions (Past bid history, Point Ledger)

Course Applications

My Academics

- Pass / No Credit
- Leave of Absence / Withdrawal
- Application for Degree

Message Center

Related Resources

Course	Section	Time	Instructor	Enrollment	CR	Elective	Buttons
Finance II FINC-431-0 (32)	31 - EV	Mon / Thu 10:30AM - 12:00PM	Ponticelli, Jacopo	0 / 48	1.0 CR	Elective	TCE BidStats Bid Now Remove from Plan
Capital Markets FINC-450-0 (31)		Mon/Thu 3:30PM - 5:00PM	Braun, Phillip	0 / 63	1.0 CR	Elective	TCE BidStats Bid Now Remove from Plan
Competitive Strategy and Industrial Structure MECN-441-0 (31)		Mon/Thu 1:30PM - 3:00PM	Salant, Yuval	0 / 46	1.0 CR	Elective	Don't meet prerequisites TCE BidStats Remove from Plan
Advertising Strategy MKTG-454-0 (31)		Mon/Thu 8:30AM - 10:00AM	Rucker, Derek D.	0 / 48	1.0 CR	Elective	Alternate section dropdown Bid Now Remove from Plan
Negotiations Fundamentals MORS-472-5 (33)	31 - EV; 32 - EV	Fri 1:30PM - 4:30PM	Jami, Ata	0 / 35	0.5 CR	1st 5WK Elective	31 - EV 32 - EV 41 - EV 82 - CH TCE BidStats Bid Now Remove from Plan

My Bids : 0
No bids available.

My Waitlist : 0
No waitlist available.

ALTERNATE SECTION EXAMPLE 1

YOUR BID

- Bid **502 points** on MKTG-466 Section 31
- Choose Section 32 as alternate



BID RESULTS

- Section 31
 - 82 bidders for 65 seats
 - Closing cost = **504 Points**
- Section 32
 - 68 bidders for 65 seats
 - Closing cost = **437 Points**

OUTCOME: YOUR BID WAS NOT SUCCESSFUL

- Your bid was **BELOW** the closing cost for Section 31 – your bid was unsuccessful
- Both sections closed with primary bidders so the alternate section did not come into play
- All unsuccessful bidders were refunded their bid points
- Next step: bid in a subsequent phase for seats that may open up or bid to waitlist

