



# University of Colorado School of Law

Bidding Tutorial

# Topics to Be Covered

- Overview of the bidding process
- How to submit your bids
- Potential issues you may encounter
- Viewing successful bids
- Miscellaneous bidding information

# Bidding Overview

- Rather than traditional course registration, 2L and 3L students allocate points towards classes through two rounds of bidding in the hopes of gaining entry. This allows for a fair process.
- Bidding occurs twice a year for rising 2L and 3L students through two rounds via an electronic submission process in MyCU Info in both fall and spring terms.
- There is no bidding for summer term or fall/wintersession classes.

# Bidding Overview

- Bidding is optional, but strongly encouraged.
- Students are given points to “spend” as they see fit to try to get into classes.
- Only JD students bid. MSJ and LL.M students do not.
- Points do not roll over from term to term or year to year.

# Bidding Overview

- Bidding Amounts:
  - 1L (rising 2L) students have 1500 bid points.
  - 2L (rising 3L) students have 3000 bid points.
- Bidding for classes allows students a fair process to get into classes.
- After bidding concludes, the Registrar's Office mass enrolls all students in classes they successfully bid on throughout the two rounds of bidding.
- After bidding ends, open enrollment begins (this is when students can start to add and drop classes).

# Bidding Overview

**Student** CU Resources

**Academics / Schedule** Billing Information Financial Aid

**Holds & To-Do Items** 0

**Your Enrollment Dates**

**Register for Classes**  
*Add, Drop or Swap Classes*

**NEW CU Boulder Class Search (Beta)**

**Search For Classes (Standard)**

**Track Your Academic Progress**  
*Degree Audit / Transfer Credit Evaluation*

**Planning to Graduate in May?**  
Submit your application by these dates:  
- **Feb. 1** for graduate students.  
- **April 1** for law & MBA students, and for undergrads to [get your name in the program](#).  
- **May 3** for undergrads.

**Need an Official Transcript?**  
Check these dates before [placing your order](#).  
- **Fall 2017:** Grades, degrees & honors have posted.  
- **Spring 2018:** Courses have posted; grades post by May 17.

**Taking Summer or Fall Classes?**  
Summer registration is open & fall classes are posted. Check your [enrollment dates](#), complete your [prereg items](#) and [start browsing!](#)

**Petitioning for In-State Residency?**  
Spring 2018 residency petitions have closed. If you're [eligible](#), submit a summer or fall petition starting April 2.

**My Academics / View Unofficial Transcript**

**Order Official Transcript**

**Enrollment Verification**  
*Request proof of your enrollment*

**HAVE A QUESTION?**  
**Main Campus Registrar's Office**  
Phone 303-492-6970  
Email [registrar@colorado.edu](mailto:registrar@colorado.edu)  
Online [Registrar website](#)  
**Continuing Ed Office**  
Phone 303-492-5148  
Email [cereg@colorado.edu](mailto:cereg@colorado.edu)  
Online [Continuing Ed website](#)

Step One: To access the bidding system, go to MyCU Info. Then click on "My Academics/View Unofficial Transcript."

View my transfer credit report >

View my course history >

View my unofficial transcript >

Apply for graduation >

Class Rank Letter >

**Law School Bidding for Current Law Students Only**

**View/Submit/Change Bid** >

View Lottery Bids >

CU Print/Cancel Bid Result >

- o Career - Law
  - Program - School of Law
    - Major - Law
      - Degree - Juris Doctor

Step Two: Go to the "Law School Bidding for Current Law Students Only" tab and click on "View/Submit/Change Bid" page. You should then see points available to you.

# Submitting Bids

Law Bidding > Submit/Change Lot

Points Remaining

2nd year law student

Empl ID:

Select your classes below and assign a bid value. Use the drop down list alphabetically. To remove a class, click on the minus (-) sign. Each bid must be a unique value, i.e. if you bid 500 points on a class, you may not bid 500 points on another class. It would have to be 499, 501, etc.

