

# Loyola University Chicago

## LSC - Mail Center Operations

### *Mail Services Guide for LSC Resident Students (2022-2023)*

#### GENERAL INFORMATION

The Loyola Mailroom is located on the first floor of the Facilities Building:

**6317 N. Broadway Ave.**

The Mailroom provides incoming/outgoing letter and package service for Lake Shore Campus Resident Students.

**Incoming Mail and Packages:** All Resident Students are required to retrieve their mail **in person from the mailroom Front Desk** on an individual basis during business hours and a student ID is required.

All resident students picking up items should be the only ones in line to avoid crowding in the mailroom lobby.

Questions or Concerns – Please contact:

Ramon Padilla LSC (Site Manager) @ 773-508-7728  
Mary Torres WTC (Assistant Manager) @ 312-915-6128

#### Hours of Operation:

Lake Shore Campus:

- Mail and package pick up
- \* Monday through Friday
- \* 9:00 a.m. to 7:00 p.m.

Unless otherwise posted in the mailroom on some occasions

\*We are only open on Saturdays from 9:00 a.m. to 1:00 p.m.

During the beginning of each Semester

Which will be posted at the mailroom during these times

\* The Mailroom is closed on Weekends and University holidays.

#### POSTAGE

The Mailroom provides outgoing mail/packages services to resident students, faculty & staff. USPS postage is sold in the mailroom. We only accept Rambler bucks as a form of payment.

#### MAIL SERVICE DURING UNIVERSITY HOLIDAYS

Mail and packages are received by the Mailroom throughout the school year for **resident students only**, and kept secured until the student returns to Campus from holidays. If the student moves out (off campus – including summer term), mail/packages will be returned to sender without exception (see Mail Forwarding section).

#### INCOMING USPS MAIL

The Mailroom staff picks up the incoming mail from the USPS each morning. It is then transported to our LSC mailroom (6317 N Broadway) where it is sorted and placed in each resident student's folder the same day. The Mailroom will send two (2) weekly automated e-mail notifications to all students who have received mail. Due to space limitations, we strongly advise students to come to the mailroom and retrieve the mail as soon as possible. Students are always welcome to come to the mailroom and check with the staff if they have mail.

Unidentified mail is 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, as well as 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. Never use your dorm address. Please be advised that your Billing Address for cable service, credit card statements, magazines/newspapers subscriptions, etc is still:

*First Name, Middle Name, Last Name,  
Dorm Name*

*6317 N. Broadway Ave.  
Chicago, IL 60660*

*“Never use your dorm address”*

#### OUTGOING USPS MAIL

All Outgoing Mail is picked up from the mailroom by the Rogers Park USPS on a daily basis (M-F) between 4:30 pm. and 5:00 pm. All mail must have proper postage affixed to it.

Loyola University Chicago is serviced by the **Rogers Park Post Office** located at: **1723 West Devon Avenue, Chicago, Illinois 60626**. The Phone numbers are: (773) 508-5935 or (773) 743-2650

#### MAIL FORWARDING

In order to insure timely and accurate mail delivery, all resident students are required to contact any institution that may be sending mail or packages to them and change their address with them so that mail or packages can be delivered to their location of residence if they are permanently, temporarily leave the University, study abroad, return home after the school year (summer term), or move off campus.

**Mail and packages that are received once the student is no longer living on campus will be returned to sender without exception.**

#### PACKAGE SERVICE OFFERINGS

Incoming letter mail and packages arriving via USPS, Fed Ex, UPS, DHL, and all other courier services will be received by the Loyola University Mailroom. ALL RESIDENT STUDENTS must address mail/packages as follow to insure accurate & timely delivery:

*First Name, Middle Name, Last Name,  
Dorm Name*

*6317 N. Broadway Ave.  
Chicago, IL 60660*

Students who receive packages will receive an automated e-mail notification – generated by the receiving system addressed to their Loyola e-mail address. This occurs as the incoming package's barcode is being scanned by the mailroom staff.

**Students arriving at the Mailroom to pick up a package will be required to present their Student I.D. and electronically sign for their packages on a PDA.**

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

**The Mailroom is monitored by security surveillance cameras 24/7.**