HOW TO USE BIDREG
KELLOGG BIDDING & REGISTRATION SYSTEM

STEP-BY-STEP INSTRUCTIONS
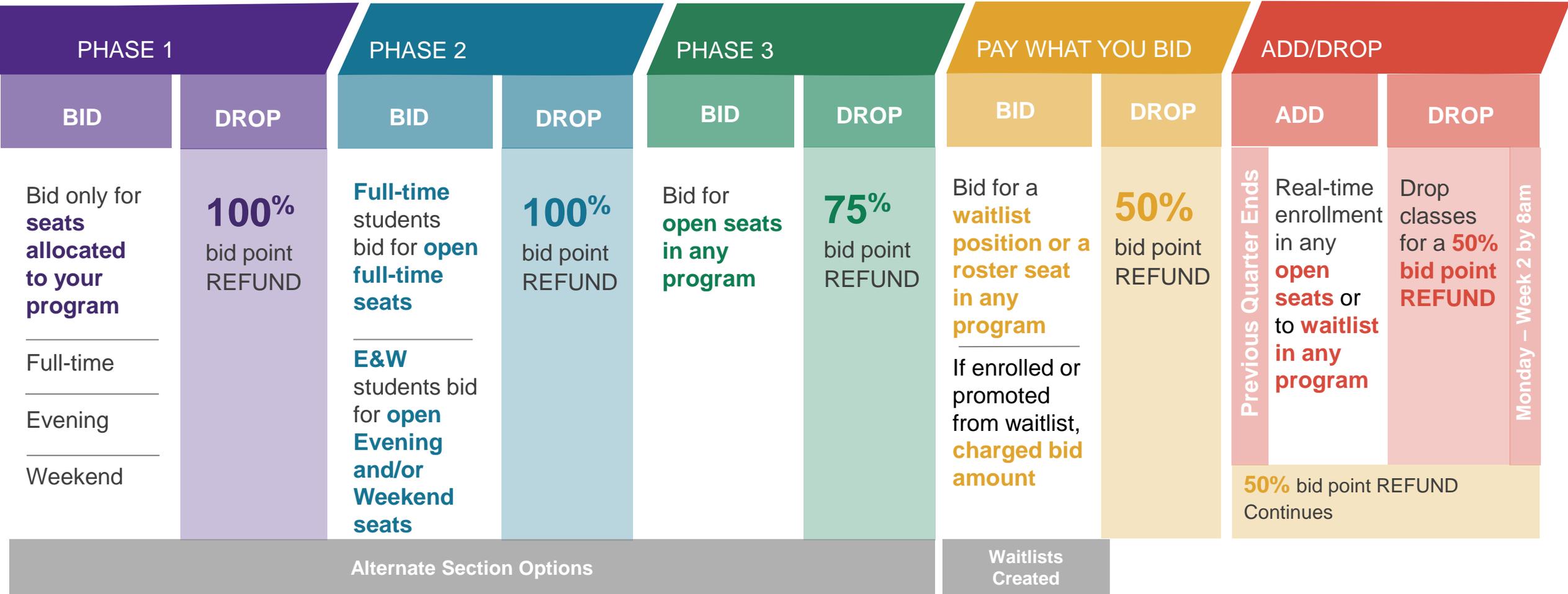
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TABLE OF CONTENTS

KELLOGG BIDDING PROCESS
at a glance…

PHASE 1		PHASE 2		PHASE 3		PAY WHAT YOU BID		ADD/DROP		
BID	**DROP**	**BID**	**DROP**	**BID**	**DROP**	**BID**	**DROP**	**ADD**	**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 for **open seats in any program**	**75%** bid point REFUND	Bid for a **waitlist position or a roster seat in any program** ——— If enrolled or promoted from waitlist, **charged bid amount**	**50%** bid point REFUND	Real-time enrollment in any **open seats** or to **waitlist in any program**	Drop classes for a **50% bid point REFUND**	Monday – Week 2 by 8am

