

SOUTHEASTERN UNIVERSITY

Please note the following Campus Mailroom important policies .

- ⌋ We make two mail runs to administrative offices per day. We endeavor to do the morning run about 10:00 a.m. and the afternoon run about 2:00 p.m.
- ⌋ The cut off time for metering of mail is 3:30 PM. The pick up time at the blue mailbox is 4:00 PM. Please know that we will work with you if there is a critical piece of mail that must go out that day, but bear in mind the time frame.
- ⌋ Please separate ALL mail going out of the country. It requires additional postage. Military addresses such as APO or FPO are not considered foreign addresses. Also separate mail going to student boxes so it does not accidentally get metered.
- ⌋ Overnight mail such as Fed Ex and US Post Office is handled through Campus Mail. Please bring your prepared shipment to us NO LATER THAN 2:45 p.m. if you need for us to call for a pick up. All Fed Ex can be placed in the Fed Ex drop box for pick up at 5:45 pm.
- ⌋ ANY and ALL mail sent to Campus Mail for student box distribution must be in NUMERICAL order. There can be no exceptions.
- ⌋ Stuffers for student boxes must be approved by the Campus Mail Supervisor. With email becoming the official mode of communication and only on-campus students having mailboxes, encourage student organizations to use email as the means of communicating their announcements.
- ⌋ Faculty – due to increased workload and minimal amount of staff, please return all papers and exams in class.
- ⌋ Do you have empty route envelopes that are cluttering up your office? We ask that you return them to Campus Mail so they can be re-circulated. Thanks!

We appreciate your help and understanding!