iBid is the system used to bid for and enroll into Chicago Booth courses. Bidding is conducted in Phases typically over a period of about eight weeks, including break week(s).

Access to Course Sections
In Phases 1 and 2, course sections are restricted to the home population, meaning sections are available for bidding only to the student population (Full-Time, Evening, Weekend) in which the course is being held.

Exception: If a course is not offered to a population (Full-Time, Evening, Weekend) within the current academic year (autumn – summer), then that population has bidding access to all sections in all Phases.

<table>
<thead>
<tr>
<th>Course Offering</th>
<th>Phases 1 – 2</th>
<th>Phases 3 – 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is at least one section of the course offered in each program (Full-Time, Evening, Weekend) this academic year (Autumn through Summer).</td>
<td>• Bid on home-program section(s).</td>
<td>All students may bid on all sections.</td>
</tr>
<tr>
<td>There are multiple sections of the course offered this academic year (Autumn through Summer), but none in my home program.</td>
<td>Seats in the section are open to students in the program(s) where the course is not offered.</td>
<td>All students may bid on all sections.</td>
</tr>
<tr>
<td>There is only one section of the course offered this academic year (Autumn through Summer).</td>
<td>All students may bid for the course section.</td>
<td>All students may bid for the course section.</td>
</tr>
</tbody>
</table>

Strict Prerequisites and Time Conflicts
iBid restricts you from bidding for courses for which you have not met the strict prerequisite(s) or received a waiver from the instructor. Further details: https://intranet.chicagobooth.edu/pub/academics/cdr/course-related-information/prerequisites.

iBid warns you when bidding on a class that meets at the same time as another course you have already enrolled in or as another course on which you have bid. You are expected to resolve time conflicts by Phase 5. Booth faculty do not permit students to be registered in one section and attend another section as this undermines the integrity of the bidding system.

iBid Actions
There are three actions you can take in iBid (Bid, Drop, Add), depending on the Phase. Below are the actions you can take in each Phase and descriptions of how to use each action. There is also a Waitlist component in iBid, described in the last section of this document.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Action(s)</th>
<th>Point Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>Bid (home-program sections)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Phase 2</td>
<td>Bid (home-program sections), Drop</td>
<td>100% point refund for drops</td>
</tr>
<tr>
<td>Phase 3</td>
<td>Bid (all sections), Drop</td>
<td>75% point-refund for drops</td>
</tr>
<tr>
<td>Phase 4</td>
<td>Bid (all sections), Drop, Waitlists Created</td>
<td>50% point-refund for drops</td>
</tr>
<tr>
<td>Phase 5</td>
<td>Add (open sections), Drop, Waitlist Management</td>
<td>0% point-refunds for drops</td>
</tr>
<tr>
<td>Phase 6</td>
<td>Add, Drop Second Half 50-Unit Courses</td>
<td>0% point-refunds for drops</td>
</tr>
</tbody>
</table>

Action: Bid
1. Enter a bid amount in the box. *(Note: Minimum bid is one point.)*
2. Click the Bid button.

Notes:
- When you save a bid, points are deducted from your point account.
- If you change a bid (see Change Bid/Drop Bid section), points will be refunded or deducted from your account based on the amount of the change.
- If you have 0.0 points and you wish to make another bid, lower the amount you have bid on a different course in order to add points back to your account.
- Bid in unique values to avoid tie-breakers, for which the results are random.

Alternates
A bid is placed on a specific section; in the example above, a 1-point bid is being placed for course 30000, section -82, with no alternate section for consideration. If you wish to include an alternate option within your bid, you can choose one of these options:

Important Considerations for Alternates:
- Section access rules apply; for example, “any section” means “any home-program section” in Phases 1 and 2.
- Your bid first be considered for the section on which you have bid (again, in this example, section -82). If you are not successful in enrolling in that section, then you will be considered for another section based on the alternate you have selected.
- There isn’t an option to prioritize section preferences within iBid.
If you select an alternate option, your saved bid will look like this. Use the legend at the bottom of the screen to reference which alternate option you selected.

Change Bid/Drop Bid
You may change your bid and/or drop your bid at any time or multiple times while the Phase is open. Your last saved bid at Phase deadline will be processed.

Change your bid:
1. Enter a bid amount in the box.
2. Select an alternate option, if desired.
3. Click the Change Bid button (see above screen shot).

Drop your bid:
1. Click the Drop Bid button.
2. Click Ok to confirm.

Action: Drop
In Phases 2 – 5, you may drop one or more of your enrolled courses. In Phase 6, you may Drop a section of a second half 50-unit course.

1. Click the Drop button.
2. Click Ok to confirm.

Point Refunds for Drops:
Point refunds are allocated on a decreasing scale and are detailed in the chart in the above “iBid Actions” section of this document.

Action: Add
In Phase 5 add any open course section, with no bid points, by clicking the Add button. In Phase 6, you may Add an open section of a second half 50-unit course.

Change Course Sections
In Phase 5, you may also change into a different, open section of the same course by clicking the Change Course Section button.

Waitlist
Unsuccessful Phase 4 bids are placed on a Waitlist in bid point order (highest to lowest). Waitlists are maintained through the end of Phase 5.

View your Waitlisted courses, including your position on the Waitlist, in the My Schedule & Current Bids link. Click the Drop Waitlist button to remove yourself from a Waitlist.

Waitlist Processing
- If a seat opens during Phase 5, the first Waitlisted person will be automatically enrolled, without email notification.
- If you are added from the Waitlist, you will pay the points you bid for it in Phase 4.
- If you later drop the course, you won’t receive a refund of points you paid to add it.
- If you remove yourself from a Waitlist (or when the Waitlists are purged after Phase 5), you will receive back the points you bid for the course in Phase 4.