Law Class Bids

Class Nbr:	NewBid:	CurrBid:
<div>Select</div> <div>Access to Justice - 34031 -8785 - 801</div> <div>Advanced Transactional Drafting - 34014 -7071 - 801</div> <div>American Indian Law II - 20979 -7735 - 001</div> <div>Antitrust - 21076 -7201 - 001</div> <div>Applied Evidence - 34625 -6383 - 001</div> <div>Complex Civil Litigation - 21023 -7303 - 001</div> <div>Construction Law - 34008 -6114 - 801</div> <div>Corporate Taxation - 21066 -6157 - 001</div> <div>Corporate Transactions in Health Law - 34020 -7565 - 801</div> <div>Corporations - 21004 -6211 - 001</div> <div>Criminal Defense Clinic - 21047 -6079 - 801</div> <div>Criminal Procedure - 21030 -6045 - 001</div> <div>Economics of the American Legal System - 21054 -7318 - 001</div> <div>Employment Discrimination - 21025 -7541 - 001</div> <div>Environmental Law - 21012 -7202 - 001</div> <div>Ethics and Compliance Capstone - 21091 -7103 - 001</div> <div>Evidence - 21028 -6353 - 001</div> <div>Extern Program - 21116 -7939 - 902</div> <div>Fascism and the Liberal State - 34026 -8110 - 801</div>		

+ Add - Delete

Use the drop down menu and select a course. Then enter a bid and hit save.

To bid on a second class, click on the “Add” button. Enter a bid and hit save.

To delete a class, click on the “Delete” button and hit save.

Each bid must have a unique value, i.e. if you bid 500 points on a class, you may not bid 500 points on another class. It would have to be 499, 501, etc.







# Submitting Bids

The bid below should be saved. You can add more bids by clicking the “Add” button. Once the bids are saved, the “View Lottery Page” may be used.


Law Bidding > Submit/Change Lottery Bids > Spring 2018

Menu

Points Remaining

2nd year law student	1000
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Empl ID: 1000 

Select your classes below and assign bid points to each class in the space provided. Biddable classes will appear in the drop down list alphabetically. To bid a second class, click on the plus (+) sign. To delete a class, click on the minus (-) sign. Each bid must be a unique value, i.e., if you bid 500 points on a class, you may not bid 500 points on another class.

Law Class Bids

Class Nbr:

Income Taxation - 20955 -6007 - 001

NewBid:

50

CurrBid:

+ Add

✕ Delete



Save





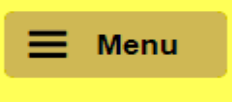
# Submitting Bids

The menu will open the View Lottery Bids page.

[Law Bidding](#) > [Submit/Change Lottery Bids](#) > [Spring 2018](#)


 



Points Remaining


2nd year law student	500
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Empl ID: 1000 

Select your classes below and assign bid points to each class in the space provided. Biddable classes will appear in the drop down list alphabetically. To bid a second class, click on the plus (+) sign. To delete a class, click on the minus (-) sign. Each bid must be a unique value, i.e., if you bid 500 points on a class, you may not bid 500 points on another class.

Law Class Bids

Class Nbr:

Evidence - 21028 -6353 - 001 

NewBid:

200



CurrBid:

200

# Submitting Bids


This page will list all classes that have bids with day, time, and room.  
Use the scroll bar at the right to view all classes.

Law Bidding > Submit/Change Lottery Bids > Spring 2018

**Points Remaining**

2nd year law student	500
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Empl ID: 1000 

Select your classes below and assign bid points to each class in the space provided. The classes will appear in the drop down list alphabetically. To bid a second class, click on the plus (+) sign. To click on the minus (-) sign. Each bid must be a unique value, i.e., if you bid 500 points on one class, you cannot bid 500 points on another class.

**Law Class Bids**

Class Nbr:

Evidence - 21028 -6353 - 001 ▼

NewBid:

200

CurrBid:

200

+ Add

✕ Delete

Class Nbr:

Applied Evidence - 34625 -6383 - 001 ▼

NewBid:

150

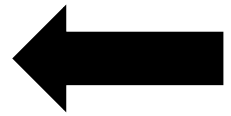
CurrBid:

150

+ Add



✕ Delete


Return to Student Center  
Search  
Enroll  
My Academics  
**View Lottery Bids**  
CU Print/Cancel Bid Result  
Classic



# Submitting Bids

Law Bidding > View Lottery Bids > Spring 2018

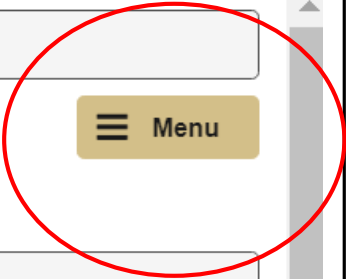
Student ID: 1000 

Points Remaining

2nd year law student	500
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Bids Made

Bid Points	200
Class Number	21028
Catalog Number	6353
Class Section	001
Description	Evidence
Units	3.00
Time	09:00AM
Days	MonTueThu
Location	WLAW 204
Instructor	Bloom,Frederic M






You can view each class and bid amount here. Make sure you count up the overall total amount you bid for all classes. **Over bidding will cause errors.**

To return to the “View/Submit/Change Bid” page use the top menu button.