Previous Quarter Ends

50% bid point REFUND Continues

Alternate Section Options

Waitlists Created

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

SECTION NUMBER KEY

EVANSTON CAMPUS

Section 30: **Full-time only**

Section 40: **Full-time / Evening & Weekend**

Section 50: **Full-time / Evening / Weekend**

CHICAGO CAMPUS

Section 60: Evening Only

Section 70: Weekend Only

Section 80: Evening / Weekend

Section 90: **Evening / Weekend / Full-time**

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 available.
	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: Bid for open Evening and/or Weekend seats, sections 40s (Evanston), 50s (Evanston), 60s, 70s, 80s, 90s. • Alternate section available.
	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). • Alternate section available for any section.
	DROP	• **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 BidReg to place bids, add and drop courses throughout the bidding cycle.

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

Bids can be placed at any time during the active bid period 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 through 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**).

- Bidding Phases 1 through 3 allow for Alternate Section option (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).

- Dropping an enrolled seat from a previous phase during the Pay What you Bid Phase results in **50% refund of bid points**.

If you are waitlisted:

- Set **conditional drops** to ensure waitlist promotion (necessary in the event promotion would result in exceeding program credit maximum).

- Waitlist Promotion **automatically happens** 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 to class by end of Week 1) result in **100% refund of bid points**.

- Students may drop courses during all Phases (up to Monday 8am of Week 2 for 10-week and 1st 5-week classes; and up to Monday 8am week 7 for 2nd 5-week classes) **with a bid point refund (and full tuition refund for E/W students).**

- Students who obtain a seat or are promoted from the waitlist are charged **the points they bid for during the Pay What you Bid phase.**

BIDDING BASICS: WHAT YOU NEED TO KNOW

ADD/DROP

- **Add a real-time enrollment** in any open seat class in any program without using bid points.

- **Add to the waitlist** of a fully-subscribed class section.

- Promotion from waitlists **automatically happens** 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 (5 credits for FT students and 4 credits for E/W students)).

- No bid points are charged in any add transaction that takes place in this phase.

- All students may drop an enrolled seat during ADD/DROP phase (up to Monday 8am of Week 2 for 10-week and 1st 5-week classes; or up to Monday 8am week 7 for 2nd 5-week classes) **with a 50% refund of bid points.**

- Any drop (or no promotion from) waitlists receives **a 100% refund of bid points** if bid points were used to secure that waitlist position.

LOGGING IN TO <u>BIDREG</u> WITH YOUR NETID & PASSWORD

LOGIN ISSUES

CLEAR YOUR CACHE	INCORRECT NETID/PASSWORD
Make sure to clear your cache and cookies. Try to login using Chrome or Edge. If you still encounter problems, email KIS: kis@kellogg.northwestern.edu	You should confirm your NetID/Password combination at NU Validate. If you still encounter problems, email KIS: kis@kellogg.northwestern.edu

REGISTRATION HOLDS

After logging into BidReg, there will be a message, under the Home/Dashboard page, that will alert you of any registration holds placed on your record in CAESAR that will prevent you from participating in the upcoming/current bid phase if the holds remain unresolved.
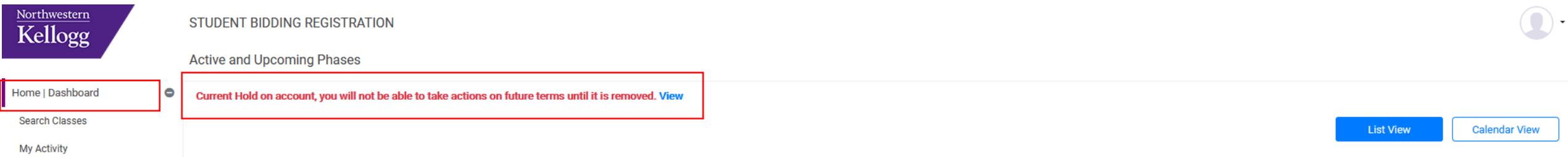
Click "View" for more information on your hold(s).

