



# HOW TO USE BIDREG KELLOGG BIDDING & REGISTRATION SYSTEM

STEP-BY-STEP  
INSTRUCTIONS

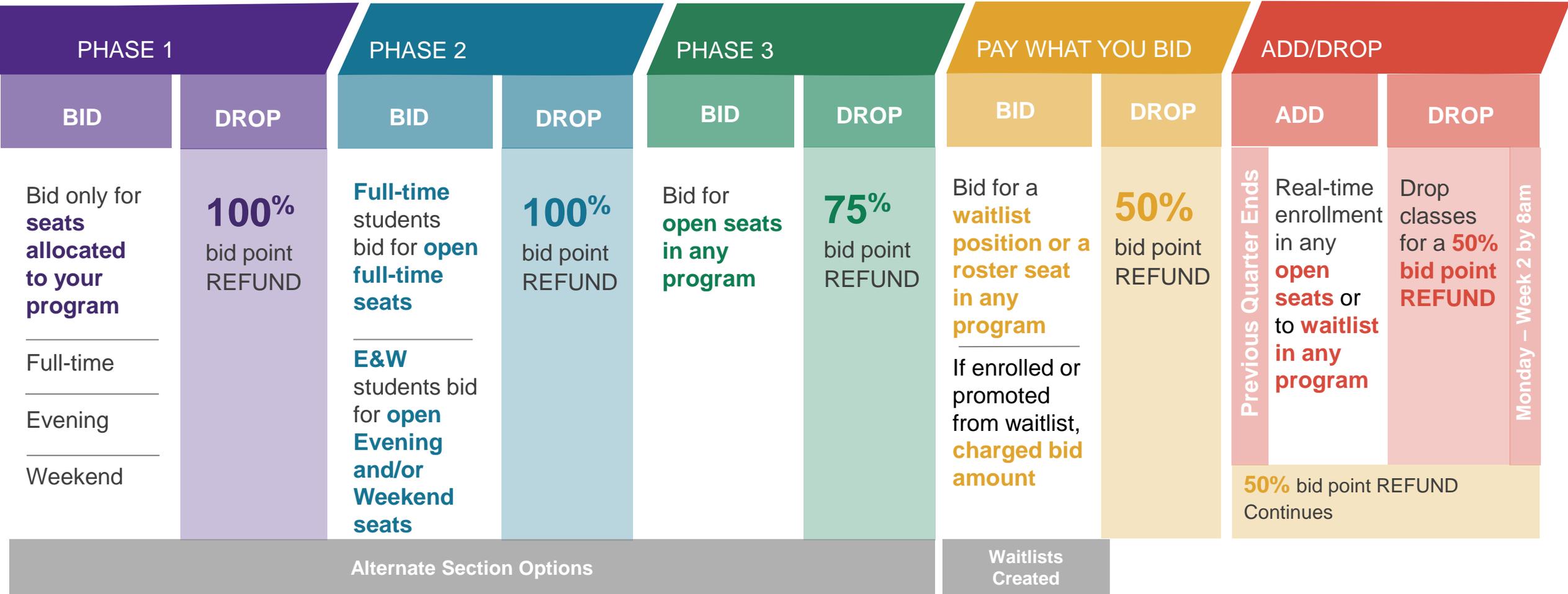
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# KELLOGG BIDDING PROCESS

## at a glance...



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	<ul style="list-style-type: none"><li>• <b>Bid on seats allocated to your program.</b> 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.</li><li>• Alternate section available.</li></ul>
	DROP	<ul style="list-style-type: none"><li>• Drop any enrollments for a <b>100% refund of bid points</b> for use in Phase 2.</li></ul>
PHASE 2	BID	<ul style="list-style-type: none"><li>• <b>Bid on open seats in your program.</b> Full-time students: sections 30s, 40s, 50s, 90s. Evening &amp; Weekend students: Bid for open Evening and/or Weekend seats, sections 40s (Evanston), 50s (Evanston), 60s, 70s, 80s, 90s.</li><li>• Alternate section available.</li></ul>
	DROP	<ul style="list-style-type: none"><li>• Drop any enrollments (from Phase 1 or Phase 2) for a <b>100% refund of bid points</b> for use in Phase 3.</li></ul>
PHASE 3	BID	<ul style="list-style-type: none"><li>• <b>Bid on open seats in any program</b> (Full-time, Evening, or Weekend).</li><li>• Alternate section available for any section.</li></ul>
	DROP	<ul style="list-style-type: none"><li>• <b>Drop any enrollments</b> (from Phases 1, 2, or 3) for a <b>75% refund of bid points</b> for use in “Pay What You Bid” phase.</li></ul>