# Cancelling Bids

**My Academics**

 Menu

View my advisors >

View my transfer credit report >

View my course history >

View my unofficial transcript >

Apply for graduation >

Class Rank Letter >

**Law School Bidding for Current Law Students Only**

View/Submit/Change Bid >

View Lottery Bids >

CU Print/Cancel Bid Result >

Use the “CU Print/Cancel Bid Result” link to cancel bids. You can cancel bids completed during round one while in round two. Bid points will be refunded to you.

# Cancelling Bids

Law Bidding > View Bidding Results > Spring 2018

Menu

Student ID: 1000

Points Remaining

2nd year law student948

Print

Bidding Results

Bid Points200

Actual Cost1

Class Number21028

Bid Round1

Catalog Number6353

Class Section001

DescriptionEvidence

Units3.00

StatusA

ReasonGOOD

Time09:00AM

DaysMonTueThu

LocationWLAW 204

InstructorBloom,Frederic M

Cancel

Save

To cancel a bid, use the cancel button at the bottom of the class you would like to cancel. Use the save button next.

# Confirming Cancellations

Bidding Results

Bid Points	200
Actual Cost	1
Class Number	21028
Bid Round	1
Catalog Number	6353
Class Section	001
Description	Evidence
Units	3.00
Status	A
Reason	GOOD
Time	09:00AM
Days	MonTueThu
Location	WLAW 204
Instructor	Bloom,Frederic M

☒ Cancel

☐ Confirm

You then need to confirm that you would like to cancel a bid. To complete the cancellation, check the Confirm box then scroll to the bottom of the page and click the “Save” option on the right side of the page.

# Confirming Cancellations

Once this transaction has been saved the class will have a “Cancelled” status in red.

Bidding Results	
Bid Points	200
Actual Cost	1
Class Number	21028
Bid Round	1
Catalog Number	6353
Class Section	001
Description	Evidence
Units	3.00
Status	A
Reason	GOOD
Cancel	CANCELLED
Time	09:00AM
Days	MonTueThu
Location	WLAW 204
Instructor	Bloom,Frederic M



# Preventing Errors

You need to choose a unique value for each bid. If you receive this error, click OK and update one of the bids to a different value.

Two bids cannot have the same value (20000,13)

It is not permissible to have two bids with the same point value. Bids must be distinct.

OK

Law Class Bidding

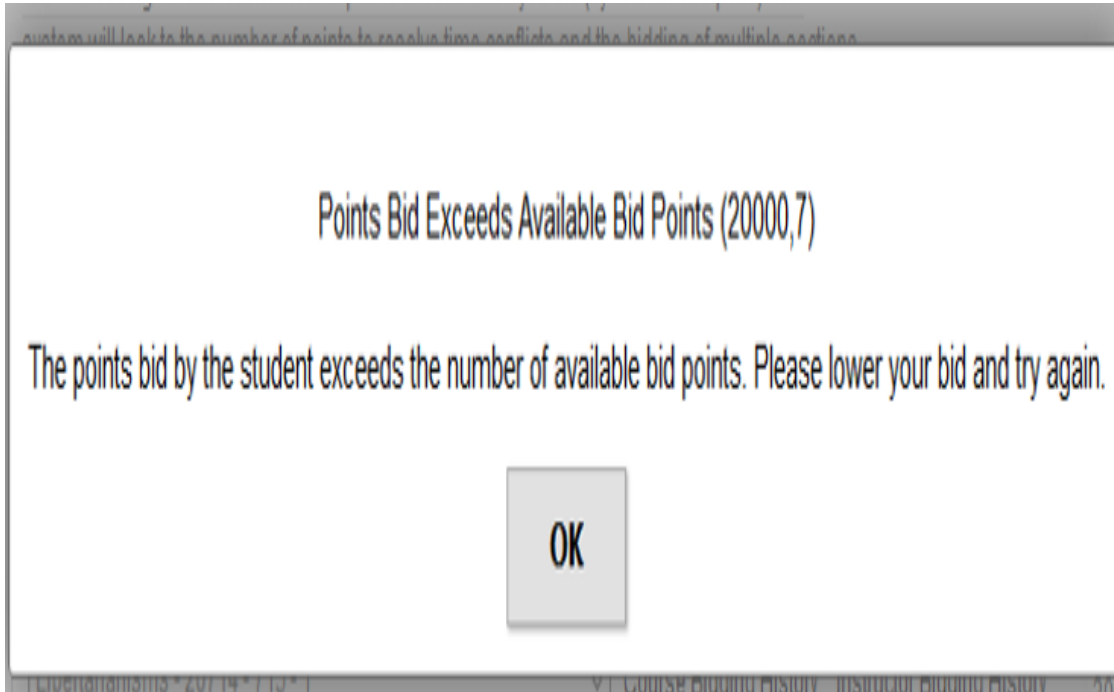
Class Nbr:  [Course Bidding History](#) [Instructor Bidding History](#)

