

PROCEDURES FOR RECEIVING & SENDING MAIL:

Receiving Mail

Mail for faculty of the International Studies, Asian Studies and Asian Languages, and African American Studies programs will be directed to 9 Glebe, Room 101. Each faculty member has his/her own mailbox and is expected to check it regularly for any new deliveries. In the instance that a time sensitive or important document or a package is delivered, an email notification will be sent to the recipient advising them of its arrival. If necessary, mail can be brought directly to a faculty member's office, but you must make these arrangements individually and on a case-by-case basis with Lauren.

Outgoing mail

All outgoing mail should be properly labeled and placed in the "outgoing mail" box located in the International & Intercultural Studies Administrative Office in 9 Glebe, Room 101.

Asian Studies and International Studies have departmental envelopes with the return address already included. These can be found in the lower supply cabinets within 9 Glebe, Room 101.

For information on specific mailings, please refer to the instructions below:
(Also found at: <http://mailservices.cofc.edu/departments/index.php>)

Intra-campus Mail

Intra-campus mail *must* be placed in an intra-campus envelope and should include both the person's full name and department. Do not use building names, room numbers or street addresses. Mail addressed to students living on campus should include only the student's name and College of Charleston Complex number. Do not use the dorm, room number or a street address.

- **Faculty and Staff**
- Name: first and last
- Department: _____

- **Students**
- Name: first and last
- College of Charleston Complex _____

Pre-Stamped Mail

- Mail with postage affixed should be sorted from all other mail categories.
- All prepaid postage return envelopes must have a return address affixed before metering. In order for the Office of Mail Services to process prepaid postage envelopes, an IDT with the authorized departmental signature must be submitted.

Mail to be Metered:

- Mail to be metered includes any mail requiring postage.
- Departmental mail must have a College of Charleston return address, including the person's name and department. This is essential in directing returned mail to the proper sender.
- Extra services mail will require an IDT to be processed. This includes anything outside of a normal mailing: Priority, Certified, Bulk, Business Reply, or Express Mailings.
 - If you require an [IDT](#), please see Lauren for assistance.
- Departments will receive monthly charges for all outgoing metered mail, which will be sent by the Office of Mail Services via e-mail. All charges comply with USPS pricing.
- Please see policy for Large Mailings that need to be metered.

Notification for Large Mailings

Large Mailings are classified as any mailings that are out of the norm for your particular department. Examples:

- No. 10 envelopes (more than 50 pieces)
- Flats (6¼ by 8 inches or greater) more than 30 pieces
- Boxes over 20 lbs. or more than two boxes

Please notify the Office of Mail Services of large mailings at least one working day in advance so we can prepare accordingly. E-mail [Mail Services](#) with the following mail details:

- Date for pickup
- Name, department
- Number of mailings or weight of large package

Additional Metered Services

Please see [Postal Services](#) for detailed explanation of each service and pricing. All forms can be found at the [Office of Mail Services](#) website.

Express, Priority, Certified and Business Reply must have a completed label (if required) and be accompanied by an authorized signature IDT.

International Mail

Shipping and mailing internationally through the U.S Post Office is subject to a variety of rules and regulations. Every country has restrictions on different materials. For details on international mailings, visit the USPS [International Mail and Packages web page](#).

Shipping Options for Faculty and Staff

Faculty and staff members have the option to send and receive packages through any private courier of their own accord. It is only the USPS that requires all parcels or packages to be sent through the Office of Mail Services, which is addressed using the campus mailing address.

If you would like to use a private courier to arrange for delivery, please contact them directly.

College of Charleston Departmental Mailing Policies

Personal Mail

Personal mail is defined as non-business related mail such as utility bills, credit card bills, bank statements, mail order catalogs and non-work related periodicals. The Office of Mail Services will not deliver personal mail as it is prohibited by state policy on the use of state resources for the transport of personal items.

Pursuant to U.S. Postal Regulations and state policies, all mail sent to the College of Charleston is the sole property of the College of Charleston.

Forwarding Policy

Departments are responsible for forwarding and/or returning mail for faculty and staff that have moved to another department or left the College. The Office of Mail Services will forward or return any mail that is improperly addressed.

Please see Lauren Saulino for assistance with mailing questions or concerns.