# 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 1<sup>st</sup> 5-week classes; and up to Monday 8am week 7 for 2<sup>nd</sup> 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 1<sup>st</sup> 5-week classes; or up to Monday 8am week 7 for 2<sup>nd</sup> 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 BIDREG WITH YOUR NETID & PASSWORD

Recommended browsers:  
Chrome or Edge.  
Check [system requirements](#).

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KELLOGG SCHOOL OF MANAGEMENT LOGIN

SIGN IN

(POWERED BY NORTHWESTERN UNIVERSITY ONLINE PASSPORT)

Trouble Logging in?

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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  
Staff Intranet  
Faculty & Staff Intranet  
Recruiters

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

LEARN ABOUT  
Social Impact  
Trust  
Negotiation  
Leadership  
Brand Management  
Data Analytics

FOLLOW US  
Twitter  
LinkedIn  
Facebook  
Google+  
YouTube

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# LOGIN ISSUES

## CLEAR YOUR CACHE

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](mailto:kis@kellogg.northwestern.edu)

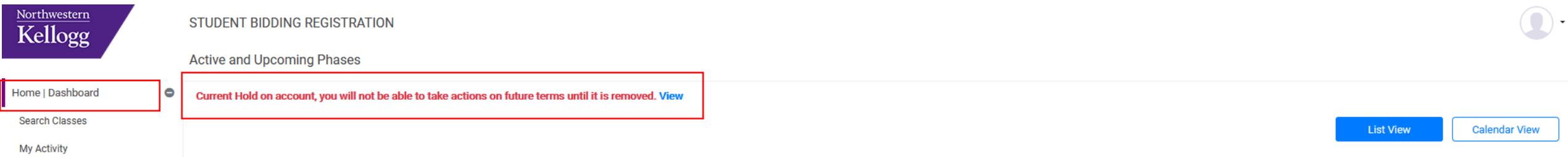
## INCORRECT NETID/PASSWORD

You should confirm your NetID/Password combination at [NU Validate](#).

If you still encounter problems, email  
KIS: [kis@kellogg.northwestern.edu](mailto: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.



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STUDENT BIDDING REGISTRATION

Active and Upcoming Phases

Home | Dashboard

Search Classes

My Activity

Current Hold on account, you will not be able to take actions on future terms until it is removed. [View](#)

List View

Calendar View

Click “[View](#)” for more information on your hold(s).



STUDENT BIDDING REGISTRATION

Holds, Waivers and Transfers

HOLDS

Description	Effective Date	Reason
Health Services	03/30/2021	Health Service Immunizations <a href="#">Additional Information</a>

# 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).

The screenshot displays the 'STUDENT BIDDING REGISTRATION' interface. The left sidebar contains navigation options: Home | Dashboard, Search Classes, My Activity, Bid Results, Holds, Waivers, Transfers (highlighted), Historical Transactions (Past bid history, Point Ledger), Communication Preferences, and Help & Tutorials. The main content area is titled 'Holds, Waivers and Transfers' and is divided into two sections: 'HOLDS' and 'WAIVERS', both highlighted with red boxes.

**HOLDS**

Description	Effective Date	Reason
Registration	07/02/2021	Balance Due on Student Account <a href="#">Additional Information</a>