HOLDS, WAIVERS AND TRANSFER COURSES

The "Holds, Waivers, Transfers" screen displays a summary of your registration hold(s), if any, and a list of approved course waivers . Clicking on 'Additional Information' takes you to the CAESAR log in page to access information about your hold(s).

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STUDENT BIDDING REGISTRATION

Holds, Waivers and Transfers

Home | Dashboard

Search Classes

My Activity

Bid Results

Holds, Waivers, Transfers

Historical Transactions
(Past bid history, Point Ledger)

Communication Preferences

Help & Tutorials

HOLDS

Description	Effective Date	Reason
Registration	07/02/2021	Balance Due on Student Account Additional Information

WAIVERS

Waiver Status	Course	Effective Date	Details
🟢 Full	DECS-430-A Business Analytics I	03/04/2020	Business Analytics I (DECS-430-5) core requirement is fulfilled. (Must completed or Waived DECS 431) required for graduation.
🟢 Full	DECS-431-0 Business Analytics II	03/04/2020	Core requirement is fulfilled. No additional DECS courses required for graduation.
🟢 Full	MECN-430-0 Microeconomic Analysis	03/04/2020	Core requirement is fulfilled. No additional Microeconomics courses required for graduation.
🟢 Full	MKTG-430-0 Marketing Management	03/04/2020	Core requirement is fulfilled. No additional Marketing courses required for graduation.
🟢 Full	OPNS-430-0 Operations Management	03/04/2020	Core requirement is fulfilled. No additional Operations courses required for graduation.

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DASHBOARD

Once you have logged into BidReg your home screen will look like this:

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STUDENT BIDDING REGISTRATION

In the upper right-hand corner, you can see your name, EmplID, NetID and Academic Program.

Active and Upcoming Phases

Home | Dashboard

Search Classes

My Activity

Bid Results

Holds, Waivers, Transfers

Historical Transactions
(Past bid history, Point Ledger)

Communication Preferences

Help & Tutorials

Related Resources

Bidding Rules & Instructions
(Sitecore)

Course Planning

Experiential Learning Student

List View   **Calendar View**

ACTIVE PHASES

Summary 2021 Bidding Phase 1
Saturday 04/10, 04:45 PM - Saturday 04/10, 05:15 PM

04/10-04/10

PHASE ENDS: 0:24:25s (H:M:S)

No Bids Placed

Bid on Classes

Pts Balance : 1000   Pts Bid : 0   Enrolled : 0.0 / 4.0   Bid : 0.0 / 4.0   Enrolled Courses : 0

BID PHASE DATES The Home screen in BidReg provides an overview on current and upcoming phases. When a bid phase has ended, it will no longer be accessible. **Bid phases can also be displayed in a calendar view.**

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.

On the 'Dashboard' screen, you can find a summary of your current bid points balance, enrolled credits, and available bidding and waitlist credits. Your remaining bid point balance will be decreased by the amount of your bid.

Click on   **Bid on Classes**   to start placing bids on available classes during an active bid phase.

Note: New students do not participate in bidding.

SEARCHING CLASSES

Under **"Search Classes"** you can run a basic search by typing the exact course subject or title or the first few words of a course subject or title followed by the % sign to display all matches.

Your search results will display the courses and Professors' TCEs and BidStats, the course section modality (e.g., remote), the number of course credit, the session for the class (10-Week or 5-Week course), the type of courses (core or elective), the section seat capacity and number of enrolled students.

The system will indicate if you do not meet the prerequisites for a course, if you have already taken a course or if you have a time conflict. You can add to our Plan and place bids on class section with time conflict with enrolled classes. You will be required to resolve your time conflict by Friday 12pm of week 1.

You can export the results of your search to Excel.

