

## SIGNING UP FOR AN APPOINTMENT TO DISCUSS YOUR PROPOSAL

Appointments to discuss your project proposal—eight minutes in length—are available on the following dates:

Wednesday, February 17	2:00-6:00 p.m.
Thursday, February 18	9:00 a.m.-12:00 p.m., 1:30-6:00 p.m.
Friday, February 19	9:00 a.m.-12:00 p.m., 2:00-6:00 p.m.
Wednesday, February 24	2:00-6:00 p.m.
Thursday, February 25	9:00 a.m.-12:00 p.m., 1:30-6:00 p.m.
Friday, February 26	9:00 a.m.-12:00 p.m., 2:00-6:00 p.m.

To sign up for your appointment:

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:

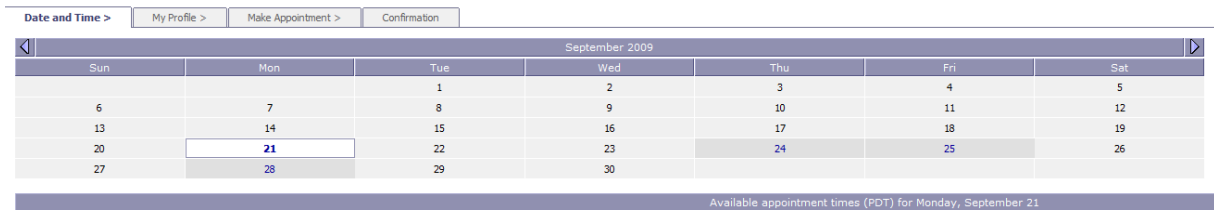
3. Enter the requested information, including a preferred login and password.
4. Click on the “Sign Up” button.
5. On the new screen that comes up, click on the “Make Appointment for BUAD 307 Proposal Discussion” link.

Services

**BUAD 307 Project Proposal Discussion**

Discussion of project proposal.

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



To switch to another month, click the menu on the right side:



7. Click on your preferred appointment starting time.

8. To finalize your appointment, click on “Make Appointment.”

Send me notification for this appointment  
 Send me confirmation for this appointment  
 Send me reminder for this appointment

### IMPORTANT NOTES:

1. **You must be on time for your appointment.** Failure to show on time and/or cancelling less than twenty-four hours in advance may result in a penalty of 20 points unless truly compelling circumstances apply. If you fail to show on time for your appointment, you must come during regularly scheduled office hours within seven days on a first come, first served basis. 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!