ALTERNATE SECTION EXAMPLE 2

YOUR BID

- Bid **502 points** on MKTG-466 Section 31
- Choose Section 32 as alternate



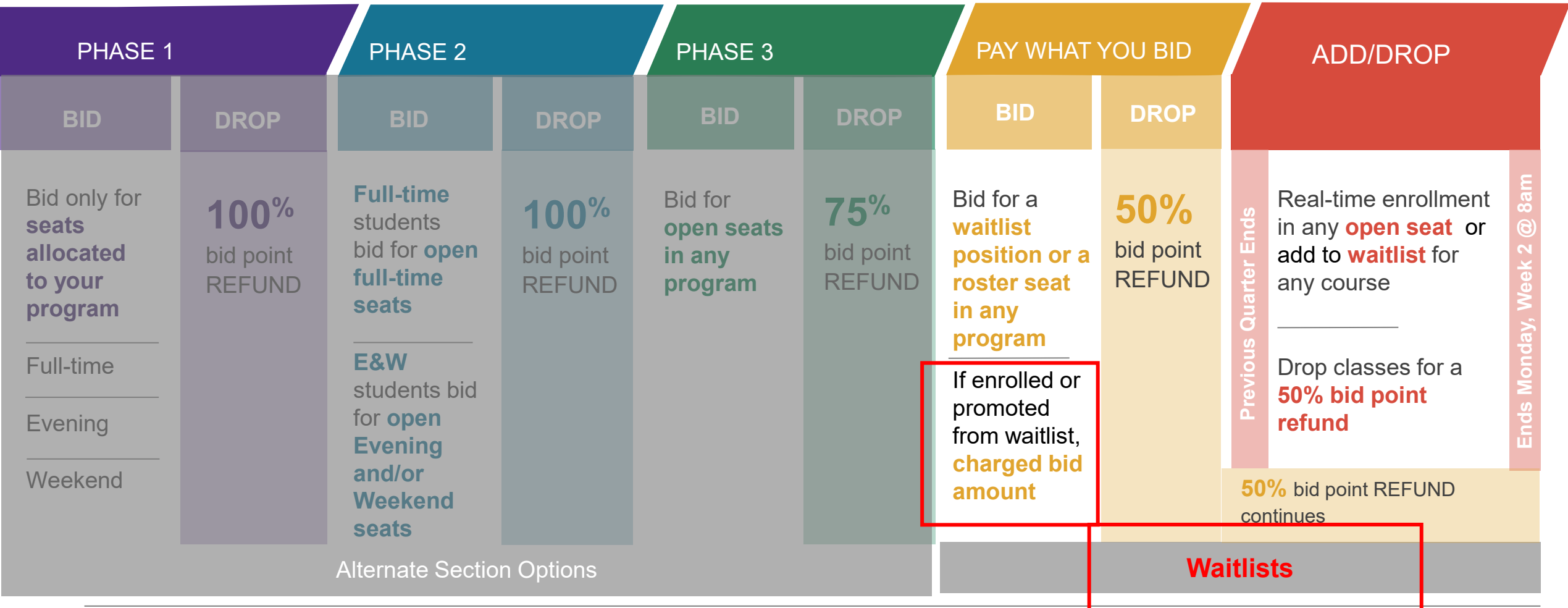
BID RESULTS

- Section 31
 - 82 bidders for 65 seats
 - Closing cost = 504 Points
- Section 32
 - 63 bidders for 65 seats
 - Closing cost = 0 Points

OUTCOME: REGISTERED FOR ALTERNATE SECTION

- Your bid was **BELOW** the closing cost for Section 31 – your primary bid was unsuccessful
- Section 32 did not close with primary bidders so alternate section was available
- As one of the 2 highest unsuccessful bidders, you are enrolled in Section 32
- Your points are refunded fully since Section 32 did not initially close (closing cost = 0)
- Next step: keep seat in alternate and revisit preferred section if a seat opens up or bid to waitlist

KELLOGG BIDDING PROCESS



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

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 before the withdrawal period begins, you will receive a 50% bid point refund

KELLOGG BIDDING PROCESS

If you are on a waitlist, you may need a **Conditional Drop**

PHASE 1		PHASE 2		PHASE 3		PAY WHAT YOU BID		ADD/DROP		
BID	DROP	BID	DROP	BID	DROP	BID	DROP			
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	Real-time enrollment in any open seat or add to waitlist for any course Drop classes for a 50% bid point refund		
Full-time		E&W students bid for open Evening and/or Weekend seats				If enrolled or promoted from waitlist, charged bid amount		Previous Quarter Ends	Ends Monday, Week 2 @ 8am	
Evening								50% bid point REFUND continues		
Weekend								Waitlists		
Alternate Section Options							Waitlists			

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

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
- Conditional drops can be set starting in the Add/Drop Phase

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



BIDDING & REGISTRATION SYSTEM DEMO

HOW TO BID DEMO

COURSE CATALOG AND SCHEDULE

Course Schedule | Course Catalog

Program: Select Here | Instructor: Select Here | Exponential Learning:

Term: Fall 2024 | Campus: Select Here | Resource Application:

Department: Select Here | Credits: Select Here | Pass/No Credit Eligible:

Course Name: Select Here | Session: Select Here | Exclude First Class Mandatory:

Course Title: Select Here | Modality: Select Here | PopUp:

Days of Week: Select Here | Major / Pathway: Select Here | Hide Courses I have already taken:

Start Time: Select Here

Search [Clear] Basic Search

Export to Excel

Course Name	Course Title	Credits	TCE	Bid State	Tag Course
ACCT-433-0	Financial Accounting	1.0	100	Bid State	
ACCT-434-0	Turbo Accounting	1.0	100	Bid State	
ACCT-435-0	MBM Financial Accounting	1.0	100	Bid State	
ACCT-444-5	Financial Planning for Mergers & Acquisitions	0.5	100	Bid State	
ACCT-457-5	Global Financial Management and Reporting	0.5	100	Bid State	
BLAW-405-1	Business Law	1.0	100	Bid State	
DECS-402-5	Business Analytics I	0.5	100	Bid State	
DECS-421-0	Business Analytics II	1.0	100	Bid State	
DECS-425-0	MSM Business Analytics	1.0	100	Bid State	
ENTR-402-0	New Venture Discovery	1.0	100	Bid State	
ENTR-475-0	Launching and Scaling Startups	1.0	100	Bid State	
ENTR-495-1	Entrepreneurship Through Acquisition	0.5	100	Bid State	

