

SIGNING UP FOR AN APPOINTMENT TO DISCUSS YOUR PROPOSAL

Appointments to discuss your project proposal—eight minutes in length—are available on a first-come, first-served basis on the following dates:

Week	Day	Date	Hours
6	Wednesday	2/15	10:00 a.m.-1:00 p.m. and 2:00 p.m.-6:00 p.m.
	Thursday	2/16	10:00 a.m.-1:00 p.m. and 2:00 p.m.-6:00 p.m.
	Friday	2/17	10:00 a.m.-1:00 p.m. and 2:00 p.m.-6:00 p.m.
7	Wednesday	2/22	10:00 a.m.-1:00 p.m. and 2:00 p.m.-6:00 p.m..
	Thursday	2/23	10:00 a.m.-1:00 p.m. and 2:00 p.m.-6:00 p.m.
	Friday	2/24	10:00 a.m.-1:00 p.m. and 2:00 p.m.-6:00 p.m.

To sign up for your appointment, please:

1. Go to the appointment calendar at <https://www.appointmentquest.com/provider/2100094123/login> . This link can also be found on the “Projects” page of the course web site.
2. Click on the “Quick Sign Up” Tab.

Login **Quick Sign Up** Enrollment

To take a look on what appointment scheduling has to offer just fill in the form below and click Sign Up button. If you would like to start making appointments right away, please proceed to enrollment form.

First Name:

Last Name:

E-mail:

ZIP/Postal: (optional)

Country: United States (optional)

Desired Username:

Password:

Confirm Password:

Please be sure to
bring a hard copy of
your proposal to your
appointment!

3. Enter the requested information, including a preferred login and password.
4. Click on the “Sign Up” button.
5. On the new screen that comes up, click on the “Make Appointment for BUAD 307 Proposal Discussion” link.

Services

BUAD 307 Project Proposal Discussion

Discussion of project proposal.

[Make Appointment for BUAD 307 Project Proposal Discussion](#)

6. Click on your preferred date among the ones in blue type on the calendar.

February 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

To switch to another month, click the menu on the right side. Please note that the only appointments available this semester are during February.

2012		
Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

7. Click on your preferred appointment starting time.
8. After your appointment time has been chosen, you can choose whether you want to receive e-mail notification, confirmation, and a reminder of your appointment.
9. To finalize your appointment, click on "Make Appointment."

<input checked="" type="checkbox"/> Send me notification for this appointment	Make Appointment
<input checked="" type="checkbox"/> Send me confirmation for this appointment	
<input checked="" type="checkbox"/> Send me reminder for this appointment	
	Cancel

IMPORTANT NOTES:

1. Since there is only a two minute break between each appointment, it is essential that you be on time. **You should plan on being several minutes early and should find out in advance how to get to Accounting 306K.**
2. Please bring a printed copy of your project proposal on which comments may be written.

PARTIAL MAP OF THE THIRD FLOOR OF THE ACCOUNTING BUILDING. NOT DRAWN TO SCALE!

