

PALMER MANHATTAN

- **Classes begin** on Wednesday, Sept. 6. Palmer Manhattan classes are held in the [NYU Bobst Library](#). Classrooms are: room 413, a seminar room on the 4th floor; the Public Services Conference Room off the lobby, behind the circulation desk; and room 745 on the west side of the 7th floor. We also have use of the computer labs on the level below the lobby. The class schedule and assigned classrooms can be [found here](#).
- **Entering Bobst:** When you enter [Bobst Library](#) the first time, go to the far LEFT to the privileges window. If you are registered for a class meeting in Bobst, they will have your name and will give you a pass that is good for the semester or until you are issued an LIU ID. Allow some extra time at the privileges window in case there's a line on the first days of the semester, and be sure to bring a picture ID! If you **send me a headshot** attached to an email by Aug. 21, we will have your ID made and it will most likely be ready by Sept. 6. No matter what, your name will be at the privileges desk if you are registered for a class meeting in Bobst. Continuing students will be given a sticker for your LIU ID.
- **Orientation:** We will have an orientation for Palmer Manhattan to answer any lingering questions. We will meet in **room 745, west side of the 7th floor** on Wed., Sept. 6 from 5 – 6 pm, prior to the start of the LIS 510 Intro. to Library Science class. Just let me know if you can't make it and we will meet individually.
- **To do:** Be sure that you are subscribed to the student listserv, kiosk: <https://lists-1.liu.edu/mailman/listinfo/cwp-kiosk> and that you have activated your MyLIU account at my.liu.edu. Remember that you must use your MyLIU account when communicating with us and please always include your nine-digit ID number (starts with 100)!
- **Read about** the [e-Portfolio requirement](#) and look for notices about upcoming Adobe Connect sessions to answer questions.
- **Check** your schedule on My.LIU.edu! Make sure that you are actually in the classes you planned to be in and dropped from the ones you may have dropped!
- You can access the **LIU databases** remotely by signing in with the same sign-in and password you use for your LIU email. Just go to: <http://www2.liu.edu/cwis/cwp/library/libhome.htm> to explore this amazing resource.
- **WELCOME! Enjoy** your classes and please—if you run into any difficulties--contact a professor, the advisor at Post, Amy.Ingrilli@liu.edu, or in Manhattan, Alice.Flynn@liu.edu!