

Bidding & Registration

Refresher for Upper Level Students

Presented by:

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Goals for This Presentation



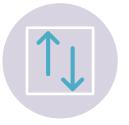
BIDDING AND REGISTRATION BASICS



SEARCHING FOR CLASSES/COURSE ATTRIBUTES



BIDDING ROUNDS



OPEN ENROLLMENT (AKA ADD/DROP PERIOD)

Bidding & Registration Basics

Bidding and Registration Basics

You must be familiar with the rules; there are no exceptions!

BIDDING

- •3J's receive 6500 points, 3L's 4500 points, and 2Ls **3000 points** to bid on courses this year
- You are granted bidding points for the <u>entire year</u> – save what you need for spring!
- •You may bid on up to 10 courses
- Each bid must be distinct
- Review course waitlist and bidding histories (available in the course description on CAESAR) for guidance on how many points to bid.

REGISTRATION

- Maximum credits per semester is 17
- •Intersession and summer courses do not count against the 17-credit max
- •We do not allow course auditing
- •We do not have a pass/fail grade option

Bidding Overview

2 Rounds of Bidding:

- Each round is independent each round establishes a separate "price"
- Bid value v. cost
- Wait list positions cost the number of points you bid on the class (regardless of the "cost" of the class to the last successful bidder)

Bid Results

- Successful Bid
- Denied Bid
- Waitlist

Bid and Wait List Cancellations

- During Round 2, you can cancel successful bids and wait list positions to recapture points
- If you do not cancel a waitlist position, the points will have been spent and cannot be recaptured (even if you do not enroll)

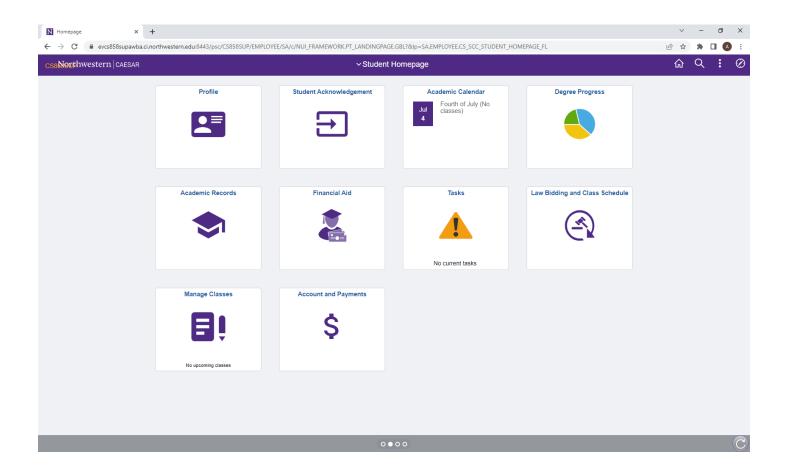
Last Chance Period

- Your last chance to recapture bid points for use in the Intersession and Spring
- You can't place bids during last chance, you can only cancel

Open Enrollment aka Add/Drop (occurs after bidding has ended)

- Bid points will not be recaptured (drop) or spent (add)
- ALWAYS REMEMBER TO CLICK "SAVE"!!!!

CAESAR Class Search



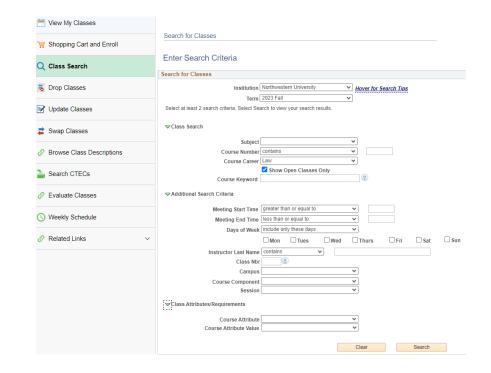
CAESAR Homepage

Law Bidding and Class Schedule- for placing/viewing bids, viewing full semester schedule