On the 'Search Classes' screen, you can also add classes into your plan [Add to Plan]. During any active bid phase, you can place bids directly under your "My Activity" >"My Plan" if you have added classes of interest into your plan.

SEARCHING CLASSES- ADVANCED SEARCH

The search function defaults to the current term. Select the term and phase for which you need to search classes.

1875	0	1.0/4.0	0.0/4.0	1
Pts Balance	Pts Bid	Enrolled Credits	Waitlisted Credits	Enrolled Courses

Course Name — Select Here ▾   Credits — 0.5 CR ▾   Experiential Learning ☐

Course Title — Select Here ▾   Session — Select Here ▾   Pass/No Credit Eligible ☑

Days of Week — Select Here ▾   Modality — Select Here ▾   Exclude First Class Mandatory ☑

Instructor — Select Here ▾   Department — MKTG-Marketing ▾   Only Open Sections ☑

Campus — Select Here ▾   Majors / Pathways — Select Here ▾   Weekend Format ☐

[Search] [Clear] [Basic Search]

Search Results

☐ Only show available courses   ☐ Remove courses already taken   Sort By [Section Title (A-Z) ▾]   ⬇ Export to Excel

Growing Businesses, Growing People
MKTG-935-5 (81) 📄
[TCE] [BidStats]

Thu 6:00PM - 9:00PM
CH TBD

Khosla, Sanjay
[TCE] [BidStats]

🔴 **29 / 29**
WL : 1

| Realtime | 5WK |
| 0.5 CR | Elective |

[Add to waitlist] [Add to Plan]

Under "Search Classes", you can also use the **"Advanced Search"** to search classes by course name, course title, days of week, instructor, campus, credits, session, modality, and majors/pathways, P/NC eligible etc…. You can also use 'Sort By' to view only classes with open seats or filter by another criteria.

SEARCHING CLASSES

1- This screen displays details on each course to help you make your enrollment decision: section title, course/prefix name, TCE and Bid Stats details based on the section or faculty, course section's schedule and room number, and available seats to bid on.

2- The "Current Enrollment" column displays the session (e.g. 10 week), course type (core or elective) and number of credits. It also indicates seat capacity, and the number of enrolled students (e.g. 0/25: 25 seats are available, 10/25: 15 seats are available).

🔴 Class is full

🟢 Seats are available

🟡 Limited seats are available

3- During an active phase, you may perform the following transactions from the search classes screen:
Add to Plan: To add a section to your plan to bid on it later.
Alternate Section: Place a bid selecting a specific alternate section in case your primary bid is not successful.
Bid Now: To place a bid on the section, specifying your numerical bid.
Drop: Drop your enrollment.
Add: Add course to your schedule (become enrolled if seat availability permits) – real-time enrollment during an active Add/Drop phase.
Add to Waitlist: Addition to a waitlist for fully-subscribed class sections.

4 -You can export the search results to Excel.

COURSE DETAILS

Search Results   ☐ Only show available courses   ☐ Remove courses already taken   Sort By [Section Title (A-Z) ▼]   [⬇ Export to Excel]

Visualization for Persuasion
KACI-458-5 (81) 🗎

[TCE] [BidStats]

Fri 06/18/2021 6:00PM - 9:00PM
Additional Meetings

CH TBD

Franconeri, Steven

[TCE] [BidStats]

🔴 **24 / 24**
WL : 1

Realtime	5WK
Realtime	5WK
0.5 CR	Elective

[Add to waitlist] [Add to Plan]

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COURSE CATALOG

Course Details

Home | Dashboard ⊖

Search Classes

My Activity

Bid Results

Holds, Waivers, Transfers

Historical Transactions
(Past bid history, Point Ledger)

Communication Preferences

Help & Tutorials

Related Resources ⊖

Bidding Rules & Instructions
(Sitecore)