**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.

# DASHBOARD

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



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

STUDENT BIDDING REGISTRATION

Active and Upcoming Phases

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



List View

Calendar View

ACTIVE PHASES

Summer 2021 Bidding Phase 1

04/10-04/10

No Bids Placed

Bid on Classes

Saturday 04/10, 04:45 PM - Saturday 04/10, 05:15 PM

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

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

The screenshot shows the 'Search Classes' interface. A callout box at the top states: "The search function defaults to the current term. Select the term and phase for which you need to search classes." A red box highlights the dropdown menu showing "Summer 2021 Add Drop 1". Another red box highlights the "Search Classes" link in the left sidebar. A summary bar at the top displays: 1875 Pts Balance, 0 Pts Bid, 1.0/4.0 Enrolled Credits, 0.0/4.0 Waitlisted Credits, and 1 Enrolled Courses. The search input field contains "acct%" and has "Search" and "Advanced Search" buttons. Below the search bar, there are filters for "Only show available courses" and "Remove courses already taken", and a "Sort By" dropdown set to "Section Title (A-Z)". An "Export to Excel" button is in the top right. The search results table shows two courses:

Course Name	Section	Professor	Enrolled	Options
Accounting for Decision Making ACCT-430-0 (61)	Thu 6:00PM - 9:00PM CH TBD	Hu, Danqi	5 / 65 Realtime 10WK 1.0 CR Core	TCE BidStats Add to Plan
Advanced Negotiations MORS-975-5 (81)	Sat/Sun 06/18/2021 9:00AM - 5:00PM Additional Meetings CH TBD	Wang, Cynthia Shih-Chia	23 / 30 Realtime 5WK 0.5 CR Elective	TCE BidStats Add to Plan Don't meet prerequisites

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

Summer 2021 Add Drop 1

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

<b>1875</b> Pts Balance	<b>0</b> Pts Bid	<b>1.0/4.0</b> Enrolled Credits	<b>0.0/4.0</b> Waitlisted Credits	<b>1</b> Enrolled Courses
Course Name	Select Here	Credits	0.5 CR	Experiential Learning <input type="checkbox"/>
Course Title	Select Here	Session	Select Here	Pass/No Credit Eligible <input checked="" type="checkbox"/>
Days of Week	Select Here	Modality	Select Here	Exclude First Class Mandatory <input checked="" type="checkbox"/>
Instructor	Select Here	Department	MKTG-Marketing	Only Open Sections <input checked="" type="checkbox"/>
Campus	Select Here	Majors / Pathways	Select Here	Weekend Format <input type="checkbox"/>
				<a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a>

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

<a href="#">Growing Businesses, Growing People</a> MKTG-935-5 (81)	Thu 6:00PM - 9:00PM CH TBD	Khosla, Sanjay <a href="#">TCE</a> <a href="#">BidStats</a>	<span style="color: red;">●</span> <b>29 / 29</b> WL : 1 Realtime 5WK 0.5 CR Elective	<a href="#">Add to waitlist</a> <a href="#">Add to Plan</a>
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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

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STUDENT BIDDING REGISTRATION

Summer 2021 Bidding Phase 1

1800 Pts Balance | 0 Pts Bid | 0.0/4.0 Enrolled Credits | 0.0/4.0 Bid Credits | 0 Enrolled Courses

Please search to view or add course [Search] [Advanced Search]

Search Results  Only show available courses  Remove courses already taken Sort By Course Name (A-Z) 4 [Export to Excel](#)

Course Name	Schedule	Faculty	Enrollment	Buttons
<b>Accounting for Decision Making</b> ACCT-430-0 (61)	Thu 6:00PM - 9:00PM CH TBD	Hu, Danqi	0 / 2 10WK 1.0 CR Core	TCE BidStats Bid Now Add to Plan
Accounting for Decision Making ACCT-430-0 (62)	Wed 6:00PM - 9:00PM CH Room TBA	Dye, Ronald A.	0 / 2 10WK 1.0 CR Core	TCE BidStats Bid Now Add to Plan
Business Law BLAW-435-0 (81)	Mon 6:00PM - 9:00PM CH Room TBA	McCareins, Mark	7 / 20 10WK 1.0 CR Elective	TCE BidStats Bid Now Add to Plan
Business Law BLAW-435-0 (81)	Mon 6:00PM - 9:00PM CH Room TBA	McCareins, Mark	0 / 45 10WK 1.0 CR Elective	TCE BidStats Bid Now Add to Plan
Business Law BLAW-435-0 (82)	Tue 6:00PM - 9:00PM CH Room TBA	Herbison, James	3 / 20 WL : 1 10WK 1.0 CR Elective	TCE BidStats Add to Plan
Business Analytics I DECS-430-5 (61)	Tue 6:00PM - 9:00PM CH TBD	Saraniti, Brett	1 / 2 5WK 0.5 CR Core	TCE BidStats Bid Now Add to Plan