COMMON BIDDING PROCESS PITFALLS

Waiting until the last minute to bid – and realizing you have **HOLD**

Not utilizing the **Alternate Section** options

Using all of your points in **Pay What You Bid**

Not setting a **Conditional Drop** for waitlist positions, if enrolled in 5 credits

Staying on a **waitlist** if don't want a class (if promoted and then drop, you are refunded at 50%)

IF YOU HAVE QUESTIONS ABOUT A HOLD

Acknowledgement Hold

- Eight codes and policies found in BidReg
- Must read and sign all eight for the hold to be lifted

Emergency Contact Hold

- Completed and updated in Caesar
- Instructions emailed
- Ensure your contact info is up to date

Tuition Hold – Student Accounts

- Contact Student Accounts
- (847) 491-5224

Northwestern Health Services Hold

- Contact Northwestern Health Services
- (847) 491-8100

ALTERNATE SECTION EXAMPLE

YOUR BID on MKTG-466 (Marketing Strategy for Growth & Defense)

- Bid 500 points on Section 31
- Choose Section 32 as alternate section

Bid Results Scenario #1

- Section 31
 - 82 bidders for 65 seats
 - Closing cost = 502 Points
- Section 32
 - 68 bidders for 65 seats
 - Closing cost = 437 Points

Your bid was NOT successful

- Points refunded
- Next steps?

Bid Results Scenario #2

- Section 31
 - 82 bidders for 65 seats
 - Closing cost = 502 Points
- Section 32
 - 63 bidders for 65 seats
 - Closing cost = 0 Points

Your bid was successful!

- Points refunded AND, as one of the 2 highest unsuccessful bidders, you are enrolled in Section 32

BIDDING EXAMPLE

What does the data tell you?

Course Title	CourseName	Section	Program	Phase	Faculty	Campus	Number of Bids	Closing Cost	Seats Available	Total Seats	Enrolled	Waitlist	Open Seats
Finance II	FINC-431-0	31	Full-Time	Fall 2021 Bid Phase 1 FT Students	Mezzanotti, Filippo	Evanston	60	39	50	50	50	0	0
Finance II	FINC-431-0	32	Full-Time	Fall 2021 Bid Phase 1 FT Students	Mezzanotti, Filippo	Evanston	19	0	20	20	20	0	0
Finance II	FINC-431-0	33	Full-Time	Fall 2021 Bid Phase 1 FT Students	Mezzanotti, Filippo	Evanston	12	0	26	26	14	0	12
Finance II	FINC-431-0	31	Full-Time	Winter 2022 Bid Phase 1	Frydman, Carola	Evanston	23	0	50	50	29	0	21
Finance II	FINC-431-0	32	Full-Time	Winter 2022 Bid Phase 1	Matsa, David	Evanston	12	0	50	50	41	0	9
Finance II	FINC-431-0	33	Full-Time	Winter 2022 Bid Phase 1	Matsa, David	Evanston	108	251	50	50	50	0	0
Finance II	FINC-431-0	31	Full-Time	Spring 2022 Bid Phase 1	Ponticelli, Jacopo	Evanston	22	0	50	50	24	0	26
Finance II	FINC-431-0	32	Full-Time	Spring 2022 Bid Phase 1	Ponticelli, Jacopo	Evanston	57	11	50	50	50	0	0
Finance II	FINC-431-0	33	Full-Time	Spring 2022 Bid Phase 1	Ponticelli, Jacopo	Evanston	42	0	50	50	43	0	7
Finance II	FINC-431-0	31	Full-Time	Fall 2022 Bid Phase 1	Mezzanotti, Filippo	Evanston	10	0	20	20	11	0	9
Finance II	FINC-431-0	32	Full-Time	Fall 2022 Bid Phase 1	Mezzanotti, Filippo	Evanston	14	53	11	11	11	0	0
Finance II	FINC-431-0	33	Full-Time	Fall 2022 Bid Phase 1	Mezzanotti, Filippo	Evanston	12	0	50	50	13	0	37
Finance II	FINC-431-0	31	Full-Time	Winter 2023 Bid Phase 1	Matsa, David	Evanston	31	0	50	50	50	0	0
Finance II	FINC-431-0	32	Full-Time	Winter 2023 Bid Phase 1	Matsa, David	Evanston	123	330	50	50	50	0	0
Finance II	FINC-431-0	33	Full-Time	Winter 2023 Bid Phase 1	Frydman, Carola	Evanston	8	0	50	50	17	0	33
Finance II	FINC-431-0	31	Full-Time	Spring 2023 Bid Phase 1	Ponticelli, Jacopo	Evanston	23	0	49	49	33	0	16
Finance II	FINC-431-0	32	Full-Time	Spring 2023 Bid Phase 1	Ponticelli, Jacopo	Evanston	59	10	50	50	50	0	0
Finance II	FINC-431-0	33	Full-Time	Spring 2023 Bid Phase 1	Ponticelli, Jacopo	Evanston	71	40	48	48	48	0	0
Finance II	FINC-431-0	31	Full-Time	Fall 2023 Bid Phase 1	Mezzanotti, Filippo	Evanston	45	353	24	24	24	0	0
Finance II	FINC-431-0	32	Full-Time	Fall 2023 Bid Phase 1	Mezzanotti, Filippo	Evanston	41	200	28	28	28	0	0