Course Planning

Experiential Learning Student

Accelerated Corporate Finance
FINC-440-0

[TCE] [BidStats]

1.0 CR   Core

DESCRIPTION

Corporate finance covers the financial knowledge you need to run a firm, whether the firm is a multi-billion dollar international conglomerate or a three-person start up. Accelerated Corporate Finance will combine the material from Finance 1 and Finance 2 in an intensive one-quarter course. We will cover valuation (discounted cash flow, multiples, and real options), capital structure (how firms finance themselves and how they manage risk), and payout policy (should firms return capital to investors and if so how). For more details, you should read the descriptions of Finance 1 and Finance 2. The logical concepts will be covered in class, technical skills and intuition will be developed in class and through online exercises, and then the logic and tools will be applied to a set of valuation, financing, risk management, and payout cases. Given the pace of the course, students are expected to be prepared to put in the extra effort in class and outside of class. Basic finance knowledge (discounting) and accounting is assumed

Prerequisite: Business Analytics I (DECS-430-5)

Corequisite/Prerequisite: Accounting for Decision Making (ACCT-430) and Business Analytics II (DECS 431-0)

TRACKS

Asset Management Pathway
Finance Major
VC/PE Pathway - Corporate Restructuring
VC/PE Pathway - Equity Growth
VC/PE Pathway - Venture Capital

SCHEDULE SUMMARY

	Winter 2021	Spring 2021	Summer 2021	Fall 2021	Winter 2022	Spring 2022
CH	CH ●	CH	CH	CH	CH	CH
EV	EV	EV	EV ● ●	EV	EV	EV

CH (Chicago)   EV (Evanston)   ● DayTime   ● Evening   ● Saturdays   ● Weekend

[Back]

Clicking on the course title or the course name and section number under "Search of Classes" displays additional information about the course such as the course description, syllabus, TCEs, BidStats, Professor's name and contact information, course prerequisites, when the course is being offered during the academic year and additional important information.

Make sure to click **"Back"** to return to Search Classes to select any available bidding options.

BIDDING ON CLASSES

Step 1: **Insert your bid amount in the box** next to the class.

Step 2 (optional): Use the **Alternate Section** drop down menu option to select one or more specific alternate section(s), for multi-section classes, in case your primary bid is unsuccessful.

Step 3: Click on the "**Bid Now**" button to submit and confirm your bid. When you reach your maximum bid credits, this option will disappear.

A minimum of **1 bid 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 conflicting courses by Friday week 1.

If there is no box to place a bid, then one or more of the following occurred:
- You have already taken the course or an equivalent course.
- You have placed a bid on another section of the course.
- You have no more bid points available.
- You have placed bids that equal your maximum allowable credits for your program (5 credits for full-time students and 4 credits for E/W students).

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

BIDDING ON ALTERNATE SECTIONS

Available only during Phases 1 through 3 for multi-section classes.

Select a specific section or multiple sections via a drop-down list.

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 an Evanston class section).

Each class section number is followed by the section campus location (e.g., CH: Chicago Campus, EV: Evanston Campus).

Enrollment into an alternate section 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.

ENROLLMENT ALERT MESSAGES

Don't Meet Prerequisites

For classes that have prerequisites that you have not satisfied (by either completing or waiving the prerequisite course(s)), the system will display the message **"Don't meet prerequisites"** and will only allow "Add to Plan" option.
You can click on the alert message to view the prerequisite course(s).

Time Conflict

For class sections that have a time conflict with other course(s) you are enrolled in or bid on, the system will display the message "**You have a time conflict with the class**" but will allow you to place your bid . You will have to resolve your time conflict by the end of the first week of classes (by Friday week 1).

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

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ENROLLMENT ALERT MESSAGES

1 Already bid on different section

Add to Plan

2 Not enough bid credits

Add to Plan

3

| Alternate section ▼ | 350 |

Bid Now | Add to Plan

The phase has ended.