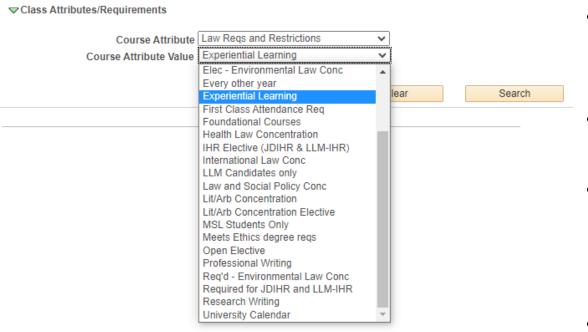
Manage Classes- for adding/dropping classes, viewing your classes once enrolled, searching classes for graduation requirements

CLASS SEARCH

- You must select at least 2 criteria to perform a search.
- We suggest selecting Course Career: Law
- Once bids have been processed to enrollment, pay attention to "Show Open Classes Only"- if this is checked, closed classes will NOT appear in search results



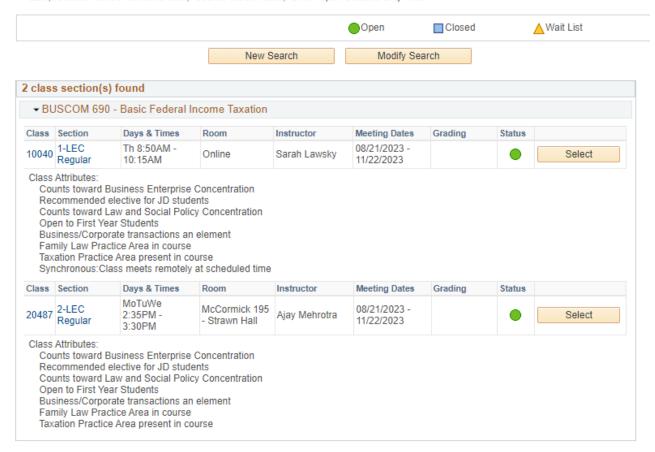
GRADUATION REQUIREMENT SEARCH



- Expand Class
 Attributes section in
 Class Search
- Course Attribute = Law Reqs and Restrictions
- Select value for which you are searching i.e., Experiential Learning, Research Writing, etc.
- Click Search

Search Result

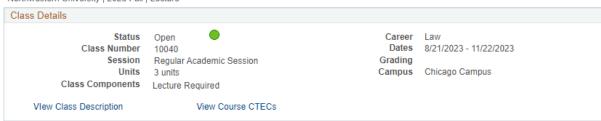
The following classes match your search criteria Course Subject: Business and Commercial Law. Course Number contains '690'. Course Career: Law. Show Open Classes Only: Yes



Class Detail

Class Detail

BUSCOM 690 - 1 Basic Federal Income Taxation Northwestern University | 2023 Fall | Lecture



Meeting Information					
Days & Times	Room	Instructor	Meeting Dates	View Instructors CTECs	
Th 8:50AM - 10:15AM	Online	Sarah Lawsky	08/21/2023 - 11/22/2023	View Instructors CTECs	

Enrollment Information				
Enrollment Requirements	MSL Students are not eligible to enroll			
Class Attributes	Open to First Year Students Business/Corporate transactions an element Family Law Practice Area in course Taxation Practice Area present in course Synchronous:Class meets remotely at scheduled time			
Class Availability				
Class Capacity 70 Enrollment Total 0 Available Seats 70	Wait List Capacity 999 Wait List Total 0			

View Search Results

Select Class

Class Description

Class Description Search Results

LAW BUSCOM 690-1: Basic Federal Income Taxation

Northwestern University | 2023 Fall

CAMPUS BOOKSTORE LISTING		VIEW SEARCH RESULTS			
Class Instructors					
Name	Telephone	Instructor Campus Address	URLID		
Sarah Lawsky	312/503- 1855	sarah.lawsky@law.northwestern.edu	https://www.law.northwestern.edu/faculty/profiles/SarahLawsky/		

Class Information	
Class Attributes	Open to First Year Students
	Business/Corporate transactions an element Family Law Practice Area in course
	Taxation Practice Area present in course Synchronous:Class meets remotely at scheduled time

Class Description

Overview of class

This course serves as an introduction to U.S. federal income tax law. You will not learn how to fill out your tax return or about accounting. Ax isn't primarily about numbers; rather, it is about the government's role in the economy and the distribution of resources.

