

Mail
Center



Services Reference Guide

Providing:

Addressing Information

US Mail Processing

Shipping

Special Services

Interoffice Mail

ZIP Codes

CONTACT US!

8AM - 3:30PM

x5474



The Mail Center offers many varied special services including:

- Certified Mail
- Return Receipts
- United Parcel Service
- Express / DHL / FedEx
- *Bulk mailings of 200+ pieces

**Requires two weeks' notice whether the mailroom is mailing or it's going to a mailing house)*

Arrangements for these services should be coordinated in advance with the Mail Center. Please be sure to separate any mail needing special handling from all other outgoing College mail and clearly mark it with a note stating special request securely attached to the piece of mail. *Remember, if it is important enough to have special handling by an outside carrier, it deserves special handling before it leaves the College.*

Interoffice Mail Guidelines:

Utica Campus

mail is delivered in the morning to the entire campus and in the afternoon to PH 1st floor. There are occasional changes in the schedule which are communicated by email.

Rome Campus / AIM / thINCubator / Airframe & Powerplant

mail leaves the Utica Mail Center at approximately 8am on Tuesdays and Fridays and is delivered to the Rome Mail facility, where the mail addressed to Utica is picked up and returned to the Utica Mail Center, usually by 9:30-10am.

During the summer mail is delivered once a week - the College is alerted to changes via email.

Oneida County Mail

is picked up and delivered occasionally.

Please help us give you the best service possible by using the following format for addressing on interoffice envelopes:

Department: Department Name
Addressee Name
From: You and/or Your Department

This will help assure your mail gets to the correct department.



Departments We Sort To

- Accessibility Resources
- Admissions
- Adjunct Office
- Alumni Office
- Art (ARGD)
- Assessment and Testing Center
- Help Desk
- Athletics
- Auxiliary Services
- Business and Hospitality (HOBS)
- Business Office
- C3 (College-Community-Connection)
- Career Services
- Center for Corporate and Community Education
 - Advanced Institute for Manufacturing (AIM)
 - YouthBuild
 - Center for Leadership Excellence (CLE)
- College Store
- College Works (ARC)
- Counseling Services
- CSTEP
- Dorm Corporation
- Dual Credit
- Educational Technologies (Media)
- Events Administrator
- Events and Guest Services
- Facilities and Operations
- Financial Aid
- Health and Wellness Center
- Health Sciences (HLTS)
- Holistic Student Support
- Human Resources
- Humanities (HUMT)
- Judicial Affairs and Community Standards
- Information Technology
- Institutional Advancement (Foundation)
- Institutional Research and Analysis
- Learning Commons
- Library
- Marketing and Communications
- MVCC Dining Services
- Office Services (incl. Print Shop)
- Oneida County Office Building
- Police Academy
- President's Office
- Public and Human Services (PAHS)
- Public Safety (DPS)
- Purchasing
- Records and Registration
- Residence Life
- Rome Campus (all depts.)
- STEM-Career (STCR)
- STEM-Transfer (STTR)
- STEP
- Student Activities
- Student Government
- Student Engagement and Leadership
- SUNY Oneonta
- Upward Bound / MVCC Math Corps / GEAR UP
- Vice President Of Administrative Services
- Vice President for Learning and Academic Affairs
- Vice President for Student Affairs



Outgoing Mail Guidelines

All outgoing standard #10 business envelopes requiring postage should be sent to the Mail Center with complete addresses, including ZIP codes. Envelope flaps should be left down and not tucked in so the mail machine can seal them properly. All International Mail and any mail with special instructions should be separated from the rest of the mail.

The U.S. Postal Service requests we use the example format below for all addressing. Please keep in mind that addresses are from the bottom up and right to left for delivery. The Postal Service also requests the use of all capital letters; no punctuation within the address and correct abbreviation for street avenue, drive, etc.; at least 10-point type; one space between city and state; and two spaces between state and ZIP Code.

If your address appears inside a window, make sure there is at least 1/8-inch clearance around the address. Sometimes parts of the address slip out of view behind the window and mail processing machines can't read the address. If you are using address labels, make sure they are on straight and you don't cut off any important information. Mail processing machines have trouble reading crooked or slanted information.

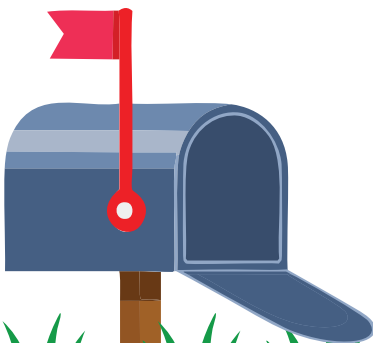
[Optional Information]	ATTN: ADMISSIONS
Recipient -	HILL COMMUNITY COLLEGE
Delivery Address / PO Box -	123 STATE ST
Post Office City, State, ZIP -	HIGH CITY NJ 03601

When a post office (PO) box is included in an address, it should appear directly above the city, state, and ZIP code. Apartment numbers, etc. should be either included on the Delivery Address line or above that line - not alone above the Post Office line.

Please include your department in the Return Address of all outgoing mail. The Mail Center does not put postage on personal mail.

An international address should be formatted like the example below:

Recipient -	MR. JOHN SMITH
Delivery Address -	189 GRANT DRIVE
City and Code -	LONDON 1188HQ
Country -	ENGLAND



The Mail Center can assist in locating current ZIP codes for you by calling x5474. You can also find ZIP code information online at usps.com.

Parcel Shipping

Parcels can be shipped either via the *U.S. Postal Service* or the *United Parcel Service (UPS)*. Unless we are advised otherwise, parcels are shipped via the least expensive carrier. All parcels should be ready to ship - in a shipping container with a completed mailing label.

We provide shipping tape for your convenience.

If the contents have a monetary value, you must notify the Mail Center so proper insurance coverage can be included.



Business Reply Envelopes

Business Reply envelopes are available from the Supply Center.

Your department should be added to the outside of each envelope in one of the following locations:

- Front upper left corner
- Front above the College name
- On the back

These envelopes are sized to fit into a standard #10 business envelope so they should never be folded.

Your Department
Mohawk Valley Community College
1101 Sherman Drive
Utica NY 13599-1160

Forwarding and Return to Sender Information:

- FedEx and UPS cannot be forwarded. They can be returned to sender if done in a timely manner. (2-3 weeks)
- United States Postal Services (USPS) First Class Priority, Package Service and Express Mail can be forwarded and/or returned to sender. *Only if forwarding address is provided through Residence Life office. Cards are available there. This is good for 3 months from date of receipt.*
- Parcel Post (non First Class Mail) cannot be forwarded but can be returned to sender in a timely manner. (2-3 weeks)
- The “not dorm student mail” is put together in Residence Life outgoing mailbox. The Mail center will return to sender unless forwarding information has been provided in writing by the student.



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- Oneida County Office Building
- Police Academy
- President's Office
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[Optional Information]	ATTN: ADMISSIONS
Recipient -	HILL COMMUNITY COLLEGE
Delivery Address / PO Box -	123 STATE ST
Post Office City, State, ZIP -	HIGH CITY NJ 03601

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Delivery Address -	189 GRANT DRIVE
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