Curr	New
Bid: 300	Bid: 150

Class Nbr:  [Course Bidding History](#) [Instructor Bidding History](#)

Curr	New
Bid: 150	Bid: 150

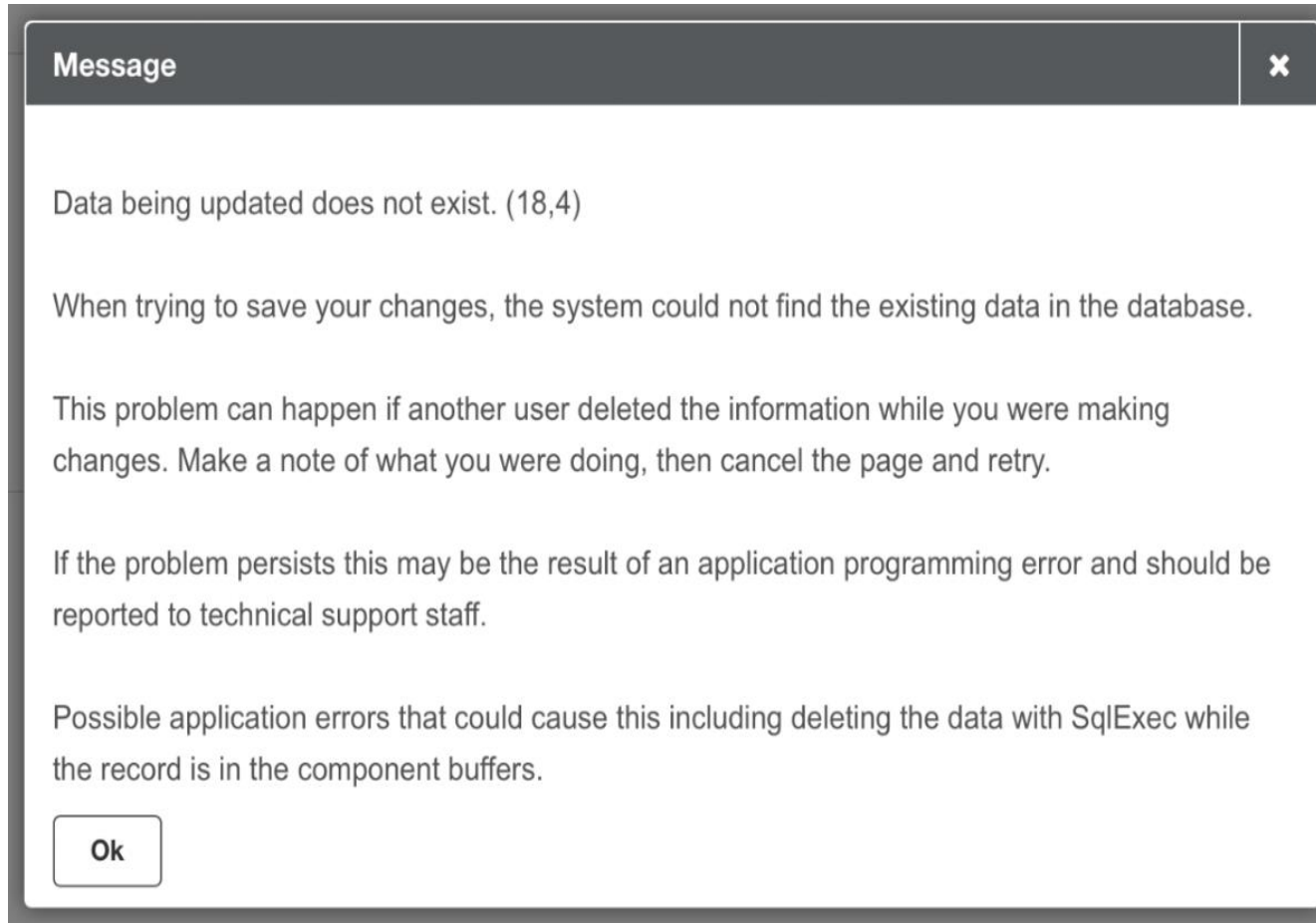
# Preventing Errors



Make sure you do not overbid for all of your classes. If you accidentally do this, click OK and edit your bids. You will likely need to cancel all of your bids and start over.