**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) 

Fri 06/18/2021 6:00PM - 9:00PM  
[Additional Meetings](#)  
CH TBD

Franconeri, Steven

● **24 / 24**  
WL : 1  
Realtime 5WK  
0.5 CR Elective

[Add to waitlist](#) [Add to Plan](#)

[TCE](#) [BidStats](#)

[TCE](#) [BidStats](#)

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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

### COURSE CATALOG

#### Course Details

**Accelerated Corporate Finance** FINC-440-0 1.0 CR Core

[TCE](#) [BidStats](#)

**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 ● EV	CH EV	CH EV ● ●	CH EV	CH EV	CH EV

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

[Back](#)

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Comments?     

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

STUDENT BIDDING REGISTRATION

Summer 2021 Bidding Phase 1

1000 Pts Balance	0 Pts Bid	0.0/4.0 Enrolled Credits	0.0/4.0 Bid Credits	0 Enrolled Courses
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Please search to view or add course

Search Results  Only show available courses  Remove courses already taken Sort By Section Title (A-Z)

Accounting for Decision Making ACCT-430-0 (61)	Thu 6:00PM - 9:00PM CH TBD	Hu, Dangi <input type="button" value="TCE"/> <input type="button" value="BidStats"/>	0 / 65 10WK 1.0 CR Core	Alternate section ▾ 12 <input type="button" value="Bid Now"/> <input type="button" value="Add to Plan"/>
Accounting for Decision Making ACCT-430-0 (62)	Wed 6:00PM - 9:00PM CH Room TBA	Dye, Ronald A. <input type="button" value="TCE"/> <input type="button" value="BidStats"/>	0 / 65 10WK 1.0 CR Core	Alternate section ▾ <input type="text"/> <input type="button" value="Bid Now"/> <input type="button" value="Add to Plan"/>
Advanced Negotiations MORS-975-5 (81)	Sat/Sun 06/18/2021 9:00AM - 5:00PM Additional Meetings CH Room TBA	Wang, Cynthia Shih-Chia <input type="button" value="TCE"/> <input type="button" value="BidStats"/>	0 / 18 5WK 0.5 CR Elective	Alternate section ▾ <input type="text"/> <input type="button" value="Bid Now"/> <input type="button" value="Add to Plan"/>

**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).

The screenshot displays a bidding interface for two sections of 'Negotiations Fundamentals MORS-472-5'. Each section entry includes the course name, time, room, instructor, and enrollment status (0/18). The Saturday section (9:00AM-12:00PM) and Monday section (6:00PM-9:00PM) are both taught by Wiwad, Dylan Clifford McCavour. The interface features buttons for 'TCE', 'BidStats', 'Bid Now', and 'Add to Plan'. A red box highlights the 'Alternate section' dropdown menu for the Saturday section, which lists '82 - CH', '83 - CH', and '84 - CH'. A purple box highlights the 'Alternate section' dropdown menu for the Monday section, which shows '82 - CH' and '84 - CH' selected with checkmarks.

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).

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

<a href="#">Advanced Negotiations</a> MORS-975-5 (41HR)	Fri 8:15AM - 11:15AM EV Global Hub L130	Wang, Cynthia Shih-Chia	● 0 / 6	<a href="#">Don't meet prerequisites</a>	Prerequisite: DECS-430-5, DECS-440-0
<a href="#">TCE</a> <a href="#">BidStats</a>		<a href="#">TCE</a> <a href="#">BidStats</a>	Face 5WK 0.5 CR Elective	<a href="#">Add to Plan</a>	<a href="#">Don't meet prerequisites</a> <a href="#">Add to Plan</a>

## 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.**

<a href="#">Advertising Strategy</a> MKTG-454-0 (41)	Wed 6:30PM - 9:30PM EV TBD	Pearlman, Mary	● 0 / 15	<input type="checkbox"/> Any Alternate Section
<a href="#">TCE</a> <a href="#">BidStats</a>		<a href="#">TCE</a> <a href="#">BidStats</a>	Realtime 10WK 1.0 CR Elective	<a href="#">Bid Now</a> <a href="#">Add to Plan</a>
<a href="#">You have a time conflict with this class</a>				

