Mailing Address for mail and packages for WWCC Residence Halls

Your name | John Smith
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WWCC Mailbox Section No. * | WWCC Box # A713
2600 College Drive | 2600 College Drive
Rock Springs, WY 82901 | Rock Springs, WY 82901

*Mailbox section No - This number is on your housing assignment
It has a letter and a three digit number on it - Example A 713, K 90,F 414.
This number is NOT your dorm name and room number.
Also please note that everyone in your room shares the same mailbox.

Mail needs to include your first and last name so that we can find you. If mail is sent to you under a nickname and no other information is included your mail will be returned to sender. To eliminate delays in getting your mail/packages make sure your name is on all of your mail/packages (do not address to Mustang Central, Housing, Admissions, or Records/Registration, etc).

If you receive mail for your spouse, children or other family members please let us know their names so we can add a cross reference to our database to ensure their mail is directed to you instead of being returned to the sender.

WWCC Mailroom Hours | Room 1324
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8:00 - 9:00 a.m. | 8:50 - 3:10 p.m.

Addressing Outgoing Mail

<table>
<thead>
<tr>
<th>FROM — Your name and address goes here.</th>
<th>POSTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO — Name</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>City, State and Zip code</td>
</tr>
</tbody>
</table>

Problems with Mailbox Combinations

If you are having a problem with your mailbox combination please stop by the mailroom and we will assist you.

Note that mailbox combinations work the opposite of most people are used to. (Left to the first number, Right pass second number once then stop on it the second time around, Left to your last number then Pull on the knob as you turn to the Right a few numbers).

Junk Mail

We are required to put all fliers into mailboxes. It would be greatly appreciated if you toss the items you do not want into the trash.

Packages Delivered to WWCC

When you receive a package at WWCC, mailroom/shipping staff will send you a notice and it can be picked up in shipping (room 1553)

For security purposes a Photo ID is required for anything you pickup from mailroom/shipping personnel. If you have a large package and need to borrow a cart you will be required to leave your ID with us until the cart is returned.

Location of Shipping Room 1553

From the Atrium at the vending machines and mailboxes go down the brick hallway to the two large yellow pillars turn left then right at the next hallway (beginning of the glass windows). The entrance to shipping is next to the red phone on the wall. If you have pass the Physical Resources sign backup a hallway.

Package notice from WWCC shipping office — options available

At the beginning of the semester Paper notice will be put into your mailbox. After our records have been updated then we will send notices to WWCC Mustang Cruiser email.

*Email - If you would prefer email to be sent to a different email than Mustang Cruiser you will need to let us know.

*Text Message - if you would like to receive text message package notice please stop by our office and fill out the paperwork for that.

Also: If you are unable to make it to shipping during the open hours you can send a note and your ID with a friend letting us know that you have authorized them to pick up your package. They will need to bring their ID too.
**Package Notices from US Post Office**
If you receive an **orange colored slip** indicating that you have a package or letter this means that an item is at the US Post Office, located at 2829 Commercial Way, and **requires your signature for it to be released**. **If you would like the package delivered to WWCC without delays please ask the sender NOT to mark the signature required box on insured or express mail.**

**The US Post Office will only hold items for 15 days** then it will be returned to the sender. Under special circumstances WWCC mailroom/shipping personnel can pick this item up for you; however, you will need to arrange with us to do so, and it can take a couple days for it to be available at WWCC for pick up.

**Directions to the US Post Office** (2829 Commercial Way)
From the Residence Halls go towards Walmart. At the red light just beyond Walmart turn right onto Dewar Drive go straight until you reach the red light by Kmart/Applebee's/Smiths turn right onto Foot-hill Drive go two blocks and turn right immediately after light into the post office parking lot.

**Outgoing Packages**
For security reasons the US Post Office requires all packages weighing more than 5 pounds be delivered to the US Post Office not the WWCC Mailroom and Shipping Department.

**Forwarding Mail Information**
Please make sure that Residence Hall staff has your correct forwarding address when you check out of housing. The address that is listed in the college records/on file is the address that your mail will be forwarded too.

If you are moving off campus and not returning to WWCC housing please make sure that you notify everyone that sends mail to you (friends, family, bills) that you have moved and what your new address is. This will ensure that your mail gets to you in a timely fashion instead of being delayed by two to three weeks while it goes through the forwarding mail process. The WWCC mailroom only forwards mail for 6 months then it is returned to the sender.

Also, at the beginning and end of each semester please leave old mail in the mailbox for a couple weeks. It takes time for us to get all of the updated addresses entered into our system so that we know whose mail to pull and whose mail to leave in the box.

**Enjoy your time at WWCC**
http://www.wwcc.wy.edu/shipping/