Student Handbook

THEATRE

**Stage and Screen Office Etiquette**

The Stage and Screen Departmental Office – Stillwell 233 - is for our program’s students and faculty use. The office is normally open from 8-5 Monday through Friday. While we are here to help you in whatever way we can, we also use the office to conduct small faculty meetings, conferences, and to meet with perspective students.

**Rules for the Stage and Screen Office:**

1. No food allowed in the office. The only exceptions are for those students who are hired to work in the office.
2. Use of the copier by students is NOT permitted. The PAW system will soon install copiers for student use throughout Stillwell. Until then you may use the copiers in Hunter library. Copies needed for instructors are to be made by the instructor.
3. NO SLEEPING in the office.
4. Please do not leave personal items such as bags, laptops, book bags, etc. in the office.
5. The office computer is for use by student workers ONLY. A computer has been provided for use by students during or regarding advising.
6. Doorways and walkways thru the office must be kept clear.
7. Students are NOT allowed in the break room or the file room for any reason unless they are employed by WCU for any reason.
8. The noise level in the office must be kept to a minimum. Think of the office like the library -- other people are working and need quiet.
9. Please do not use the office as a rehearsal space.
10. Working, doing homework, or visiting the office for help with something is welcome, but please don’t loiter.