

I live on campus. How should my mail be addressed?

To ensure timely delivery of your mail, please use the following format:

General Format:

Student Name as registered
SUNY College at Oneonta
Mailbox # and Residence Hall Name
Oneonta, NY 13820 - 4 digits

Example:

Jeanne Doe
SUNY College at Oneonta
30 Curtis Hall
Oneonta, NY 13820-1758

Residence Hall	Zip Code
Blodgett Hall	13820-1759
Curtis Hall	13820-1758
Denison Hall	13820-1769
Ford Hall	13820-1765
Golding Hall	13820-1752
Grant Hall	13820-1762
Hays Hall	13820-1719
Higgins Hall	13820-1957
Hulbert Hall	13820-1768
Huntington Hall	13820-1763
Littell Hall	13820-1751
Macduff Hall	13820-1760
Matteson Hall	13820-1761
Sherman Hall	13820-1764
Tobey Hall	13820-1766
Wilber Hall	13820-1767

Will my mail be forwarded when I am not at College?

During the winter and summer breaks, College Mail Services will attempt to forward First Class Mail to your permanent address. **Only First Class Mail will be forwarded.** Because forwarding significantly delays the receipt of your mail, you are strongly encouraged to have all your First, Second and Third Class mail redirected from its source to your permanent address. This is especially important for magazine subscriptions and CD clubs, which are mailed at bulk rates and cannot be forwarded. If you move during the semester, please notify your Residence Hall Director and the Registrar's Office.

Important Information for Off Campus Students

All off-campus students must keep their local and permanent mailing addresses updated with the Registrar's Office.

Reminder for Both On Campus and Off Campus Students

Many important forms and notices will be mailed to your local address (e.g., forms from Financial Aid, Student Accounts notices, notes from instructors and campus information).

All mail and packages must be sent to your local address, unless alternative arrangements have been made with The Shipping Room during the academic year.

**Student Mail Services
at the State University
College at Oneonta**



This information has been brought to you by College Mail Services, Oneonta Auxiliary Services, and The Shipping Room.

Questions?

College Mail Services (607) 436-3349

The Shipping Room (607) 436-3117

I live on campus. Where is my mail delivered?

Regular incoming mail is delivered daily (Monday - Saturday) by College Mail Services to your residence hall mailroom when classes are in session during the academic year.

Intracampus mail is delivered daily (Monday - Friday).

Mail delivered to your residence hall is sorted into assigned mailboxes by Residence Hall staff. A residence hall "Mail Box #" will be assigned to you upon arrival on campus.

All mailings, packages and parcels requiring your signature (i.e., UPS, FedEx, DHL, AirBorne Express, and some U.S. Postal Service signature confirmed mail) must be picked up at The Shipping Room.

When you receive something, The Shipping Room will email you at the email address you have provided the College.

You must present your Student ID or Driver's License and personally sign for your mailing or package (i.e. your roommate or friend cannot sign for you). Additional verification may be needed for misaddressed packages.

Please be aware that The Shipping Room is not authorized to accept age (21) verification packages. If requested, the carrier will be given the student's directory information (phone and email) so that they can contact the student directly to arrange delivery.

Where is The Shipping Room and when is it open?

It is located next to Yella's on the main floor of the Hunt College Union. Its hours of operation are 8:30 am – 5:30 pm Monday through Friday and 12:00 – 2:00 pm on Saturday when classes are in session during the academic year.

The Shipping Room is closed over the summer.

How do I send outgoing mail?

Stamped mail and intracampus mail is picked up daily (Monday through Saturday) by College Mail Services staff from your residence hall when classes are in session. Mail Services does not sell stamps or postage meter strip. Intracampus mail does not require postage but should be marked on campus.

Mail requiring postage or any mail weighing more than 13 ounces needs to be taken to The Shipping Room or the United States Post Office.

Questions concerning residence hall mail delivery and pick-up may be directed to College Mail Services at (607) 436-3349.

Packages and any other items requiring more specialized shipping (such as tracking, packaging, or gift wrapping) can be mailed at The Shipping Room. Cash, credit cards, and Dragon Dollars are accepted.

What should I do if I am expecting mail and have not received it?

1. Allow a few more days for delivery; the item may have been misdirected.
2. Verify the shipping method by contacting the sender. Was it UPS, FedEx, DHL, USPS, or another form of transportation?
3. Check the name and address the sender used.
4. If possible, have the sender initiate a trace from the location of the mailing.
5. If the package or envelope was sent through regular mail, the College Mail Service staff cannot track the package.

What other services does The Shipping Room offer?

For your convenience, The Shipping Room functions similar to a Post Office here on campus and offers the following services:

- ⇒ mailing services & supplies
- ⇒ copy and fax services
- ⇒ sale of postage stamps
- ⇒ money orders
- ⇒ gift wrapping
- ⇒ package delivery
- ⇒ receipt of personal packages

For more information please visit <http://shiproom.oneonta.edu> or call (607) 436-3117.