Bulk mailings (3rd Class) take approximately three weeks for delivery. The mailroom will be processed in the order in which they are received and must be in zip code order.

- Deliver a copy of the mail to the mailroom and an attempt will be made to leave a voice mail message.
- Express mail will be delivered the same day it arrives. If no one is available to accept it, the mail will be forwarded.
- No mail to be forwarded will have a new address label. This is a U.S. Post Office requirement.
- Mail to be forwarded must have a new address label. This is a U.S. Post Office requirement.
- Separate white, green, and blue envelopes. Please use rubber bands.
- Separately in a Maliroom staff member, directly to a Maliroom staff member, P.O. box, Certified, Registered, etc. should be handed.
- Special service mail (DHL, FedEx, Certified, Registered, etc.) should be hand delivered.
- Separate foreign and domestic mail. Please use rubber bands. Mail going to Canada or Mexico should be separated from other international mail.
- Bulky envelopes should be sealed.
- Bulky envelopes should be sealed. However, open envelopes should be delivered.
- If is not necessary to seal envelopes. However, open envelopes should be delivered.
- Bulky envelopes, large and small, are only for inter-departmental mail within the building.
- Green envelopes should be used for inter-college mail only. Allow five days for delivery.
- White (variable size) envelopes should be clearly marked for First Class or First Class Prepaid.
- White (H&I) envelopes must be used for First Class mail only. Do not use for Inter-college mail.
- Otherwise, we have to open it to see which department to charge.
- All mail (incoming and outgoing) must have your department or program name.
- Please notify the Mailroom immediately of new faculty and staff appointments.
- Drop box will be processed the following day.
- Mailroom hours are 9:00 a.m. to 5:00 p.m. Mail left in the lobby after hours in the Mail Facility Policy and Procedures.