4

| Alternate section ▼ | 1000 |

Bid Now | Add to Plan

You don't have enough bid points.

5 Enrolled

Add to Plan

1 Already bid on different section indicates that the system will not allow the 'Bid Now' option and you will need to drop the section you bid on and bid on a different section.

2 Not enough bid credits indicates that the system will not allow the 'Bid Now' option and you will need to drop a section you previously bid on in order to bid on an additional section.

3 The phase has ended indicates that the bidding phase has ended.

4 You don't have enough points indicates that you used all your bid points.

5 Enrolled indicates that you are enrolled in the class and no further action is needed.

MY ACTIVITY / MY PLAN

To view a list of sections you have added to your plan. During an active phase, you may place bids under "My Plan" tab on any classes you have placed into your plan.

My Plan (List View)

MY ACTIVITY / REVIEWING BIDS

When you have successfully placed your bid(s), the options to **"Update Bid"** and **"Drop Bid"** will be available.

| Accounting for Decision Making ACCT-430-0 (61) [TCE] [BidStats] | Thu 6:00PM - 9:00PM CH TBD | Hu, Danqi [TCE] [BidStats] | ● 0 / 65 10WK 1.0 CR Core | Alternate section ▼ 65 [Update Bid] [Drop Bid] [Add to Plan] |

You can also review your placed bids under **MY ACTIVITY > Bid (List View) tab or Dashboard Summary.**

Your **remaining bid point balance** will be decreased by the amount of your bids.

| 814 Pts Balance | 186 Pts Bid | 0.0/4.0 Enrolled Credits | 2.0/4.0 Bid Credits | 0 Enrolled Courses |

My Plan · Bid · Waitlist · Enrollment · View All

My Bids : 3

Accounting for Decision Making ACCT-430-0 (61) [TCE] [BidStats]	Thu 6:00PM - 9:00PM CH TBD	Hu, Danqi [TCE] [BidStats]	● 0 / 65 10WK 1.0 CR Core	Alternate section ▼ 65 [Update Bid] [Drop Bid]
Business Analytics I DECS-430-5 (61) [TCE] [BidStats]	Tue 6:00PM - 9:00PM CH TBD	Saraniti, Brett [TCE] [BidStats]	● 0 / 65 5WK 0.5 CR Core	65 [Update Bid] [Drop Bid]
Advanced Negotiations MORS-975-5 (81) [TCE] [BidStats]	Sat/Sun 06/18/2021 9:00AM - 5:00PM Additional Meetings CH Room TBA	Wang, Cynthia Shih-Chia [TCE] [BidStats]	● 0 / 18 5WK 0.5 CR Elective	56 [Update Bid] [Drop Bid]

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MY ACTIVITY / MODIFYING BIDS

In My Activity > Bid (List View) tab, you have the option to make adjustments to the bids you have placed. These options include dropping the bid, choosing an alternate section or updating your bid points. This tab only displays when bidding is available during an active phase.

Bid (List View)

After you have adjusted a bid, you need to refresh the page to confirm the update.

MY ACTIVITY / DROPPING CLASSES

The "Waitlist" tab allows you to drop waitlisted classes or set conditional drop to allow waitlist promotion.

Waitlist (List View)

The "Enrollment" tab displays the class sections you are currently enrolled in with the option to drop enrolled class sections during Add/Drop or the course withdrawal period.

Enrollment (List View)

View All (List View)

The "View All" tab displays all the sections from your plan, bids, waitlists and enrollments.

MY ACTIVITY / VIEWING YOUR CLASSES

The "My Activity" page gives you either a list, calendar or tile view of all your classes. Calendar and tile views will display class sections placed in your plan, sections that you have bid on, current enrollments or waitlists. If the option to view other phases is available at the top dropdown, the view will be adjusted accordingly.

(Calendar View)

(Tile View)

PAY WHAT YOU BID PHASE

If you place a bid on 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 you are successful in enrolling in the new section.

