

# STOCKTON UNIVERSITY



## PROCEDURE

### Mail Services

Procedure Administrator: Executive Director of Budget, Financial Planning & Campus Services

Authority: N.J.S.A. 18A:64-8

Effective Date: September 11, 1974; February 12, 1975; October 7, 2009; October 7, 2021

Index Cross-References:

Procedure File Number: 6640

Approved By: Dr. Harvey Kesselman, President

#### I. PURPOSE:

To explain the conditions, regulations, and procedures related to University and U.S. mail services.

#### II. PROCEDURE:

##### A. University Mail

##### 1. Galloway

Mail and packages are picked up from the Absecon Post Office by 9:00 a.m. Monday through Friday. Mail is next delivered and picked up from the Parkway Building. Mail is then brought back to the main campus, sorted, and assigned to its proper designated zone in the Mailroom to be picked up by students and members of the Stockton community. Outside vendors, such as UPS, FedEx, and DHL make deliveries to the Mailroom throughout the day. The Mailroom accepts letters/packages that have pre-paid labels and will deliver to the proper outside vendor. The Galloway Mailroom window is open from 11:00 a.m. to 5:00 p.m. Monday through Friday. During that time, mail can be picked up and dropped off. All outgoing mail must be dropped off to the Mailroom by 3:30 p.m. Monday through Friday. Outgoing mail is then delivered to the Absecon Post Office at 3:45 p.m.

##### 2. Atlantic City (AC)

Mail and packages are delivered by the U.S. Post Office to the AC Mailroom between 9:00 a.m. and 12:00 p.m. The AC Mailroom window is open from 9:00 a.m. to 4:30 p.m. Monday through Friday. All mail can be picked up during these times. The mail is sorted and scanned into the Send Suite system and placed in the proper zone to be picked up. Outside vendors, such as UPS, FedEx, and DHL make

deliveries to the AC Mailroom throughout the day. The Mailroom accepts letters/packages that have pre-paid labels and will deliver to the proper outside vendor.

B. Student Mail

1. Galloway

Residential students on the Galloway campus automatically receive an assigned mailbox. Approximately one week prior to the start of each semester, students will receive an e-mail detailing their mailbox location, combination, and procedures. Student letters are placed in their assigned mailboxes Monday through Friday. Mailroom staff scan student packages and then send an email to the student stating the zone where their package is located. Students must show their Stockton ID to the Mailroom staff, as well as provide the zone/location where their package is held, before the package can be released to the student.

2. Atlantic City

Residential students on the Atlantic City campus do not receive an assigned mailbox. Each piece of mail/package is scanned and then assigned to a designated zone for pick up. Students will receive an e-mail stating that they have a letter/package to be picked up, as well as the zone where their package is located. Students must show their Stockton ID to the Mailroom staff, as well as provide the zone/location where their mail/package is held, before the mail/package can be released to the student.

C. Bulk Mail

Mailings in excess of 500 pieces are considered bulk mailings and must have the indicia printed on the mailings. A bulk mailing request form must be submitted two weeks prior to the desired mailing date. The form can be found on the Mail Services' website. All bulk mailings must be delivered to the Mailroom no later than 12:00 p.m. on Tuesdays and Fridays. The bulk mailings are taken to the Pleasantville Bulk Mailing Center on Tuesdays and Fridays.

D. Personal Mail

The Galloway and Atlantic City Mailrooms accept stamped letters and packages under 13 ounces that already have postage applied. Those letters and packages are delivered to the Absecon Post Office.

Review History:

	Date
Procedure Administrator	08/30/2021
Divisional Executive	08/30/2021
General Counsel	09/21/2021
Cabinet	10/07/2021
President	10/07/2021