

Student Mailroom

Policy/Procedure

General Information

The Student Mailroom is located on the lower level of the Holland Union Building (HUB). All incoming mail for students, intra-office mail, notification of packages, and campus registered mail is handled at this location.

Hours of Operation

M-F 9 a.m. through 7 p.m.

Saturday 10 a.m. through 3 p.m.

CLOSED ON SUNDAY

Hours may vary during exams, breaks and holidays

Prior to arrival on campus

Package space is limited so we ask that you schedule your packages to be delivered no more than 2 weeks prior to your arrival on-campus.

If you use a nickname or go by a completely different name other than your given name, you should report it to the student mailroom supervisor. Otherwise your mail could be delayed.

Campus phone numbers are very important to the Student Mailroom. Please make sure we have your correct number on or off campus.

Be advised

- To ensure your privacy, the Student Mailroom will not give your personal information (phone extension or HUB numbers) to anybody outside the college.
- Do not give your mailbox combination to your friends or classmates. By doing this you put yourself at risk for practical jokes and the possibility of lost mail.

Electric Sign

The Electric sign is available to the college community. Request a form at the Student Mailroom and give us a 48 hour notice for all messages. Please try to keep your advertisement short. All Dickinson College students, organizations, clubs and offices may post messages relating to their upcoming events. We will also advertise birthday wishes and personnel messages. We reserve the right to refuse any message that we feel is inappropriate. Messages sent by e-mail can not be guaranteed.

HUB Mailbox

Printing and Mailing Services: Student Mail Room

You will receive a HUB box number via e-mail to your Dickinson e-mail address prior to your arrival on campus. Your box is opened by combination. After you arrive on campus come to the Student Mailroom to pick up your combination card. If you do not receive a box number via e-mail, you will be assigned one upon arrival. **It is the Student Mailroom policy for students to keep the same mail box for their four years at Dickinson. Students leaving campus for any reasons other than going abroad could be given a new mail box upon their return.**

Upon your return, check with the Student Mailroom supervisor about your HUB box number. If you are going abroad your mail box will be closed and reopened when you return to campus.

Intra-College Mail

- Address must include the student's full name and HUB Box number. Names and box numbers are posted outside the Student Mailroom. MAILBOX NUMBERS ARE NOT GIVEN TO ANYONE OVER THE PHONE.
- Use proper mail sizes. Mail for students must be at least 1/3 of an 8 1/2" x 11" sheet of paper. Full sheets must be folded 3 ways. Remember that mailbox sizes are 3"W X 5"H X 12"D. (Nothing smaller than 1/3 of a sheet.) Full sheets (8 1/2" X 11") must be folded in half or in thirds (letter size).
- If you want to send **20 or more** mail pieces please follow the addressing information above.
- Mail pieces must be in **numerical order**. Place a rubber band around them.
- If your mailing consists of 50 pieces or more it will be considered a distribution and will need to be pre-registered.
- Professors returning papers of 20 or more need to sort them in numerical order, folded in half or thirds with the name and box number visible as well as a return name. Mailings of 50 pieces or more must be pre-registered 24 hours in advance. Print a distribution registration form in PDF format.

IMPORTANT: The student mailroom is not responsible for the loss of any money or checks that are distributed through intra-college mail.

E-mail registrations will NOT be accepted.

The Student Mailroom delivers first class and intra-college mail for students. Please remember the importance of a return address, name and mailbox number or department name or number. This makes it possible to return mail to the sender if a recipient is no longer on campus without us having to open it.

Addressing

Receiving Mail

Accurate Mailing Address - Using the correct mailing address will be the fastest and most efficient way of receiving your mail on time. Your mailing address should follow these examples:

Printing and Mailing Services: Student Mail Room

For USPS

Name

Dickinson College HUB#

PO Box 1773

Carlisle, PA 17013-2896

For UPS, FED-EX, DHL, etc.

Name

Dickinson College HUB#

28 N. College St.

Carlisle, PA 17013-2896

Using the addresses above will help to ensure accurate delivery to your student.

Fraternity and Sorority Mail

All mail, regardless of the recipient's name, addressed to a recognized fraternity, sorority or organization at Dickinson College will be sent to the Student Activities Office where the mail will be sorted in the correct mail box.

Sending Mail

Need to send a package to someone off campus? The FAS Mail Center will help you with your out-going mail . The FAS is located in the Lower Level of the Holland Union Building.

