

## **The Law Bidding System**

This document provides both the schedule for Spring 2010 registration and instructions on how to use the Law Bidding system in CAESAR. You will find a link to CAESAR on the Registration page and on ESQWire Central.

There are two rounds of bidding with an intercession between. During the intercession and the second round, previous successful bids and wait list positions may be cancelled to recover the points. During the second round you may bid for additional classes. Each round establishes a separate “price” for each class.

Regardless of program or year in school, the bidding system allows one to bid heavily (and successfully) for any class. Based on an analysis of 2006-2007 bidding, success rates varied from 80+% to 90+%.

Classes that do not fill “cost” one (1) point. The system is specifically designed to address in a fair and clear way enrollment in the 15% or so of classes where demand exceeds capacity.

### **Schedule of Bidding Events (All times are Central Daylight Time)**

**Round 1** bidding begins Wednesday, November 11, at 9:00 AM.

**Round 1** bidding ends **Monday, November 16, at 11:59 PM.**

The Intercession begins Tuesday, November 17, at 4:00 PM and ends with the beginning of Round 2 bidding.

**Round 2** bidding begins Thursday, November 19, at 12:01 AM

**Round 2** bidding ends **Monday, November 23, at 11:59 PM**

In the spring, Round 2 ends the Northwestern Law bidding system. The results will then be moved from the bidding system to the Enrollment page in CAESAR. Thereafter points no longer matter and *all points spent may not be recaptured.*

### **CAESAR menu options**

Log in to CAESAR, select “For Students,” then select the menu item, “Law Bidding.” You will then see three menu options: “Submit/Change Bids,” “View Bids,” and “View Bidding Results.”

### **Submit/Change Bids**

This is the place you build your list of requested classes and assign point values to your bids. This page will display your name, your student ID (called an EmpID), your year in school, and the number of points you have to spend.

You select a class by using the drop down list appearing under Law School Data. In the box labeled “New Bid” you assign the number of points you wish to bid for that class. To add a class you simply click on the “+” sign, select a new class from the drop down list, and assign points to that class. You may bid up to ten classes. You may check bidding history after you select a class and before you assign points for that bid.

You will note that your point balance changes as you “spend” points.

To delete a class from your bid list, simply select the “-“ for that class.

After you have completed your list, be sure to select the “Save” button at the bottom of the page. To cancel any changes that you make in a session, select the “Clear Changes” button at the bottom of the page.

### **View Bids**

To view your bids, select this option. You will see the bids that you have saved. It is recommended that you always select this option after you have submitted or modified your bids to confirm your actions.

### **View Bidding Results**

Immediately after Rounds 1 and 2, we will process your bids to a result. The result will be displayed on this page. This is also the page where you can cancel a bid that places you in a class or on a wait list and recapture the points that were “spent.” You will use this page during the Intercession period to recapture points, if that is what you want to do.

This page displays the points that you bid for each class as well as the actual bid cost of the class. If you were unsuccessful in securing a place, this page will tell you why. If your bid placed you on a wait list, your position on the wait list will be indicated.

To cancel a place in a class or a place on a wait list for a class, check “cancel.” When you do, a “confirm” check box will appear. You must check this box as well, then save your action. This additional step is designed to help you avoid inadvertent cancellations.

### **General Principles**

As you bid for classes, please keep these general principles in mind:

--You may change or modify your bids at will during Round 1 and Round 2. You may cancel any successful bid (you have a place in a class or a position on a wait list) at any time during the Intercession or Round 2 and recover the points.

--The system requires you to differentiate between classes that you bid by points. Each class must have a distinct and different number of points assigned.

--A successful bid in either round will cost you either one point, if the class does not fill or, if the class fills, the lowest number of points successfully bid for that class, regardless of the number of points that you bid.

--Wait list positions “cost” the number of points you bid. For example, if you cancel a wait list position after Round 1, you recapture the points, but lose your position on the wait list. You may re-bid the class in Round 2, but your position will be lower on the wait list than those students on the wait list from Round 1. Once on a wait list from Round 1, you will not be superseded by a higher point bid in Round 2. If you are assigned to a waitlist, you will see the message “SIZE, followed by your wait list position number.”

--If a class has a co-requisite, you must bid more points for the co-requisite class than the class that requires it.

--You may bid for classes that have a time conflict, however, the system is designed to consider the class with the higher number of points first and, if you are successful, deny the class with the fewer number of points because of the time conflict. If you are denied a class because of a time conflict, you will see the message “TIME.”

--You may bid multiple sections of the same course. The system will place you in the section bid higher, if it can, and deny placement in lower bid sections. If you are denied a class because you were admitted to another section of the same course, you will see the message “SEC.”

--You may submit bids for up to 10 classes. The bidding system will stop placing you in classes or on wait lists when to do so would give you more than 17 semester hours of credit. Seventeen credits is the ABA maximum. If you are denied a class because you have exceeded the 17 credit limit, you will see the message “CRED”.

--There are elective, non-biddable classes. Students are enrolled in non-biddable classes manually in the Registrar’s Office but these classes are not “free.” You must have sufficient points in your account to “pay” for non-biddable classes at the rate of 25 points per credit hour. We will adjust your point account manually when you are enrolled. Examples of elective, non-biddable classes are Practicum: Judicial, Senior Research, Trial Team, Medical Innovation, and, in the spring, all Clinic classes in which students are continuing from a fall enrollment. If you wish to enroll in any of these classes in the spring, be sure not to use all of your points in the fall as additional points will not be allocated to students.

--During the Add/Drop period that follows you may add any class that remains open without cost. You may drop any class or wait list position during the add/drop period, however the points are not recaptured.

IMPORTANT: Canceling a bid after Round 2 bidding does NOT drop the class. After Round 2, you must drop or add classes using the **enrollment feature** of CAESAR, not Law Bidding.

### **How Many Points Should I Bid?**

You will find a link on the detail page of classes listed on the schedule of classes to bidding history by professor or class. You will also find links to instructor and class bidding history on the Submit/Change bids page after you select a class on which to bid. These histories will help you decide how many points to bid.

The bidding points permit you to accurately express the strength of your class preferences. If you truly wish a class, bid high, understanding that if you are too high, points in excess of the points bid by the lowest successful bidder set the price for a class and points bid in excess of the price are returned at the end of Round 1.

### **The add/drop period**

The spring add/drop period begins Friday December 18, 2009. During this period you may drop any class and add any open class to your schedule using "Enrollment" on CAESAR, not Law Bidding. Points no longer matter. You may also drop wait list positions and add yourself to wait lists. **The last day to drop a class without permission is Monday, January 11, 2010. The last day to add a class is Tuesday, January 12, 2010.**

There are special rules for all *Negotiation* sections. You may add yourself to these classes at any time before the first class meeting if there is a seat. You may not drop the class after it has met and first class attendance is mandatory. If you do not attend the first class, you will be dropped and your place will be filled by students in attendance on any wait list, in the order in which they appear on the wait list. *Students on a wait list should attend the first class.*

### **Wait list management**

During the add/drop period the Manager of Curricular Systems will promote students to classes from wait lists manually daily, as openings occur.

### **Good Luck**

This bidding tool aims to facilitate class requests and resolve enrollments on a fair basis in those few classes where demand exceeds supply. It is straight-forward, transparent, and easy to use.