Sometimes this causes your points to double their original amount. Contact the Registrar's Office immediately if you see this. You are not allowed to bid more points than you are given by class year.

# Preventing Errors



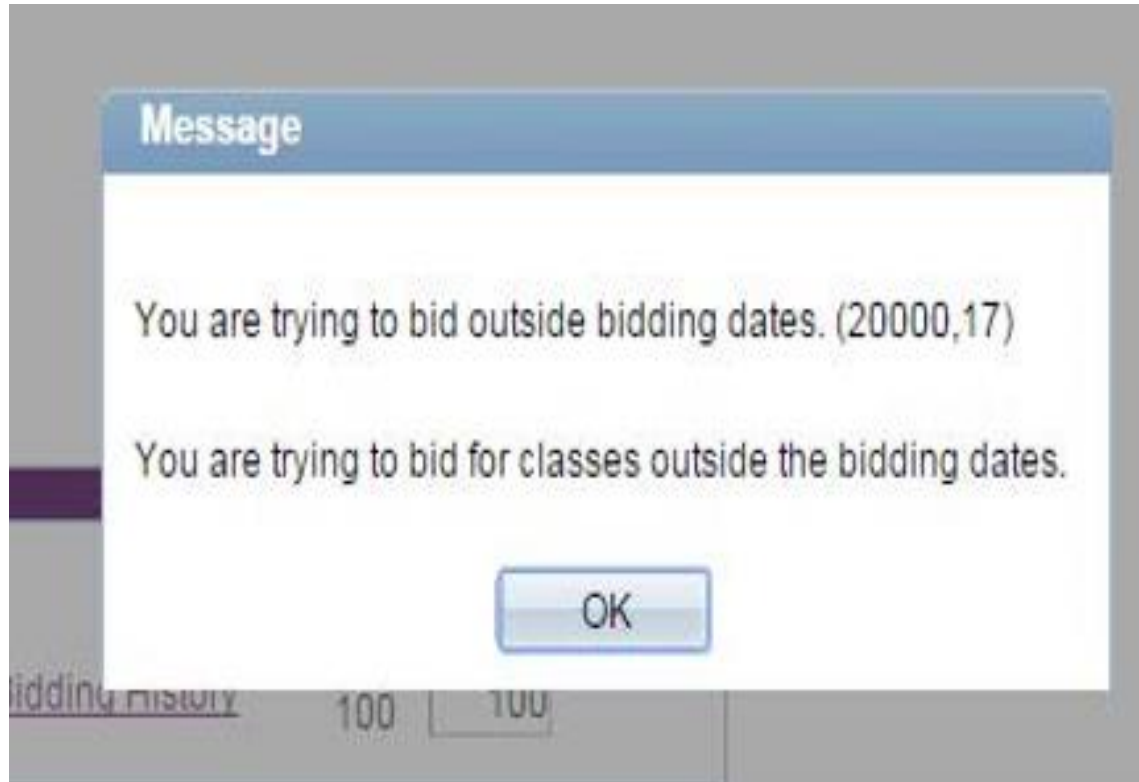
If you try to make too many changes to your bids at once, it will give you an error. Click “OK” and then delete all of your bids and start again.

# Changing Bids

If you would like to change your bids, go to the “View/Submit/Change Bid” tab. Remember to save often and then go back to the “View Lottery Bids” tab to view your bids.

View my transfer credit report	>	◦ Career - Law <ul style="list-style-type: none"><li>▪ Program - School of Law<ul style="list-style-type: none"><li>▪ Major - Law<ul style="list-style-type: none"><li>▪ Degree - Juris Doctor</li></ul></li></ul></li></ul>
View my course history	>	
View my unofficial transcript	>	
Apply for graduation	>	
Class Rank Letter	>	
<b>Law School Bidding for Current Law Students Only</b>		
View/Submit/Change Bid	>	
View Lottery Bids	>	
CU Print/Cancel Bid Result	>	

# After Round One Ends




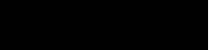
Once round one ends, you can view your bids, but cannot make changes. However, you can cancel bids you made in round one and then make new bids in round two with your remaining points.