# 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)

Summer 2021 Add Drop 1

Home | Dashboard  
Search Classes  
**My Activity**  
Bid Results  
Holds, Waivers, Transfers  
Historical Transactions (Past bid history, Point Ledger)  
Communication Preferences  
Help & Tutorials

<b>1875</b> Pts Balance	<b>0</b> Pts Bid	<b>1.0/4.0</b> Enrolled Credits	<b>0.0/4.0</b> Waitlisted Credits	<b>1</b> Enrolled Courses
----------------------------	---------------------	------------------------------------	--------------------------------------	------------------------------

My Plan   Waitlist   Enrollment   View All

My Plan : 1

<b>Accounting for Decision Making</b> ACCT-430-0 (62)	Wed 6:00PM - 9:00PM CH TBD	Dye, Ronald A. TCE BidStats	<b>13 / 18</b> Realtime 10WK 1.0 CR Core	Taken in Winter 2021 Remove from Plan
--	-------------------------------	--------------------------------	--	--

# 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)

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)	Thu 6:00PM - 9:00PM CH TBD	Hu, Danqi	0 / 65	Alternate section 65
Business Analytics I DECS-430-5 (61)	Tue 6:00PM - 9:00PM CH TBD	Saraniti, Brett	0 / 65	65
Advanced Negotiations MORS-975-5 (81)	Sat/Sun 06/18/2021 9:00AM - 5:00PM Additional Meetings CH Room TBA	Wang, Cynthia Shih-Chia	0 / 18	56

# 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)

The screenshot displays the 'Bid (List View)' interface. At the top, there are navigation tabs: 'My Plan', 'Bid' (highlighted), 'Waitlist', 'Enrollment', and 'View All'. Below the tabs, it says 'My Bids : 3'. The main content area lists three bids:

Course Name	Time	Instructor	Points	Buttons
Accounting for Decision Making ACCT-430-0 (71)	Sat 1:30PM - 4:30PM CH TBD	Vincent, Linda	0 / 2 Realtime 10WK 1.0 CR Core	TCE BidState Alternate section: 20 Update Bid Drop Bid
Asset Management Practicum III FINC-458-0 (41HR)	Wed 6:30PM - 9:30PM EV Global Hub 1110	Korajczyk, Robert	0 / 2 Hybrid 10WK 1.0 CR Elective	TCE BidState Alternate section: 41 Update Bid Drop Bid
Analytical Consulting Lab MECN-615-0 (81)	Tue 6:00PM - 9:00PM CH Room TBA	Shapiro, Joel	0 / 2 Realtime 10WK 1.0 CR Elective	TCE BidState Alternate section: 30 Update Bid Drop Bid

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)

My Waitlist : 1

Advanced Board Governance KPPI-471-5 (3J)	TBA EV TBD	Shaw, Sophia N	● 2 / 1 WL : 2	Rank: 1 0 Points
<a href="#">TCE</a> <a href="#">BidStats</a>		<a href="#">TCE</a> <a href="#">BidStats</a>	Realtime 10WK 0.5 CR Elective	<a href="#">Drop</a> <a href="#">Conditional Drop</a>

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)

My Enrollments : 2

Accounting for Decision Making ACCT-430-0 (71)	Sat 1:30PM - 4:30PM CH TBD	Vincent, Linda	● 1 / 63	0 Points
<a href="#">TCE</a> <a href="#">BidStats</a>		<a href="#">TCE</a> <a href="#">BidStats</a>	Realtime 10WK 1.0 CR Core	<a href="#">Drop</a>
Analytical Consulting Lab MECN-615-0 (81)	Tue 6:00PM - 9:00PM CH Room TBA	Shapiro, Joel	● 1 / 1	0 Points
<a href="#">TCE</a> <a href="#">BidStats</a>		<a href="#">TCE</a> <a href="#">BidStats</a>	Realtime 10WK 1.0 CR Elective	<a href="#">Drop</a>