Weekend deliveries

If delivered to the Student Mail Room between 10 am and 3 pm on Saturdays, packages will be processed and a notices placed in the students mail boxes. Package Pickup is open from 12 to 3 pm on Saturdays. Before or after this time, all overnight packages are to be delivered to the Office of Public Safety. Students should contact Public Safety at 245-1349 to arrange pick-up. If a package is not picked-up, it will be delivered to Package Pickup on Monday morning and processed at that time.

Regulations

All mail is distributed by mail employees only.

All mail must conform to size limitations and proper folds as stated on our website.

If there is more than one item to an individual mailing, the pieces must be put in an envelope no smaller than a No. 6 envelope. This means no attaching candy or any item to a piece of paper for distribution. For example: A bag of Hershey kisses are individually wrapped in a bag and can be placed in a mailbox as is. An individual Hershey kiss or lollipop, a miniature candy bar taped to a note or card will not be put into the mailboxes.

Printing and Mailing Services: Student Mail Room

All mailings over 50 pieces must be registered in advance. First registered, first served.

All mailings 20 pieces or more must be in mail box order and have a return address. This helps us return mail when the recipient is not here, and lets the sender know that the recipient does not receive the piece of mail. Helpful hint: when bringing a mailing over 20 pieces but not more than 50 put a rubber band around them to keep them in order. When students are not busy we usually place these directly into mailboxes.

We will not distribute any mail that is brought to us with a post-it-note attached. All items must have a readable name and box number adhered so that it will not easily fall off. This includes notebooks and books. NO STAPLES!

The mail room is not responsible for any money that is distributed.

Professors returning papers of 20 or more need to sort them in numerical order, folded in half or thirds with the name and box number visible as well as a return name. Mailings of 50 pieces or more must be pre-registered 24 hours in advance. Print a distribution registration form in PDF format.

Distributions

The Student Mailroom has four types of distribution:

1. all students
2. by class (i.e. freshman, sophomore, etc.)
3. organization
4. departmental/academic

To distribute your mailings as quickly as possible you must register your mailings (50 pieces or more) with the Student Mailroom. We request that you register at least twenty-four (24 hours) prior to the mailing date. The Student Mailroom does not schedule mailings for Mondays or Saturdays due to the large volume of incoming mail.

When registering your mailings use the printer-friendly online registration form plus confirm your registration request with a phone call to ext. 1298. When registering by phone or using a hard copy form please provide the following information:

1. department, organization, group or affiliation requesting the distribution
2. contact person and phone number
3. kind of distribution. For example: all students or class only
4. date of distribution

The student mailroom supervisor will contact you if there are any questions.

Distribution

Printing and Mailing Services: Student Mail Room

- HUB Box numbers must be in numerical order (20 pieces or more)
- Mailbox sizes are 3"W X 5"H X 12"D
- Must be at least 1/3 of an 8 1/2 by 11 in. sheet of paper (Nothing smaller than 1/3 of a sheet)
- Full Sheets (8 1/2 X 11) must be folded in thirds (letter size)
- Department / Organization and Name are required for a return address
- All mailings larger than the mailbox that can not be folded should be accompanied by a notice for each mailbox with a name and box number

Mailings will be distributed on a "first come, first serve" basis. The Student Mailroom may make exceptions to this rule contingent upon the size of the mailing.

Unauthorized personnel are not permitted in the Student Mailroom at any time.

The Student Mailroom reserves the right to refuse any mailing not deemed appropriate. There is absolutely no soliciting.

E-mail registrations will NOT be accepted.

Mail Forwarding

During the summer and winter breaks your mail will be automatically forwarded to your home address. If you leave school during the semester your mail will be forwarded once stats are received. If you are remaining on campus during the summer or winter break, you need to contact the Student Mail Room, otherwise all of your mail will be forwarded home. Boxes must be emptied daily.

All first class and priority mail, USPS (United States Postal Service) packages and subscription magazines will be forwarded. Newspapers, catalogs, media mail, cd's, bulk mail and presorted standard mail will not be forwarded. During Winter Break packages that cannot be forwarded will be kept in the Package Pickup, unless you are going abroad during the Spring Semester. UPS, FedEx, DHL, etc. cannot be forwarded. Packages that cannot be forwarded during the Summer Break will be held, processed and a notice placed in the student's mailbox prior to the start of the semester. Intra-office mail will be returned to their sender during all breaks.

Graduate (February and May) mail will be forwarded to their home addresses for at least 60 days. It is their responsibility to inform all correspondents (banks, magazine, newspaper subscriptions and family) of their new address.

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Student Mailroom Web Site
(www.dickinson.edu/operations/mailinmotion/studentdistributions.html)