Registration Requirements

By the end of this course, you should have a better understanding of: (1) The basic structure of and concepts underlying the U.S. federal income tax system (income, deductions, exclusions, credits, etc.). (2) How to read a statute and figure out what the law is. (3) The different sources of tax law, including not only the Code and regulations, but also administrative guidance, and the relative weight that each of these sources is due. (4) The fundamentals of tax policy.

Teaching Method

Lecture Group work Class participation Films / videos

Other (see below):

Lectures are prerecorded; in class we work problems together.

Evaluation Method

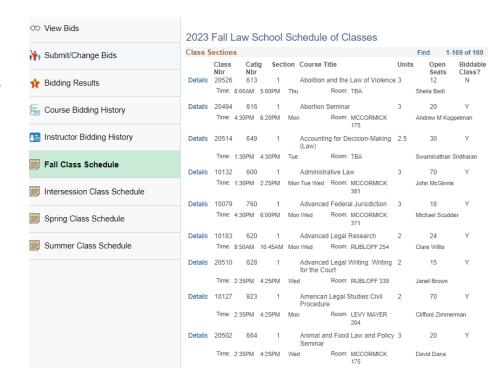
Exam, final

Class Materials (Required)

"The most important reading you will do in this class is of the tax code and regulations. A PDF of the Code and regulations we will read in this class will be on Canvas. You can order a bound hard copy of that PDF for cost; the link will be on Canvas. You may prefer a published hard copy such as CCH, Federal Income Tax. Code & Regulations - Selected Sections (2023-2024 edition), or any other fairly current edition of selected sections of the Federal Income Tax Code and Regulations. There are also readings from Katherine Pratt, Thomas D. Griffith, and Joseph Bankman, Federal Income Tax: Examples and Explanations (8th Edition 2019, 158H 9781-4548-8127-8). This is available as an e-book for free; the link will be on Canvas. You must have the current edition, because the law has changed significantly. Additional readings and problems for the tonics are in packets that will he proceed as DDFs on Canvas and linked under the

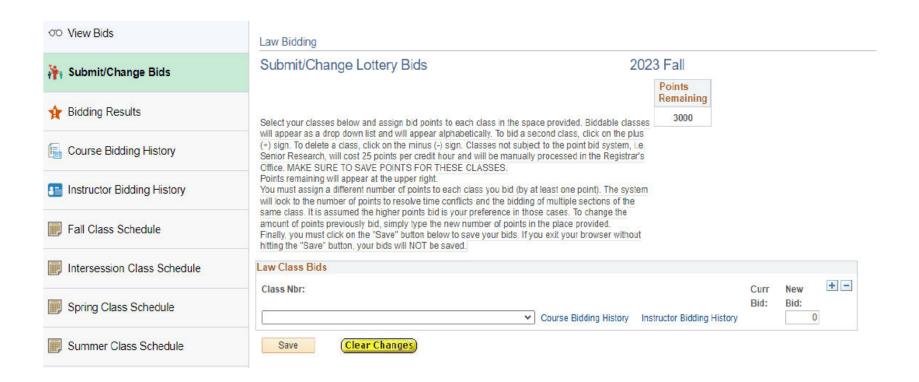
Class Schedule

- You can also get to the Class Detail and Class Description from the Law Bidding and Class Schedule tile
 - This is just organized as an alphabetical list of classes rather than needing to perform a Class Search
 - The Class Detail screen will look slightly different but contains the same info.



Round 1 Bidding

Submit/Change Bids



Submit/Change Bids

Law Bidding

Submit/Change Lottery Bids

2023 Fall

Points Remaining 2100

Select your classes below and assign bid points to each class in the space provided. Biddable classes will appear as a drop down list and will appear alphabetically. To bid a second class, click on the plus (+) sign. To delete a class, click on the minus (-) sign. Classes not subject to the point bid system, i.e. Senior Research, will cost 25 points per credit hour and will be manually processed in the Registrar's Office. MAKE SURE TO SAVE POINTS FOR THESE CLASSES.