## 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)

Northwestern Kellogg

STUDENT BIDDING REGISTRATION

Winter 2021 AD Conditional Drop

2718 Pts Balance    80 Pts Bid    1.0/4.0 Enrolled Credits    2.5/5.0 Waitlisted Credits    2 Enrolled Courses

Overview Weekly

Plan Bid Waitlist Enrollment

8am  
9am  
10am  
11am  
12pm  
1pm  
2pm  
3pm  
4pm  
5pm  
6pm  
7pm  
8pm  
9pm

Plan - MECN-615-0 (31HV)  
Analytical Consulting Lab  
Wed 01/06/2021 1:30PM - 3:00PM, EV TBD  
Additional Meetings  
Shapiro, Joel

Enroll - DECS-431-0 (61HV)  
CH TBD

Enroll - DECS-431-0 (61HV)  
CH TBD

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## (Tile View)

Winter 2021 AD Conditional Drop

2718 Pts Balance    80 Pts Bid    1.0/4.0 Enrolled Credits    2.5/5.0 Waitlisted Credits    2 Enrolled Courses

Plan Bid Waitlist Enrollment

PLAN

BID

WAITLIST

ENROLLMENT

Plan - MECN-615-0 (31HV)  
Analytical Consulting Lab  
Wed 01/06/2021 1:30PM - 3:00PM, EV TBD  
Additional Meetings  
Shapiro, Joel

WL - KPHI-471-5 (3J)  
Advanced Board Governance  
TBA, EV TBD  
Shaw, Sophia N

Enroll - DECS-431-0 (61HV)  
Business Analytics II  
Mon 01/04/2021 5:45PM - 8:45PM, CH TBD  
Additional Meetings  
Sandroni, Alvaro

# PAY WHAT YOU BID PHASE

## STUDENT BIDDING REGISTRATION

Summer 2021 Pay What You Bid Phase

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

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

834

Pts Balance

25

Pts Bid

4.0/4.0

Enrolled Credits

1.0/1.0

Bid Credits

6

Enrolled Courses

Please search to view or add course

MKTG-451

Search

Advanced Search

Search Results

Only show available courses

Remove courses already taken

Sort By Section Title (A-Z)

Export to Excel

Omnichannel Experience Strategy  
MKTG-451-0 (81)

Thu 6:00PM - 9:00PM  
CH Room TBA

Lecinski, James Edward

2 / 2

25

TCE BidStats

TCE BidStats

10WK 1.0 CR  
Elective FCM

Update Bid Drop Bid Add to Plan

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

## STUDENT BIDDING REGISTRATION

### Active and Upcoming Phases

[List View](#) [Calendar View](#)

ACTIVE PHASES	
<b>Summer 2021 Add Drop 2</b> Friday 04/23, 03:00 PM - Friday 04/30, 04:00 PM	<b>04/23-04/30</b> PHASE ENDS: 54:11:22s (H:M:S)
Pts Balance : 842   Pts Bid : 0   Enrolled : 3.0 / 4.0   Waitlist : 0.0 / 2.0   Enrolled Courses : 4	

[Add/Drop Classes](#)

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.

- 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

# 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)

Thu 6:00PM - 9:00PM  
CH Room TBA

Frydman, Carola

● 1 / 4

10WK 1.0 CR  
Elective

TCE BidStats

Add Add to Plan

Drop Add to Plan

Enrolled

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

Finance II  
FINC-431-0 (81)

Tue 6:00PM - 9:00PM  
CH Room TBA

Frydman, Carola

● 4 / 4

10WK 1.0 CR  
Elective

TCE BidStats

Add to waitlist Add to Plan

Drop Conditional Drop Add to Plan

Waitlisted (Rank: 1)

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

Accounting for Decision Making  
ACCT-430-0 (61)

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

Hu, Danqi

● 1 / 1

10WK 1.0 CR  
Core

TCE BidStats

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 1<sup>st</sup> 5-week classes; and up to Monday 8am of week 7 for 2<sup>nd</sup> 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.

Northwestern Kellogg

STUDENT BIDDING REGISTRATION

Summer 2021 Add Drop 2

370 Pts Balance | 0 Pts Bid | 3.5/4.0 Enrolled Credits | 1.0/1.5 Waitlisted Credits | 4 Enrolled Courses

My Plan | **Waitlist** | Enrollment | View All

My Waitlist : 1

Competitive Strategy and Industrial Structure  
MECN-441-0 (82)

Sat 9:00AM - 12:00PM  
CH Room TBA

Saraniti, Brett

3 / 4  
WL : 3  
Rank: 2 45 Points

Drop Conditional Drop

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.

