

MAIL CENTER@SCRIPPS COLLEGE

Mail Center Orientation

Scripps College's Mail Center is not a U.S. postal annex; it is a center for sorting and distributing mail delivered to students, staff, and faculty. All mail is to be addressed to:

(Your Legal Name)

Scripps College

1030 Columbia Ave. # *(assigned mailbox #)*

Claremont, CA 91711

Note: It is vital that all College mail use the addressing guideline above with the appropriate mailbox number. Not doing so will delay mail delivery.

No delivery service is allowed onto the campus, and all deliveries are made to the Mail Center.

Hours

Academic year schedule: Monday – Friday, 8 a.m.- 5 p.m.

Summer schedule: Monday – Friday, 8 a.m. - 4:30 p.m.

Services Provided

Faculty/Staff

The Mail Center receives mail and packages that are **College business only**. We do not accept personal shipments, especially alcohol, as not all Mail Center staff is old enough to sign for or handle it legally.

College mail is sorted into both faculty members' personal mailboxes (accessed via combination lock) and staff department mailboxes (shared and accessed with a key).

Faculty members: All faculty need to know their mailbox combination; directions for use are on the wall above the mailboxes. If asking an assistant or student worker to retrieve mail, faculty must give them the combination to collect the mail.

Staff members: Use the department key to pick up mail. If sending a student worker for their departmental mail, provide the key to the student to access the mailbox. The Mail Center staff is not authorized to extract mail for people picking up mail.

Packages received: An email will be sent to recipients for each package received noting the size, carrier, tracking number, and sender, if available. Please let the Mail Center know if an email should also be sent to an administrative assistant within your department.

Prepaid shipments: We do not send out prepaid shipments of U.S. postal, UPS, FedEx Ground/Home, DHL, OnTrac; they must go to their respective company drop-off sites.

Change of campus mail address: Remember to update your office address with vendors and all outside correspondence if you have recently moved to another department and/or a different campus location.

Students:

Packages received: An email will be sent to students for each package received noting the size, carrier, tracking number, and notes, as needed (e.g., heavy, perishable, signed-for damaged, second notification of pick-up.)

Student mail: Mail is sorted daily. **All mail and packages should have the mailbox number and student's legal name** (no nicknames or other names will be accepted). Delivery will be slowed if the mailbox number is not included. Mail without the student's name will be returned to sender.

First-class mail: If the mailbox number is not included on first-class mail, we will look it up to deliver to the appropriate mailbox.

Perishable goods: We do not have refrigerated storage in the Mail Center. Perishable goods should be picked up as soon as possible, as they may spoil. We will attempt to call the student before the end of the day, if possible.

Packages mailed: We cannot send packages over 13 ounces for students, and we do not sell postage. We can weigh packages and determine how much postage is needed and if it is within the U.S. postal weight restrictions.

Prepaid shipments: We do not send out prepaid shipments of U.S. postal, UPS, FedEx Ground/Home, DHL, OnTrac; they must go to their respective company drop-off sites.

Students studying off-campus: First-class mail is forwarded to the address students have on file with the registrar's office.

Summer break: First-class mail is forwarded to the address students have on file unless an alternate summer address is provided.

Recent graduates: All first-class mail is forwarded to the address on file until December of graduation year.

Note: not all U.S. postal packages are able to be forwarded and some must be returned to sender; other delivery companies do not forward, and will be returned to sender.

Change of address: The U.S. postal system does not process address change requests for colleges or universities; you must update each sender with your new address when you leave Scripps College. The College cannot be listed as your permanent address.