

Loyola University Chicago

Mail Center Operations

Mail Services Guide for Students (WTC 2011-2012)

GENERAL INFORMATION

The Loyola Mailroom is located at 837. North State Street. The Mailroom will provide letter and package service for all students living in Baumhart hall. The Mailroom features mailboxes with combination locks. The boxes are located on the Fourth floor. Please refer to the **Combination Instructions** located above each bank of mailboxes.

Hours of Operation:

**Water Tower Campus:
Monday through Friday
8:00 am – 5:00 pm**

The Mailroom is closed on Saturdays, Sundays and University holidays.

Questions or Concerns – Please contact:

**Jose Corona, Site Manager @ 773-508-7728
Mary Torres, Mailroom, Assistant Manager @ 312-915-6128**

MAIL SERVICE DURING UNIVERSITY HOLIDAYS & BREAK PERIOD

Mail and packages are received by the Mailroom throughout the school year and routed to the Residence Life Office where they will be securely held until the student is able to retrieve them. If the student moves out, mail/packages will be returned to sender (See Mail Forwarding section).

INCOMING USPS MAIL

The Mailroom staff picks up mail from the Fort Dearborn USPS each morning. Student Mail will be sorted and placed in the student's mailbox by 2:00 p.m. daily. Unidentified mail will be researched on a daily basis utilizing databases supplied by the Residence Life Office. Please remember that the actual time you receive your mail may vary depending upon the time mail is available for pick-up from the USPS and the volume of mail received on a given day.

Note: It is strongly recommended that family, friends, and relatives **DO NOT** send cash through the United States Postal System.

Please be advised that your Billing Address for cable service, credit card statements, magazine subscriptions, etc, is:

26 East Pearson, Mailbox #, Chicago, Illinois 60611.

OUTGOING USPS MAIL

All outgoing USPS Mail can be dropped off at the Loyola University Mailroom. All outgoing mail is picked up by the USPS daily

between 4:30 pm. and 5: 00 pm. This mail must have proper postage affixed to it.

An Official USPS drop off box is also located on the corner of Pearson and State Street.

Loyola University Chicago is serviced by the Fort Dearborn Post Office, located at 540 North Dearborn, Chicago, Illinois 60610-9998.

MAIL FORWARDING

In order to insure timely and accurate mail/package delivery, all resident students are required to complete a **Change of Address Form** if they permanently, temporarily leave the University, return home after the school year (summer), or move off campus. These forms are available in the Mailroom and at any US Post Office. Completed forms can be dropped off at the Loyola Mailroom, the Fort Dearborn Post Office, or deposited in any United States Postal box.

Mail that is not forwarded under the conditions listed above will be returned to sender.

SERVICE OFFERINGS

Incoming letter mail and packages arriving via USPS, FedEx, UPS, Airborne, DHL, and all other express services will be received by the Loyola University Mailroom. The Mailroom Staff will route the packages to the Residence Life Office in the Water Tower Student Center and Residence Hall. Students can retrieve their packages from the Residence Life Office after 3:00 p.m.

All mail and packages must be addressed as follows to insure accurate & timely delivery:

*<Student Name>
26 East Pearson
Mailbox # _____
Chicago, Illinois 60611*

Students will receive an automated package notification via e-mail to their **Loyola e-mail address**.

In the event the recipient is not available, the package will be held in a secured Residence Life office. All efforts will be made to contact the individual to request that he / she retrieves the package as soon as possible.