Points remaining will appear at the upper right.

You must assign a different number of points to each class you bid (by at least one point). The system will look to the number of points to resolve time conflicts and the bidding of multiple sections of the same class. It is assumed the higher points bid is your preference in those cases. To change the amount of points previously bid, simply type the new number of points in the place provided. Finally, you must click on the "Save" button below to save your bids. If you exit your browser without hitting the "Save" button, your bids will NOT be saved.

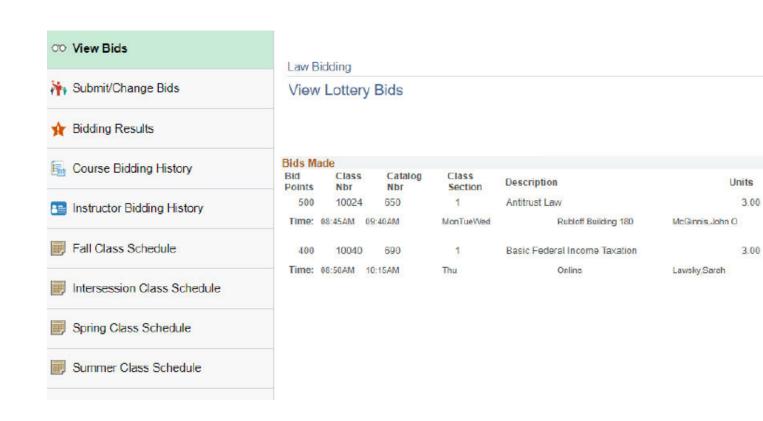
Law Class Bids						
Class Nbr:				Curr Bid:	New Bid:	+ -
Antitrust Law - 10024 - 650 - 1	v	Course Bidding History	Instructor Bidding History	500	500	
Class Nbr:				Curr Bid:	New Bid:	+-
Basic Federal Income Taxation - 10040 - 690 - 1	v	Course Bidding History	Instructor Bidding History	400	400	
Class Nbr:				Curr Bid:	New Bid:	+-
	v (Course Bidding History	Instructor Bidding History		0	
Abortion Seminar - 20494 - 616 - 1 Accounting for Decision-Making (Law) - 20514 - 649 - 1 Administrative Law - 10132 - 600 - 1 Advanced Federal Jurisdiction - 10079 - 760 - 1 Advanced Legal Research - 10183 - 620 - 1 Advanced Legal Writing: Writing for the Court - 20510 - 628 - 1 American Legal Studies: Civil Procedure - 10127 - 923 - 1 Animal and Food Law and Policy Seminar - 20502 - 664 - 1						

View Bids

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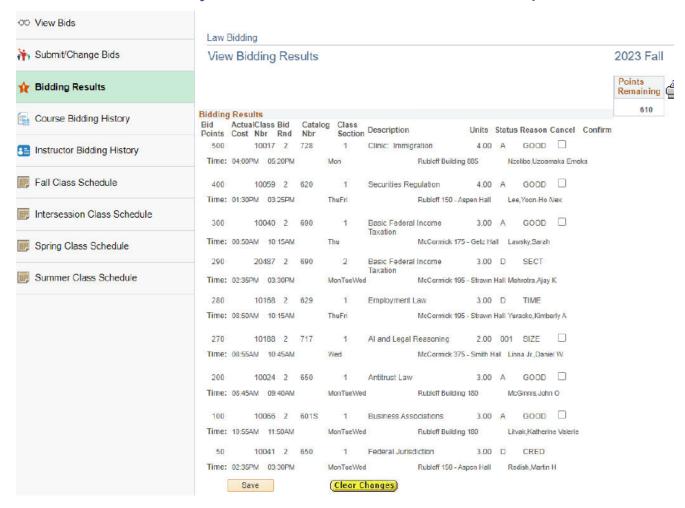
Remaining 2100

Points



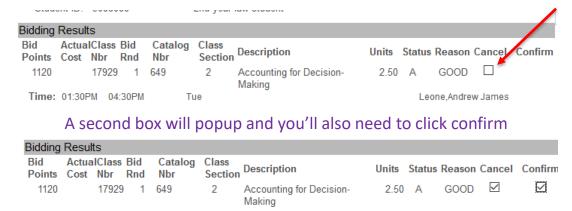
Bidding Results- These will be visible after the bidding

round has closed and the Registrar's Office has processed bids. We will send an email to notify students that bids have been processed.