Add Conditional Drop

- MORS-975-5 (81)
- OPNS-455-0 (81)
- STRT-441-0 (81)
- BLAW-435-0 (81)

Cancel Save

# 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.

The screenshot displays the 'STUDENT BIDDING REGISTRATION' interface. On the left, a navigation menu includes 'My Activity', which is highlighted with a red box. The main content area shows a summary of student status: 370 Pts Balance, 0 Pts Bid, 3.5/4.0 Enrolled Credits, 1.0/1.5 Waitlisted Credits, and 4 Enrolled Courses. Below this, a 'My Waitlist' section lists one entry: 'Competitive Strategy and Industrial Structure MECN-441-0 (B2)'. This entry includes details such as 'Sat 9:00AM - 12:00PM', 'CH Room TBA', and 'Saraniti, Brett'. A 'Conditional Drop: STRT-441-0 (81)' is indicated for this entry, with a 'Drop' button next to it, also highlighted by a red box. An orange arrow points from a text box to this 'Drop' button. The text box contains the instruction: 'When you drop a conditional drop, an alert message will ask you to confirm the transaction by clicking "OK"'. Below the main interface, a modal dialog titled 'Remove Conditional Drop' is shown, asking 'Are you sure you want to remove this Conditional Drop?' with 'Cancel' and 'OK' buttons.

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.

The screenshot shows the 'STUDENT BIDDING REGISTRATION' page with a sidebar on the left containing navigation options like 'Home | Dashboard', 'Search Classes', 'My Activity', 'Bid Results', 'Holds, Waivers, Transfers', 'Historical Transactions', 'Communication Preferences', 'Help & Tutorials', 'Related Resources', 'Bidding Rules & Instructions', 'Course Planning', and 'Experiential Learning Student'. The main content area is titled 'Course Bidding Results' and is divided into three sections, each with a red box around its title:

- Enrolled:** Winter 2021 Bidding 1 - Enrolled - As of 2021-03-31 - Remaining Enrolled Credits: 0.50. The table below shows one entry for Strategy (STRT-969-5 (31)) by Blount, Sally, with 0 Closing Cost, 0.50 Credits, and 51 Capacity.
- Waitlisted:** Winter 2021 Bidding 1 - Waitlisted - As of 2021-03-31 - Current Waitlist Credits: 1.50. The table below shows one entry for Accounting Information & Management (ACCT-430-0 (71)) by Vincent, Linda, with Position 1, 1.00 Credits, and 1 Capacity.
- Unsuccessful Bids:** Winter 2021 Bidding 1 - Unsuccessful Bids - As of 2021-03-31. The table below shows one entry for Managerial Economics (MECN-615-0 31HR) by Shapiro, Joel, with 1.00 Credits and 1 Points Bids.

At the bottom of the page, there is a footer with copyright information and social media icons.

● Enrolled

● Waitlisted (Pay What You Bid Phase) as well as your waitlist(s) position(s).

● Unsuccessful Bid

# 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.

The screenshot displays a user interface for course management. At the top, the semester is set to "Summer 2021" and the phase is "100% Drop Phase". Summary statistics show: 1000 Pts Balance, 0 Pts Bid, 2.0/4.0 Enrolled Credits, 0.0/3.0 Waitlisted Credits, and 3 Enrolled Courses. The "Enrollment" tab is active, showing three enrolled courses:

Course Name	Time	Instructor	Progress	Credits	Points	Action
Accounting for Decision Making ACCT-430-0 (61)	Thu 6:00PM - 9:00PM CH TBD	Hu, Danqi	1 / 65	1.0 CR	0 Points	Drop
Business Analytics I DECS-430-5 (61)	Tue 6:00PM - 9:00PM CH TBD	Saraniti, Brett	1 / 65	0.5 CR	0 Points	Drop
Advanced Negotiations MORS-975-5 (81)	Sat/Sun 06/18/2021 9:00AM - 5:00PM Additional Meetings CH Room TBA	Wang, Cynthia Shih-Chia	1 / 18	0.5 CR	0 Points	Drop

A confirmation popup titled "Drop" is visible on the right, asking "Are you sure you want to drop this class?" with "Cancel" and "OK" buttons.