You can make some adjustments to the class section(s) you have placed a bid on by selecting **'Update Bid'** or **'Drop Bid'** during the active phase. When you want to drop a bid, a popup message will ask you to confirm your transaction by clicking "OK".

ADD/DROP PHASE

This is a real time enrollment phase to enroll in any open seat classes (with no bid point), drop an enrolled class (with a 50% bid point refund) or be added into the waitlist of any class sections that are full.

Promotions 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 enrolled credit maximum).

No bid points are charged for new transactions that take place in this phase.

If bid points were used to secure a waitlist position in a previous phase, a student will be charged if promoted into the class.

ADD/DROP PHASE

You can add into a class that has seats available and if you have not reached your enrolled credit limit (5 credits for FT students and 4 credits for E/W students).

| Finance II FINC-431-0 (82) TCE BidStats | Thu 6:00PM - 9:00PM CH Room TBA | Frydman, Carola TCE BidStats | ● 1 / 4 10WK 1.0 CR Elective | Add Add to Plan | Enrolled Drop Add to Plan |

You can add into a waitlist of a class section that is full.

Waitlisted (Rank: 1)

| Finance II FINC-431-0 (81) TCE BidStats | Tue 6:00PM - 9:00PM CH Room TBA | Frydman, Carola TCE BidStats | ● 4 / 4 10WK 1.0 CR Elective | Add to waitlist Add to Plan | Drop Conditional Drop Add to Plan |

You can drop an enrolled class with a 50% bid point refund

| Accounting for Decision Making ACCT-430-0 (61) TCE BidStats | Thu 6:00PM - 9:00PM CH TBD | Hu, Danqi TCE BidStats | ● 1 / 1 10WK 1.0 CR Core | Drop Add to Plan | Enrolled |

Drop ×

Are you sure you want to drop this class?

Cancel OK

All students may drop an enrolled seat during ADD/DROP phase (up to Monday 8am of Week 2 for 10-week or 1st 5-week classes; and up to Monday 8am of week 7 for 2nd 5-week classes) **with a 50% refund of bid points (and a full class tuition refund for E/W students).**

Any drop (or no promotion from) a waitlist receives **a 100% refund of bid points**.

When dropping an enrolled class, a popup message will ask you to confirm the drop by clicking "OK".

SETTING A CONDITIONAL DROP

During the Add/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 opens 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, use the drop-down list to select the class that you wish to drop if a seat opens up in the waitlisted course.

DROPPING A CONDITIONAL DROP

You can remove a conditional drop you previously set for a specific class section. Note: if you are currently on a waitlist and are at your credit limit, once you remove this conditional drop course, you will be skipped over during the waitlist promotion process if a seat becomes available.

When you drop a conditional drop, an alert message will ask you to confirm the transaction by clicking "OK".

VIEWING BID RESULTS

The "Bid Results" screen displays your historical course bidding transaction results.

DROPPING A COURSE

Under "Dashboard", "Search Classes" or "My Activity," you can drop courses:
- During any of the three drop only phases and the Add/Drop phase. You will receive a bid point refund ranging from 100% to 50% depending on the phase.
- During the course withdrawal period for a zero bid point refund. Doing so will result in a GPA-neutral "W" grade notation on the transcript.

When you drop a course, a popup message will ask you to confirm the transaction by clicking "OK".

HISTORICAL TRANSACTIONS

History tab displays a chronological list of actions taken and their results during any of the bidding phases.

Ledger tab displays a bid point ledger for each action.

COMMUNICATION PREFERENCES

Under **Communication Preferences**, you can enter your mobile phone number to be notified via SMS messages, in addition to emails, when the course bidding results are available for review.

IMPORTANT BIDDING INFORMATION

Full-time students: <u>Bidding and Registration Dates</u> and FAQs are located on the Serial.

Evening & Weekend students: <u>Bidding and Registration Dates</u> and FAQs 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