Cancelling Bids

To cancel a good or waitlist bid, first click on cancel



Then, after saving you will see the cancelled bid, and points will be added back to your account



Round 2 Bidding

Notes for Round 2

- You may place new bids in Round 2 in the same manner as Round 1 but the bid rounds are separate SO:
 - A Round 2 bid will not affect or override a GOOD bid from Round 1
 - A bid that was denied in Round 1 is permanently denied. If you wish to bid on that class again, you must clear the conflict and place a new bid in Round 2
 - A Round 2 bid cannot improve your position on a waitlist

Last Chance Period

Last Chance Period

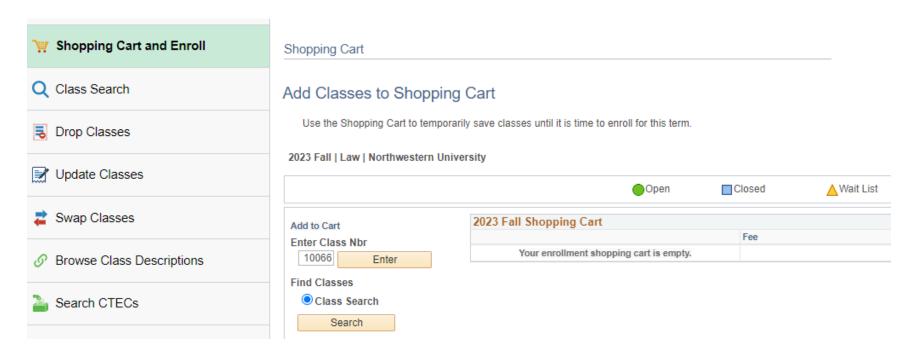
- Can only cancel bids or waitlist positions to recover points
- Cannot place new bids
- You will still be able to update your schedule after bids have processed to enrollment but will not recover points after Last Chance period. This is your last chance to recover bid points for use in Intersession & Spring
 - REMINDER: Points used for a waitlist are spent regardless of whether you end up with a seat in the class!!

Open Enrollment (Add/Drop period)

Open Enrollment

- Once the Last Chance period has ended, we will process bids to enrollment. You will be enrolled in the classes for which you received GOOD bids and be placed on waitlists according to your SIZE bids (unless you have a Registration hold).
- Once the Open Enrollment period begins, you can add/drop classes or add/remove yourself to/from waitlists. Adding classes or waitlists during this time does not cost bid points, and you do not recover bid points by dropping classes or from waitlists.

Adding Class/Waitlist



- Type 5-digit Class Number; Click Enter
- Can also get to Class Search from here and choose the class

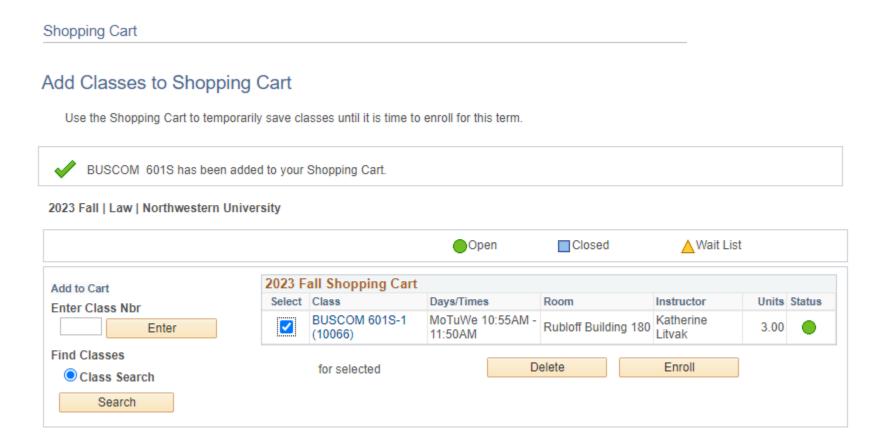
Select classes to add - Enrollment Preferences

