

The Palmer School /Rare Book School
Intention to Register

Name: _____

Student I.D. number: _____

Email address: _____ Phone: _____

I have been accepted to RBS and plan to enroll in the following RBS course:

(title)

Offered on:

(dates)

My grader will be:

(name and email address)

Approved:

Fernando Peña (Fernando.pena@liu.edu)

Date

I understand that I will be required to pay the RBS fees directly to RBS and that, in addition, I will be required to pay to LIU two credits' tuition for this three-credit course, plus fees.

I will notify Alice Flynn of my acceptance at RBS in order to be registered.

Signed by student

Official use: Date work completed: _____

Student grade: _____

The Palmer School / Rare Book School
Information for application and registration:

Through a special arrangement between the University of Virginia's Rare Book School and The Palmer School, students may be eligible to take courses from the U. of VA's Rare Book School, either at the University of Virginia or in N.Y.C. at the Grolier Club in January. Please read the following directions if you are considering this option.

1. Interested students must have permission from Fernando Peña to take courses with RBS. To be given permission, a student must prove that s/he has a background that will enable participation as a creditable RBS class member.
2. Approved students must complete the *Rare Book School Intention to Register* form found in this packet.
3. Once accepted at RBS, students must inform the Palmer Manhattan Office in order to be officially registered for their course. (Email alice.flynn@liu.edu)
4. Students must enroll directly with Rare Book School through their website at <http://www.virginia.edu/oldbooks/rbs/schedule.html> and must pay the RBS fee directly to RBS.
5. In addition to the RBS coursework, NYS requires a graded project for any credit-granting course. This means that Palmer students must do a final project which must be planned and assessed by a grader (either the course instructor or another grader, to be approved by Mr. Peña).
6. Students will receive a bill from LIU for two credits plus fees (see *Fee Structure* below) for these three-credit courses.
7. Upon completion of the course, students will be given a certificate of attendance from RBS and the three credits earned will be added to the Palmer transcript.
8. Final work must be submitted no later than two months after the completion of the course.

Fee Structure:

Students are liable for the RBS fee, to be paid directly to RBS; for two credits' tuition for three LIU credits; and for LIU fees.