

## MAILBOX SURVEY REGISTRATION

RENEW MAILBOX REGISTRATION EACH SCHOOL TERM: SPRING, FALL AND SUMMER SESSIONS IN ORDER TO CONTINUE RECEIVING MAIL. TO OBTAIN A MAILBOX, STUDENTS MUST SUBMIT THE MAILBOX SURVEY IN THEIR STUDENT ACCOUNT (BANNERWEB). STUDENTS MUST BE "REGISTERED" BEFORE A MAILBOX IS ASSIGNED. STEPS TO COMPLETE THE MAILBOX SURVEY ARE AVAILABLE ON THE [UNIVERSITY MAILROOM WEBSITE](#).

## NEW MAILROOM POLICIES AND PROCEDURES

MAILBOX KEYS ARE NO LONGER ISSUED. A BOX NUMBER WILL BE ASSIGNED ONCE REGISTERED AND RECEIPT OF THE MAILBOX SURVEY. ASSIGNMENT WILL OCCUR ONLY AFTER THE REQUIRED SURVEY FIELDS ARE COMPLETED.

STUDENTS SHOULD CHECK THEIR STUDENT ACCOUNT TO OBTAIN THEIR MAILBOX ASSIGNMENT. STEPS TO OBTAIN MAILBOX ASSIGNMENTS ARE ON THE [UNIVERSITY MAILROOM WEBSITE](#).

## MAILING ADDRESS

MAILBOX NUMBERS ARE ASSIGNED AFTER COMPLETION AND RECEIPT OF THE MAILBOX REGISTRATION SURVEY WITHIN FIVE BUSINESS DAYS.

TO RECEIVE MAIL AND PACKAGES, YOUR UNIVERSITY MAILING ADDRESS SHOULD BE IN THE FOLLOWING FORMAT:

(RECEIPT/DEPARTMENT NAME)

403 MAIN STREET

BOX # \_\_\_\_\_

GRAMBLING, LA 71245

***\*PLEASE NOTE THAT ANY LETTER OR PACKAGE RECEIVED WITHOUT PROPER ADDRESSEE INFORMATION WILL BE IMMEDIATELY RETURNED TO SENDER. ADDRESSEE INFORMATION SHOULD INCLUDE FIRST AND LAST NAME AND CORRECT MAILBOX NUMBER. AND G NUMBER.***

## MAIL & PACKAGE PICK-UP

ALL MAIL RECIPIENTS MUST HAVE A MAILBOX NUMBER AND VALID ID. MAIL AND PACKAGES DELIVERED TO RECIPIENTS OTHER THAN THE REGISTERED PERSON WILL BE RETURNED IMMEDIATELY. ITEMS MUST BE "IN CARE OF" THE PERSON TO WHOM THE BOX IS REGISTERED. THIS INCLUDES BUT NOT LIMITED TO ALL PHONES, ELECTRONIC DEVICES, BOOKS, ETC. A PACKAGE NOTIFICATION WILL AVAILABLE FOR THE RECIPIENT.

**ONLY PERSONS TO WHOM THE PACKAGE IS ADDRESSED MAY RECEIVE THE PACKAGE.**

FED-EX & UPS CARRIERS DELIVER PACKAGES TO THE MAIL CENTER ONLY. **MAIL CENTER PERSONEL IS NOT IN CONTROL OF DELIVERY TIMES OF THESE CARRIERS.** IF YOU WISH TO INQUIRE ABOUT YOUR PACKAGE, YOU MUST

HAVE THE PROPER TRACKING NUMBER AND CARRIER AVAILABLE. PACKAGES DELIVERED BY **FED-EX & UPS WILL BE RETURNED TO SENDER IF NOT PICKED-UP WITHIN 3-5 DAYS OF DELIVERY.**

**MAIL & PACKAGES DELIVERED BY THE UNITED STATES POSTAL SERVICE (USPS) WILL BE RETAINED FOR 3-5 DAYS. IF NOT PICKED-UP IN THAT TIME, MAIL & PACKAGES WILL BE RETURNED TO SENDER IN ACCORDANCE WITH FEDERAL POSTAL GUIDELINES.** IF YOU WISH TO INQUIRE ABOUT YOUR PACKAGE, YOU MUST HAVE THE PROPER TRACKING NUMBER AVAILABLE.

MAIL RECEIVED THROUGH USPS IS PROCESSED FROM 10:00 AM - 2:00 PM. PLEASE ALLOW TIME FOR MAIL CENTER STAFF TO COMPLETE MAIL PROCESSING BEFORE INQUIRING ABOUT MAIL OR PACKAGES.

**NOTICE TO FACULTY AND STAFF:** TO ENSURE PROPER AND TIMELY DELIVERY OF YOUR MAIL AND PACKAGES, PLEASE USE THE FOLLOWING FORMAT WHEN RECEIVING MAIL: DEPARTMENT

NAME RECIPIENT'S

NAME DEPARTMENT BOX #

GRAMBLING, LA 71245

## Helpful Hints

THE MAIL CENTER DOES NOT KEEP RECORDS OF SENDER INFORMATION ON RETURNED MAIL OR PACKAGES.

INFORMATION ON RECEIVED MAIL OR PACKAGES **WILL NOT** BE GIVEN OVER THE PHONE. MAIL CENTER STAFF IS NOT AT LIBERTY TO DISBURSE SUCH INFORMATION. IF YOU WISH TO INQUIRE ABOUT THE WHEREABOUTS OF YOUR MAIL, PLEASE PROVIDE THE PROPER TRACKING NUMBER.

ANY PACKAGE DELIVERED THROUGH USPS WHICH REQUIRES SIGNATURE UPON RECEIPT, WILL REMAIN AT THE LOCAL U.S. POST OFFICE UNTIL PICKED-UP BY ADDRESSEE. A PACKAGE NOTIFICATION WILL AVAILABLE FOR THE RECIPIENT.

## CITY OF GRAMBLING U.S. POST OFFICE

### Hours of Operation

#### Monday - Friday

8:00 AM – 3:30 PM

(318) 247-1036

## Campus Hours of Operation

### Monday - Thursday

8:00 AM - 10:00 AM - OPEN FOR SERVICE

10:00 AM - 2:00 PM - **CLOSED FOR MAIL PROCESSING**

2:00 AM - 4:30 PM - OPEN FOR SERVICE

### Fridays

8:00 AM -12:00 NOON - OPEN FOR SERVICE

## MAIL CENTER STAFF

CHRYSANTHIA WEST

Administrative Coordinator I

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Terrance Giles

Director

Ext. 4457

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*Mail Center*

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Grambling, Louisiana 71245*



Campus Box 4203

(318) 274-2255

# MAIL CENTER

# POLICIES & PROCEDURES