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BUSCOM 601S - Business Associations Class Preferences Wait List Wait list if class is full Open BUSCOM 601S-1 Lecture Permission Nbr Session Regular Academic Session Career Law Grading Enrollment Information Units 3.00 MSL Students are not eligible to enroll Open to First Year Students Business/Corporate transactions an element · Commercial and Bankruptcy Law Practice Area Cancel Next Start/End Date Section Days & Times Room Instructor Component MoTuWe 10:55AM -Rubloff Building 180 1 Lecture Katherine Litvak 08/21/2023 - 11/22/2023 11:50AM

- If the class is open, select Next to add this class to your shopping cart.
- If the class is full and you are adding yourself to the waitlist, check the Wait List box in the upper right, then select Next.

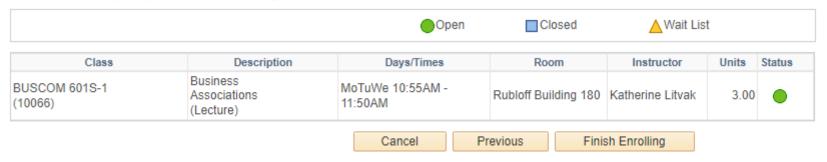
The class is now in your Shopping Cart. Click Select, then Enroll



2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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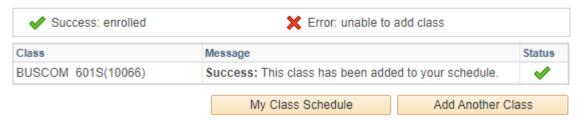


Click Finish Enrolling

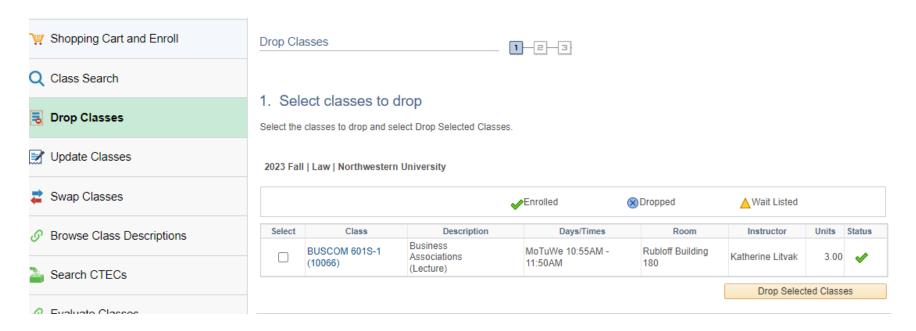
3. View results

View the following status report for enrollment confirmations and errors

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Drop Class

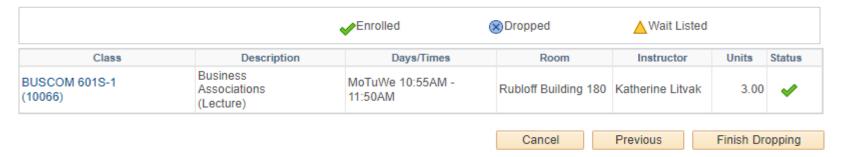


Select the class you wish to drop. Click Drop Selected Classes

2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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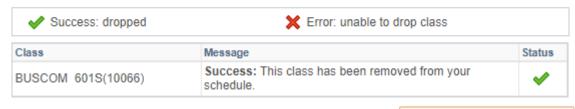


