

MAILBOX 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 A MAILBOX REGISTRATION FORM ALONG WITH A CURRENT SEMESTER FEE SHEET SHOWING “REGISTERED.” FORM IS LOCATED ON THE [UNIVERSITY MAILROOM WEBSITE](#).

NEW MAILROOM POLICIES AND PROCEDURES

A MAILBOX KEY WILL NO LONGER BE REQUIRED. A BOX NUMBER WILL BE ASSIGNED TO YOU AFTER YOU HAVE COMPLETED THE REGISTRATION PROCESS AND MAILROOM REGISTRATION FORM. WHEN COMPLETING THE FORM, EVERY QUESTION MUST BE ANSWERED. ONLY AFTER THE REQUIRED FIELDS ARE COMPLETED WILL YOU THEN BE ASSIGNED A BOX NUMBER.

MAILING ADDRESS

YOU WILL BE ASSIGNED YOUR MAILBOX NUMBER AFTER COMPLETION OF THE MAILBOX REGISTRATION FORM WITHIN FORTY-EIGHT HOURS.

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 RECIPENTS MUST HAVE A MAILBOX NUMBER AND VALID ID. MAIL AND PACKAGES DELIVERED TO RECEIPENTS 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 SLIP FROM THE MAILROOM WILL BE PLACED IN YOUR CAMPUS MAILBOX ONCE YOUR PACKAGE HAS BEEN PROCESSED AND IS READY FOR PICK-UP.**

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 10:00AM -2: P.M. 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. ONLY A PACKAGE NOTIFICATION WILL BE PLACED IN THE RECIPIENTS MAILBOX.

CITY OF GRAMBLING U.S. POST OFFICE

Hours of Operation

M-F 8:00AM – 3:30PM

(318) 247-1036

Campus Hours of Operation

M – F 8:00AM – 5:00PM

Lobby open

8:00-10:00 AND 2:00-4:30

FOR STUDENTS

MAIL CENTER STAFF

CHRYSANTHIA WEST

Administrative Coordinator I

Ext. 2255

WESTC@gram.edu

Terrance Giles

Director

Ext. 4457

tdgiles@gram.edu



Campus Box 4203

Grambling State University

Mail Center

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Grambling, Louisiana 71245*



(318) 274-4457

MAIL CENTER

POLICIES & PROCEDURES