BIDDING EXAMPLE

What should you consider?

Consideration 1: Course Supply

- Are there the same number of sections/seats as last year?

Consideration 2: Personal Goals

- Student A: Wants to be apply for Venture Lab in Spring
- Student B: Wants to be a Brand Manager, with general manager focus

Consideration 3: Section Flexibility

- Of the 3 sections in Winter, how many fit in your schedule?

BIDDING EXAMPLE

What might Student A conclude?

- There are the same number of sections/seats this year.
- Only 2 of the 3 sections fit in my schedule.
- I am hopeful the course will cost 0, but I know there is a possibility that it could cost 330 bid points or more.
- Based on the importance of this course to my personal and professional goals, I willing to spend X points on section X the course, choosing the one acceptable alternate section.
 - If the closing cost is more than that, I would need to drop it anyway in light of my other must-haves.
 - If the closing cost is less than that, I will get a refund of bid points to spend in future quarters.

BIDDING EXAMPLE

What might Student B conclude?

- There are the same number of sections/seats this year.
- I could fit any of the 3 sections in my schedule.
- I am hopefully the course will cost 0, but I know there is a possibility that it could cost 330 bid points or more.
- If I don't get the course this quarter, I can take it in Spring.
- Because of my personal professional goals – including the bid points I need to allocate to my more important “must-haves,” I would not want to take this course if it cost more than 50 points.
- I will bid 50 points on one section, and choose the alternates – and hope for the best.



NEXT STEPS

WHAT SHOULD YOU DO NEXT?

1. Resolve any registration holds!
2. Reflect on your academic, personal & professional goals
3. Complete your Course Planning:
 - Tag courses for full academic journey
 - Place courses on path for Winter & Spring
 - Plan your ideal weekly schedule for Winter (& maybe Spring!)
4. Based on your “must-haves” for Spring, determine how many points you want to have remaining after Winter 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 drop-in hours all year in Gies Plaza (M, T, R, F 12:15pm-1:15pm)
-

Slack

- Get quick, simple questions answered.
- #studentexperience_classof_2026 or DM @AcademicExperienceTeam

ADDITIONAL DROP IN HOURS DURING BIDDING

	Mon	Tues	Wed	Thurs	Fri
Week of 10/21	Plaza & Zoom	Plaza & Zoom	Bidding Highlights Presentation (Zoom)	Plaza & Zoom	Group Advising (KGH 2410A&B)
Week of 10/28	Plaza & Zoom		Plaza Only	Plaza & Zoom	Group Advising (KGH 2410A&B)

REMINDERS AND LINKS WILL BE POSTED ON SLACK in **#STUDENTEXPERIENCE_CLASS OF 2026**

BETTER TOGETHER – GROUP ACADEMIC ADVISING



- First session Friday, October 18 – 12:15p-1:15p
- Every Friday through November 15
- Bring computers
- Ask your bidding questions
- FAQs
- All group advising sessions in KGH 2410A&B



THANK YOU