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

# HISTORICAL TRANSACTIONS



Northwestern Kellogg

STUDENT BIDDING REGISTRATION

Historical Transactions

History Ledger

Action Term Name Course Name Section Name Phase Name

Select Here Select Here Select Here Select Here Select Here

Action	Term Name	Course Name	Section	Phase Name	Date Time	Points Bid	Admin Performed
Bid Points Changed					3/9/2021 3:04:56 AM	3000	Yes
Enrolled	Winter 2021	FINC-430-0	31HR	Winter 2021 Add/Drop	3/9/2021 5:18:29 AM	0	No
Enrolled	Winter 2021	FINC-430-0	32	Winter 2021 Add/Drop	3/9/2021 5:18:37 AM	0	No
Dropped	Winter 2021	FINC-430-0	31HR	Winter 2021 Add/Drop	3/9/2021 5:18:37 AM	0	No
Waitlisted	Winter 2021	FINC-430-0	31HR	Winter 2021 Add/Drop	3/9/2021 5:41:10 AM	10	Yes
Enrolled	Winter 2021	DECS-922-0	41B	Winter 2021 Add/Drop	3/9/2021 5:41:34 AM	0	No
Dropped	Winter 2021	DECS-922-0	41B	Winter 2021 Add/Drop	3/9/2021 5:42:38 AM	0	No
Dropped	Winter 2021	FINC-430-0	32	Winter 2021 Add/Drop	3/9/2021 5:42:38 AM	0	No
Enrolled	Winter 2021	FINC-430-0	31HR	Winter 2021 Add/Drop	3/9/2021 5:42:38 AM	0	Yes
Email Sent					3/9/2021 6:28:18 AM	0	Yes
Email Sent					3/9/2021 6:28:18 AM	0	Yes
Bid Created	Winter 2021	KPPI-471-5	3J	Bid to Waitlist	3/9/2021 9:24:58 PM	1	No

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

History Ledger

Action	Term Name	Course Name	Section	Phase Name	Date Time	Point Adjustment	Points Total
Bid Points Changed					3/9/2021 3:04:56 AM	3000	3000
Enrolled	Winter 2021	FINC-430-0	31HR	Winter 2021 Add/Drop	3/9/2021 5:18:29 AM	0	3000
Enrolled	Winter 2021	FINC-430-0	32	Winter 2021 Add/Drop	3/9/2021 5:18:37 AM	0	3000
Dropped	Winter 2021	FINC-430-0	31HR	Winter 2021 Add/Drop	3/9/2021 5:18:37 AM	0	3000
Waitlisted	Winter 2021	FINC-430-0	31HR	Winter 2021 Add/Drop	3/9/2021 5:41:10 AM	-10	2990

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.

The screenshot displays the 'STUDENT BIDDING REGISTRATION' page. On the left is a navigation menu with the Northwestern Kellogg logo and links for Home | Dashboard, Search Classes, My Activity, Bid Results, Holds, Waivers, Transfers, Historical Transactions (highlighted with a red box), Communication Preferences, and Help & Tutorials. The main content area is titled 'Specify Your Communication Preferences' and includes the following options:

- I would like to receive Email messages
  - School: XXX @kellogg.northwestern.edu
- I would like to receive SMS messages (standard text rates apply)
  - Other:  Only numbers: 1234567890

A red box highlights the SMS preference section. To the right, a sample text message is shown in a red-bordered box:

Text Message  
Today 3:16 PM

Summer 2021 Bidding 2 has been resolved. Please check your results <a href="https://reg.kellogg.northwestern.edu/bidresults/" target="\_blank">here</a>

At the bottom of the message box are icons for camera, voice recording, and a text input field containing 'Text Message' with a green send button. Below the message box is a blue 'Submit' button.

# IMPORTANT BIDDING INFORMATION

Full-time students: [Bidding and Registration Dates](#) and FAQs are located on the Serial.

Evening & Weekend students: [Bidding and Registration Dates](#) and FAQs are located on the E&W Intranet.

# CONTACT

## Kellogg Academic Experience Team:

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