# After Round One Ends

- Students who allocated points to various classes either make it into the class, are added to the waitlist, or you may receive an error (if you bid too many points or didn't meet a prereq req, etc).
- Depending on how many points were allocated vs. actually needed to make it into a class, points may be returned during round two.
- These points can then be used during round two.

# Round One Bidding Results

My Academics

Menu

View my advisors

>

View my transfer credit report

>

View my course history

>

View my unofficial transcript

>

Apply for graduation

>

Class Rank Letter

>

Law School Bidding for Current Law Students Only

View/Submit/Change Bid

>

View Lottery Bids

>

CU Print/Cancel Bid Result

>

After round one bids are processed, students can see their results by going to the “CU Print/Cancel Bid Results” tab. One of the following statuses will be given for each class:

## Status

A	GOOD	A spot in the class has been earned
D	CRED	Denied-You bid on more than 21 credits
D	SECT	You earned a spot in a different section of the same course
D	PREQ	You do not have the pre- or co-requisite for the course
001	WAIT	You have earned a spot on the waitlist for the course. The number listed shows your waitlist position.



# Round One Results

- If you received a “GOOD” status you are in the class. Round one winners cannot be displaced by second round bids, even if those bids are higher.
- For example, even if a seat in a course could be secured with only 25 points in the first round, your second round bid of 30 points will not displace any first round winners.



# Round One Results

- If you bid on a course that did not fill up, only one point was needed to get in and you are refunded points back.
- If a course did fill up but you bid more than was needed to get in, you received the difference of your bid and the lowest bid that got into the class.
- If you got into a course or on the waitlist for a class you no longer want, cancel the bid in round two and receive your points back.
- You cannot add points to a course for which you are already waitlisted.

# Round One Results

- You cannot become enrolled/waitlisted for two sections of the same course. You can bid for multiple/separate sections during round one of bidding. If you do this and both sections of a class are open, the system will accept your bids for the section you bid the highest number of points on.
- If you bid on both sections of a class where one is open and the other would result in a waitlist position, you would be placed in the open class.
- If you bid on a class in round two when you already have a spot in another section of the class from round one, the round two bids will not be accepted. You would have to cancel your round one bid and then attempt to get into the other section.

# Miscellaneous

- 3L students do not have priority in any classes for bidding. This includes things like Ethics, Evidence, seminars, etc. If you still need these classes, make sure you bid accordingly. 1501 points are necessary to outbid all 2L students.
- You can bid on time conflicted courses, but if you are waitlisted after bidding and a seat opens, the system will not enroll you if you still have the conflict. It will skip over you and enroll the next waitlisted person.

# Miscellaneous

- Each student has a unique, randomly generated tiebreaker number. If two or more students bid the same number of points on a course, your tiebreaker number determines whether you are in the course or on the waitlist and in what order.
- If you have registration holds after bidding is over, you risk not getting enrolled in your classes when mass enrollment occurs. Check your account for holds.

# Miscellaneous

- You can bid for up to 21 credits through bidding. However, per ABA standards you can only take up to 18 credits.
- Note that after bidding is over if you are waitlisted and a seat opens in a course, if the system “sees” that enrolling you would put you over 18 credits total, it will skip over you and enroll the next person.
- Most fall and wintersession courses do not count towards the 18 credit cap. However, the system will count it towards your total as far as registration is concerned. Contact [lawreg@colorado.edu](mailto:lawreg@colorado.edu) if you need help with overrides.

# Miscellaneous

- **Variable Credit Classes:** If a course is set up in the university catalog as a variable credit course, it can be offered at a higher or lower credit amount such as two or three credits.
- This gives faculty the flexibility to offer the class at varying amounts over time. The schedule on the law school website lists the correct credit amounts.
- The bidding system is not smart enough to recognize this variance and will list the course in bidding at the lowest amount possible. So, if a course can be offered at either two or three credits, it is going to show up in bidding as two credits regardless of what the schedule says. You can ignore this when you are bidding. When you are ultimately registered for the course, it will be at the credit amount listed on the schedule. Remember you are limited to taking 18 total credits for the term.



# Miscellaneous

- There are some classes which are not included in bidding such as:
  - Classes with special applications like Education and the Constitution
  - Some clinics
  - Journals
  - Independent Legal Research credits
  - Competitions
  - Externships
  - The second semester of a year-long course
  - Anything flagged as “not part of bidding” on the online schedule

# Questions?

Email [lawreg@colorado.edu](mailto:lawreg@colorado.edu)