

EAST/WEST CAMPUS MAILROOM INFORMATION

- MAILBOXES** Full-time faculty boxes are located in a separate area from the Adjunct faculty boxes in both East and West Campus Mailrooms. Faculty does not have mailboxes on both campuses.
- Division office mail is directed to its Division Dean's mailbox.
- Other major departments/offices (i.e., Admissions, YCCD, Records etc.) are located in the "General Offices" section in both mailrooms.
- Classified staff mail goes to the division/department mailbox that they work in.
- Slots for Pre-Stamped Outgoing Mail are located in both mailrooms.
- INCOMING MAIL** Mail is distributed into East Campus mailboxes by 10:00 a.m. and West Campus mailboxes by 12:00 p.m.
- OUTGOING MAIL** East Campus deadline is 2:00 p.m. to guarantee it's processing that business day. West Campus deadline is 11:00 a.m.
- (METERED)** Please place outgoing mail to be metered in designated division/department mailboxes.
- (PRE-STAMPED)** Please place "Pre-Stamped" outgoing mail into the slot located in each mailroom.
- DISTRICT MAIL** All Inter-District and Inter-Campus mail will need to be in the mailrooms by 10:00 a.m. to guarantee same day delivery to District and the opposite mailroom.
- PERSONAL MAIL** Place personal mail in the "Pre-Stamped" outgoing mail slot that is located in each mailroom. Please note that we cannot add postage to your personal mail.

POSTAGE SCALE Available to weigh personal mail between 10:00 a.m. to 2:00 p.m. (East Campus only)

GUIDELINES All outgoing envelopes must have the MJC return address along with “Return Service Requested” stamped or printed on the envelope below the return address.

Mailings with 200 pieces or more, that are identical, generic and not a solicitation for money must go **bulk mail**. Contact the mailroom staff for instructions on how to prepare a bulk mailing.

Flats/large envelopes (manila) should be sealed and marked “First Class” (or other desired mailing rate). These envelopes cannot contain any metal clasps or staples.

Leave all envelope flaps down on regular/standard size envelopes for processing by the postage machine.

PACKAGES Due to security issues – all packages received from outside sources are now being locked up. If you receive a package we will put a pink slip on your mailbox notifying that “You have a package on the shelf.” Please present this pink slip during the staffed hours in each mailroom for pick up of your package. Packages will not be given to student workers unless a specific written request from you is received by our office. If you are unable to come to pick up your package during the staffed hours of each mailroom, please call us to make special arrangements; 575-6020.

STAFFING East Campus Mailroom is staffed from 7:30 a.m. to 4:00 p.m., Monday-Friday. West Campus Mailroom is staffed from 11:00 a.m. to 12:00 p.m., Monday - Friday.

Any questions and/or needs, please contact the East Campus Mailroom at 575-6020.