Click Finish Dropping

3. View results

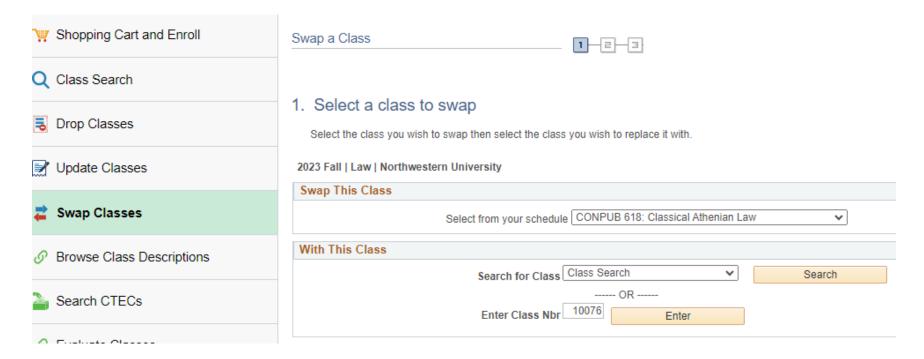
View the results of your enrollment request. Select Fix Errors to make changes to your request.

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My Class Schedule

Swap Classes



You can swap classes in 1 transaction. Select the class you are swapping out of in the top dropdown menu, then enter the 5-digit Class Number or use the Class Search to indicate the class you would like to add in its place. Click Enter.

Finish the enrollment process as you would adding a new class

1. Select a class to swap - Enrollment Preferences

2023 Fall La LITARB 635	aw Northwestern U - Evidence	niversity					
Class Prefe	rences						
LITARB 635	-1 Lectu	re Open		1	Wait List □ Wait list i	f clas	s is full
Session Regular Academic Session Career Law			Permission Nbr				
			Grading				
Enrollment Information			Units 3.00				
• Civi	Litigation & Dispute	Resolution					
			Cance	el	Previous		Next
Section	Component	Days & Times	Room	oom Instructor		Start/End Date	
1	Lecture	ThFr 8:50AM - 10:15AM	Rubloff Building 175 Jonathan Koehler 08/2		08/21/2023 - 11/22/2023		

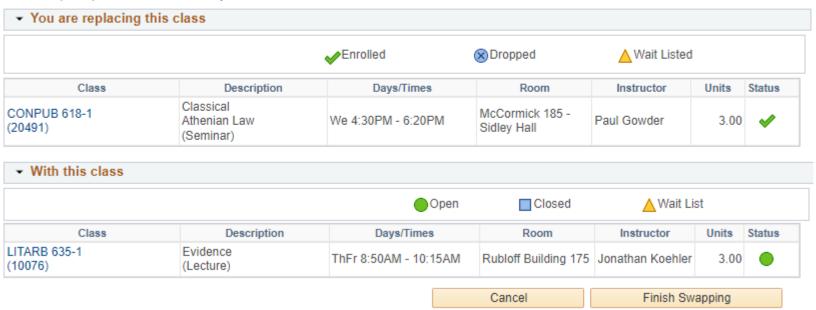
Click Next

Confirm and Select Finish Swapping

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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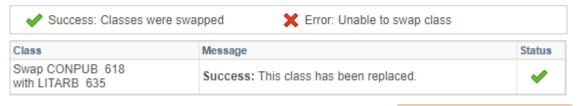


Classes have been swapped

3. View results

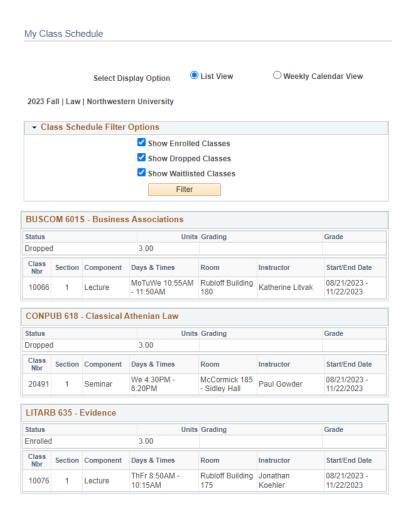
View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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My Class Schedule

View My Classes



 Options to view classes in Enrolled, Dropped, and Waitlisted statuses

Important Dates and Resources

http://www.law.northwestern.edu/ registrar/registration/

law-

registrar@law.northwestern.edu



Round 1 Bidding:

August 1 – August 5



Round 2 Bidding:

August 8 - August 12



Last Chance Period to Cancel Bids:

August 15 – August 18



All bidding rounds end at **5:00pm CT**.



Visit the Registration website for more details.