



# WWCC Mailroom/Shipping

## Student mail/packages Information Booklet

### Mailing Address for mail and packages for WWCC Residence Halls

<b>Your name</b>	<b>Example</b>
* 2600 College Drive Box # _____	John Smith
Rock Springs, WY 82901	2600 College Drive # 713
	Rock Springs, WY 82901

**\*Mailbox number** This number is listed on your housing assignment  
Example # 2, # 713

This number is NOT your residence hall room number.

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 under your parents name, mail for a spouse, children or any 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.

<u><b>WWCC Mailroom Hours</b></u> <b>Room 1324</b>  2-230/245	<u><b>WWCC Shipping Hours</b></u> <b>Room 1553</b>  9-1 & 3-5
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### Addressing Outgoing Mail

<b>FROM</b> —Your name 2600 College Dr # _____ Rock Springs, WY 82901	<b>POSTAGE</b>
<b>TO</b> — Name Address City, State and Zip code	

### 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** /Counter clock wise to the first number, **Right** /clockwise pass second number once then stop on it the second time around, **Left** / counter clockwise to your last number then **Pull** on the knob **as you are turning it to the Right**/clockwise going any where from 1-10 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 WWCC mailroom/shipping staff will send an email once it has been processed in 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 options available

At the beginning of the semester Paper notice will be put into your mailbox. After our records have been updated then notices will be emailed to your WWCC email\*.

\*Email - If you would prefer email to be sent to a different email than the WWCC email 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 (for our file) 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 notice** in your mailbox 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 that the sender didn't add enough postage to the item and you will need to pay the amount listed to be able to pick up the package.

**The US Post Office will only hold items for 15 days** then it will be returned to the sender.

### **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 Mall/Applebee's/Smiths turn right onto Foothill Drive go up to the next red light— turn right immediately after you go through the light and you will be in 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 on file in the college records is the address that your mail will be forwarded to.

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**

**shipping@westernwyoming.edu**

<https://www.westernwyoming.edu/services/shipping/>