

Edit Suite Rules

The edit suite is open to qualified FST students with ID card 24/7 except when being used for class instruction.

- The edit suite is to be used **only** for FST class assignments.
- **NO** eating or drinking in the edit suite.
- Only qualified students (currently enrolled in FST production classes) should be allowed in the suite.
- The computer towers, monitors or tape machines should not be moved.
- Connections to the CPU should not be changed. Make all hard drive and tape deck connections via the fire wire hub.
- Do not use the FST cameras to capture footage.
- Practice common courtesy when it comes to the sound levels. Be considerate of other editors and people in adjacent rooms. Use of headphones is recommended.
- Editors must be off the computer *before* the next editor's time slot begins and before University Union closing time.
- No software, third party utility or outside equipment may be installed in the postproduction suite without the direct supervision of the technical staff. Staff will not certify use of software that has not been licensed or approved by UNCW ITSD.
- No licensed software or utility may be copied or otherwise reproduced and removed from the workstation. This may infringe on the rights of copyright owners and may expose the user to civil and criminal liabilities as well as disciplinary action by the University.