

Human Resources Policies and Procedures

Effective July 1, 2022

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All incoming mail and packages should be addressed as follows in order to ensure delivery.

Each student living in a Residence Hall will have a mailbox that is shared with their roommate. A member of the Residential and Commuter Life area will deliver all mail items (not packages) to mailboxes each weekday. Please contact the building area coordinator for questions about mailboxes. Mail cannot be picked up through the mailroom. Mail not picked up by the end of the semester will be forwarded to the student's permanent address on MUHUB. Students are encouraged to check their mailbox frequently.

Packages will first be sent to the PackCity Lockers located in the Dining Commons in Clare Hall. If your package is delivered to the lockers, you will receive an email from PackCity with a barcode that you use at the lockers to retrieve your package. Packages will expire after *4 days*. If your package expires, is too big, or the lockers are at full capacity, your package will be brought back to the mailroom, logged into our system, and you will receive an email from the mailroom for you to come and pick it up from here. All packages must be picked up within 14 days of their arrival on campus. Packages not picked up will be returned. Please wait to receive an email to pick up your package. If you do not receive an email after 1 business day please contact the mailroom.

Recipients of the perishable packages will be notified via email as soon as the package is received. Cooling will be provided for packages clearly marked as needing such. Students must pick up perishable packages within 48 hours of their arrival on campus. If it is not picked up, the package will be returned. Items coming from grocery store delivery, Uber Eats, Shipt or any other grocery delivery service should be delivered directly to the student. It is the student's responsibility to meet the delivery driver and receive the items.

USPS provides several options for sending mail. Usually, USPS is the most cost-effective method for shipping.

First Class- Any letter that is stamped or package that is below 1 pound will be sent at the first-class rate. Normal delivery times are 3-5 business days.

Priority- Items that are over 1 pound, need tracking, or need to arrive faster will be sent as Priority. Normal delivery times for Priority are 1-3 Business days depending on location.

Priority Express- Items that need to be delivered faster can be sent with Priority Express. These items are delivered in 1-2 Business days depending on the location.

Must pay with Student ID or Departmental Account Number

UPS has a range of options as seen below.

Next Day Air Early- Delivery commitment: Next business day as early as 8 am

Next Day Air- Delivery commitment: Next business day by 10:30 am

Next Day Air Saver-Delivery commitment: Next business day by the end of day

2nd Day Air A.M.- Delivery commitment: 2 business days as early as 8 am

2nd Day Air-Delivery commitment: 2 business days by end of day

UPS 3 Day Select-Delivery commitment: 3 business days by end of day

UPS Ground- Delivery commitment: 1-5 business days based on destination

Must pay with Student ID or Departmental Account Number

Ground- Deliver commitment: 1-5 business days by the end of day

International Ground- Delivery commitment: 3-7 days

First Overnight- Deliver commitment: Next business day as early as 8 a.m.

Priority Overnight- Delivery commitment: Next business day as early as 10:30 a.m.

Standard Overnight- Delivery commitment: Next business day by 3 p.m.

2Day A.M.-Delivery commitment: Next business day as early as 10:30 a.m.

2Day-Delivery commitment: Next business day as early as 4:30 p.m.

International Priority-Delivery commitment: 1–3 business days.