Law School Bidding Tutorial – Submit/Change Bids
Submit/Change Bids Tutorial:

(1) Accessing the Bidding System on CAESAR

(2) Submitting Your Bids

(3) Potential Error Messages

(4) Viewing Your Successful Bids
Login to CAESAR:
www.northwestern.edu/caesar
Navigate to “Law Bidding and Class Schedule”
(2) Submitting Your Bids:
(2) Submitting Your Bids:

Bid points vary by program/year and your actual points available will not be viewable until bidding opens. To view your total bid points for the year, visit: http://www.law.northwestern.edu/registrar/documents/BiddingPoints.pdf

Click the drop down menu.
(2) Submitting Your Bids:

Under the drop down menu, select the course.
(2) Submitting Your Bids:

Law Bidding
Submit/Change Lottery Bids 2015 Fall

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.

<table>
<thead>
<tr>
<th>Class Nbr:</th>
<th>Curr Bid:</th>
<th>New Bid:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antitrust Law - 10032 - 650 - 1</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>
(2) Submitting Your Bids:

1. Click “SAVE”

2. Notice the Points Remaining has updated!
(2) Submitting Your Bids:

Submit a new bid by clicking on the “+”
(2) Submitting Your Bids:

Your highest bid will move to the top of the list.
(3) Potential Error Messages:

You must assign a different number of bid points to each class.
(3) Potential Error Messages:

Click OK and update one of these bids to a different value.
(3) Potential Error Messages:

You cannot place a bid that exceeds your available bid points. Click OK and edit your bid.
your bids frequently!
(4) Viewing Your Successful Bids:
(4) Viewing Your Successful Bids:

If you wish to make changes, please navigate back to Submit/Change bids. Please remember to Save and return to this page to view your successful bids.
Once Round 1 has ended, you may view your bids but you cannot make changes.
If you’d like to learn how to review course/instructor bid history, check out the Bidding History tutorial at

http://www.law.northwestern.edu/registrar/documents/Law_Course_Instructor_Bidding_Histories_Tutorial.pdf
If you have any questions, please contact us at Law-Registrar@law.northwestern.edu

Visit our website for more information:

Registration

Law Bidding Instructions
The Law School uses a "bidding" registration system for the fall and spring semesters. Please review these Law Bidding Instructions (pdf) for guidance on how to use the course registration function in our student enterprise system (CAESAR) and our Bidding Tutorial for tips on successfully bidding on your desired courses.

Bidding Points
A number of bidding points are assigned to each class/program of students at the Law School for use over the entire academic year. View list of Bidding Points (pdf)

Wait List
View the Wait List History (pdf) for courses offered from 2004 to 2008, prior to the Law Bidding system. For bidding history after Fall 2008, please view the course details on CAESAR.

Bidding FAQs
Our most frequently asked questions about general bidding concerns, waitlists, and bidding results are compiled in the Bidding FAQs document (pdf).

Curricular Advising FAQs
For answers to the most frequently asked questions about the Northwestern Law curriculum, please visit the Curricular Advising FAQs section. You will find answers to questions ranging from "What is the difference between Business Associations and Corporations?" to "How do I search in CAESAR for courses that meet the perspective elective requirement?" to "What is Senior Research?"