



Student Mailroom

Users Guide

January 2003

Oberlin College
Student Mailroom
Wilder Hall (lower level)
135 West Lorain Street
Oberlin, Ohio 44074-1081
440-775-8115

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Revised: December 2000
Revised: January 2003
Revised: September 2003

Student Mailroom

Overview/Location

The Student Mailroom is located on the west end of the lower level of Wilder Hall The Mailroom is staffed with 2 fulltime Oberlin College employees and supplemented with approximately 20 student employees during the school year. Services provided the students besides distribution of US Mail, include distribution of campus mail,UPS/Fedex packages, and FAX services.

Hours of Operation

Hours of Operation vary according the the time of year and whether students are present on campus. The current hours of operation are always posted on the mailroom window and door. In general the mailroom maintains the following hours during the regular school year:

Monday through Friday

9:00AM to 5:00PM

Saturday

9:00AM to 12:00 (Noon)

The student mailroom may deviate from the above hours due to school closings, holidays, or staff availability. Any modified hours will be posted outside the mailroom when a deviation from normal hours is necessary.

If you have any questions or need additional information regarding mailroom policies or procedures please feel free to contact the Student Mailroom. at (440) 775-8115.

Mail

Picking up Mail/Packages

When the daily US Mail arrives it is sorted by the mailroom staff and placed in the student mailboxes located outside the student mailroom. Correspondence that fits in the mailboxes may be picked up from the mailboxes anytime the lower level of Wilder is open.

Receipt of packages from the US Post Office, UPS, Fedex, etc. are recorded on blue notification forms and the forms placed in the student boxes. These receipt forms must be returned to the Student Mailroom in order to pickup the package indicated on the form. To claim a package present the completed receipt at the mailroom window and present a suitable form of identification (i.e., driver's license or student ID).

Mail and packages must be picked up by the addressee ONLY, unless written permission is obtained on the Authorization for Pickup of Personal Packages by Individuals Other than the Addressee Form. Along with this form the individual picking up the package must have their personal ID, the ID of the person to whom the item is addressed and the signed and dated blue package notice.

Change of Address/Mail Forwarding

At the end of the school year, upon a student's graduation or if a student does not return for the spring semester, first class mail will be forwarded to the student's home address as listed with the Registrar's Office for 30 days after their last period of attendance.

If the student does not wish to have their mail forwarded to their home address they should stop by the mail service window and fill out a change of address forwarding card for the address they desire. The mailroom will forward FIRST CLASS mail for only 30 days

Please review the following mailroom regulations excerpts from the current edition of "Student Regulations, Policies and Procedures." Below is an excerpt from the regulations as of the time of printing this manual:

Students should receive mail at the college ONLY during the academic semesters or year of attendance. It is the student's responsibility to notify each correspondent of the complete change of address at the end of the academic semester or year of attendance, or if leaving during the year or semester, i.e. withdrawn, enrolled off-campus, leave of absence.

When changing an address to Oberlin College at the beginning of an academic semester or year, all correspondents should be given a student's complete college mailing address, including the nine-digit zip code, as discussed in above (*found in the Student Regulations, Policies and Procedures*) in the section "Addressing Mail to Oberlin College Students"

(NOTE: Student's legal name should be the same as recorded with the registrar. NO nicknames.)

Students should notify newspapers and magazines SIX WEEKS in advance of a change in address in order to ensure continuous delivery. Banks and department stores should be notified ONE MONTH in advance, and family and friends should be notified TWO WEEKS in advance.

Addressing Mail to Oberlin College Students

Mail/shipments should be addressed to a student using their complete Oberlin College address in the following format:

NAME
OCMR BOX NUMBER
135 WEST LORAIN STREET
OBERLIN, OHIO 44074-1081

(Note: To permit matching the mail with your mail box, all mail delivered to your OCMR box must display the student's first and last name as registered in the Registrars Office (no nicknames) and the proper OCMR Box number.)

Student Mailings (Campus)

The mailroom will route mailings to students upon request. There is a modest fee for this service. Please contact the mailroom staff for the current rates.

Mailings will normally be completed within 3 working days of receipt. If you have a specific delivery date requirement please be sure to turn in the material 5 work days prior to the required delivery date. Correspondence mailed should be folded to dimensions of no more than 4.25" x 8.5". Larger items may require a longer period of time for insertion due to the space available in the student's boxes. Be sure to have the student's full name and OCMR Box Number on the outside of the correspondence, if the correspondence is individually addressed.

Student mailings of 10 or more pieces must be sorted in OCMR Box Number order and have a "Student Boxes Mail Request" form completed and attached to the mailing. Necessary forms are available in the Student Mailroom

All campus mailings require the approval of the Office of Communications in order for the mailing to be distributed by mailroom staff. *Oberlin Shorts*, a campus publication, may be used to put out short bits of information to individuals on campus. Contact the Office of Communications directly regarding the use of *Oberlin Short*. Other means of getting information to the campus community may be found on the Oberlin College web pages at <http://www.oberlin.edu>.

Including the mailroom supervisor in your campus mailing plans will help to insure the accurate and timely distribution of your mailing.

Campus Certified Mailings (Campus)

Correspondence may be addressed to a student currently enrolled on campus using a Certified Mailing. There is a modest fee for this service.

These mailings are generally of a personal nature and require the student addressee to pick up the correspondence personally. This type of mailing requires the recipient to sign for the correspondence when picked up. The signed receipt will be placed in a return envelope provided by the sender; then forwarded to the sender as proof of receipt.

Certified mailings may be arranged by contacting a regular full time mailroom employee. Correspondence sent in this fashion should be sealed in an individual envelope and addressed with the student's full name and OCMR Box Number. The sender should also prepare a return receipt envelope with their address, and attach it to the envelope containing the correspondence to be delivered.

FAX Service

A FAX service is available for students during the regular hours of operation. FAXes may be received as well as sent. To send a FAX a cover sheet must be completed and the required transmittal fee paid. Fee information is available at the mailroom window.

Incoming FAXes

When a FAX arrives it is placed in the student's mailbox.

If you are expecting a FAX be sure the party FAXing the material includes your ***complete name and OCMR box number*** on the cover sheet. If the FAX is received without proper descriptive information an effort will be made to route it to the proper individual if possible, but the correspondence will probably be delayed until such time as an investigation can be made.

Outgoing FAXes

Outgoing FAXes may be sent for a modest fee from the Student Mailroom. Complete a FAX transmittal sheet and present the material to be FAXed at the mailroom window. The FAX will be transmitted as soon as possible. Keep in mind that destination FAX machines may be busy, not working, or present other problems. It is a good idea to check with the receiver to ensure the receipt of the FAX. If for some reason the FAX can not be transmitted the sender will be notified via their OCMR mailbox.