



Student Mailroom

Users Guide

November 2021

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

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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 12 student employees during the school year. Services provided the students besides distribution of US Mail, include distribution of campus mail,UPS/Fedex, and Amazon packages.

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

8:00AM to 4:20PM

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 scanned into the Notifii system and an email is sent to the student's oberlin email address. To claim a package at the mailroom window, present a suitable form of identification (i.e., driver's license or student ID) and sign electronically on the provided device.

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 and the ID of the person to whom the item is addressed. This form is to be used in emergency cases only.

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 USPS mail only for 30 days. Packages received from UPS, FEDEX and Amazon will be returned to the sender.

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. 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.

