

SOUTHEASTERN UNIVERSITY

Campus Mailroom

*SEU Employee
Mail Service Information
2009-2010*

Hours of Operation

Mailroom Service Window

Monday—Friday
8:00 a.m.—4:30 p.m.

Services

The Campus Mailroom offers the following services:

- Postage Stamps
- Priority, Express, and Certified Mail
- FedEx Express, FedEx Ground, and FedEx Home Delivery

Mail Pickup and Delivery

We do two mail runs to administrative offices each day. During these mail runs, we will pickup and deliver mail to and from each of the departmental pickup locations. We try to make the morning run at 10:00 a.m. and the afternoon run at 2:00 p.m.

Metered Mail

To ensure that the mailroom personnel has adequate time to process any metered mail and deliver it to the blue mailbox prior to the 3:30 p.m. pickup, all metered mail must be dropped off by 3:00 p.m.

International Mail

Please separate all mail going out of the country because it requires additional postage and needs to be handled separately.

Military addresses such as APO or FPO are not considered to be foreign addresses.

Overnight Mail

Overnight mail such as FedEx, and US Post Office mail is handled through Campus Mail. Please bring your prepared shipment to the mailroom no later than 2:45 p.m. if you need mailroom personnel to arrange for a pickup. All shipments made through FedEx Express may be placed in the FedEx drop box located in the cul-de-sac by the Chapel for pickup at 5:45 p.m. Prepared FedEx Ground needs to be sent out from the Mailroom.

Outgoing mail and postage stamps

Outgoing mail can be mailed through the U.S. mailbox in the cul-de-sac by the Chapel. Postage stamps, express mail, and priority mail services are available through Campus Mail. Please make sure that all outgoing packages are taped, addressed, and ready for shipment when delivered to the Campus Mailroom.

Mail Sent To Students

Any and all mail sent to Campus Mail for student box distribution must be in numerical order. Also, please separate mail going to student mailboxes from metered mail so that it does not accidentally get metered

Due to increased workload and staff limitations, faculty members should return all papers and exams to students in class.

Campus Box Stuffers

Any box stuffers for student mailboxes must be first be approved by a department head or supervisor and by the Campus Mail Supervisor. With email becoming the official mode of communication and with only resident students having mailboxes, it is encouraged that all student organizations use email as the means of communicating their announcements and box stuffers be limited as much as possible.

Unidentified mail and boxes

Occasionally, mail envelopes and boxes are delivered to Campus Mail without having a specific name or department. Every effort is made to determine to whom the item belongs by making phone calls or sending out emails. If no determination can be made, the item will be opened to see if there is a packing slip or other means of identification to ensure the correct person receives the item.

Use of "Post Office Box"

Incoming mail should not read "Post Office Box." This term is for United States Postal Service boxes. Mail delivery may be delayed, returned to sender without ever arriving at Southeastern or possibly lost if mislabeled with these words.

Routing Envelopes

When using an Inter-Departmental Correspondence envelope, be sure all previous names have been marked out (check both sides) to ensure proper delivery. The person you are mailing to should always appear on the last line below the previous name on an Inter-Departmental Correspondence envelope. Mail that is vaguely addressed could delay the delivery of your mail or

result in having the mail piece returned to you for a deliverable address. Please return empty Inter-Departmental Correspondence envelopes to Campus Mail for recycling.

When you are not using an Inter-Departmental Correspondence envelope to send Inter-Campus mail, please do not include a city, state and ZIP code line

in the address. This will help identify your mail as Inter-Campus Mail and avoid confusion with USPS mail. A complete name or department is all that is needed to insure proper delivery. This mail should be sorted separate from USPS outgoing mail.

Personal Mail Policy

Faculty/Staff should be reminded that all incoming and outgoing mail processed by Campus Mail must be University-business related. Personal mail and packages should not be sent to the workplace.

Sending

As a courtesy to University faculty and staff, Campus Mail will pick up any stamped personal mail from departments along with other mail that is picked up at a regular pick-up location. Personal mail must be sealed and have the correct postage affixed. Mail with incorrect postage will be returned by the USPS to the return address on the piece of mail. All stamped mail should be kept separate from all other mail. Mail to be metered that appears to be personal will be held at Campus Mail and the appropriate dean, director, or department head will be notified for clarification.

Personal mail cannot be billed to a departmental account; no exceptions.

Receiving

The University requires all faculty and staff to receive their personal mail at their home or permanent address. Occasional correspondence from friends and colleagues is not considered personal mail.

Southeastern University should not be given as your permanent address.

When personal mail is addressed to a department address, you will be requested to notify your correspondents of your permanent mailing address. Incoming mail items that have the characteristics of being a piece of personal mail will be held at the mail center for pick-up. A persistent failure to comply with this policy could result in your personal packages being refused by the Campus Mailroom and returned to the sender.

Personal mail includes the following:

- Utility Bills
- CD's and tapes
- Land's End, QVC, etc. catalogs and orders
- Bank accounts not related to Southeastern University
- Periodicals not relating in any way to your job
- Gifts
- Bills and invoices not related to Southeastern University

SOUTHEASTERN
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*Gathered in the Spirit.
Equipping for every good work.*

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For further Southeastern University Campus Mailroom policies and guidelines, please inquire with Campus Mailroom personnel. Information may be obtained in person, by phone (extension 5049) or by e-mail at campusmail@seuniversity.edu.