

## General Mail Guidelines

The primary goal of the Rowan University mailroom is to provide efficient and reliable mail delivery services to students residing in on-campus housing. Below are key points that will enable the mailroom staff to accomplish our goal.

- The mailroom is located on the lower level of the Chamberlain Student Center. Hours of operation are Monday thru Friday 8:00 a.m. - 4:30 p.m. There are no weekend hours. If your package is scheduled for delivery over the weekend, you will not be able to pick it up until the following Monday.
- All mail must be properly addressed to avoid any delay or refusal. Your **Full Name** must be listed in the address. No nicknames or abbreviations will be accepted. Any name other than the students will be refused or returned to sender. \*Listed below is the correct address format for each Rowan housing location.\*
- When your package arrives at the mailroom from the mail carrier (USPS, UPS, FedEx, etc.) the tracking bar code is entered into our system and you will then receive an email alerting you to pick the package up. If the package is small enough to fit in your mailbox, the email will instruct you to check your mailbox after 3:00 pm. **You must wait for the email we send you.** Just because your tracking information from the sender indicates the package has been delivered does not mean the package is in the mailrooms possession.
- Students are not permitted to pick up packages addressed to someone else.
- If we receive a perishable item for you, such as flowers, we will also contact you by phone so you may retrieve it as soon as possible. Please note we do not refrigerate perishable items.
- It is very important to check your mailbox on a regular basis and pick up your package once you receive your email. The mailroom may return packages to the sender if held more than thirty days.
- If you are assigned a mailbox in the student center, your combination and instructions will be given at the mailroom counter. If you reside at any other campus housing location, you must see your hall director for mailbox instructions. Please note that mail delivered to Edgewood Park Apartments (EPA) is handled by the US Postal Service (USPS). Any packages or signature required mail for EPA delivered by the USPS or any other carrier will be brought to the Student Center mailroom. You will receive an email once the package is inventoried.
- If you wish to send outgoing USPS mail and packages, the mailroom has envelopes, stamps and packaging material available for purchase. You may also send items out UPS by purchasing a UPS shipping label from the mailroom and drop off any UPS prepaid packages for pick up. UPS picks up outgoing parcels daily at 3:00 pm.
- Students residing in Rowan Boulevard apartments, Whitney Center, and Townhouses will receive their packages in the Student Center Mailroom.
- When ordering through Amazon, please do not request a weekend delivery. The mailroom is closed and no one will be available to sign for your package.



**How to have your mail sent to you if you live in the following locations:**

**Magnolia, Chestnut, Laurel,** Full Name \*Put your box # in the blank space  
**Mimosa, Evergreen, Mullica,** Rowan University  
**Oak, Willow:** 200 Mullica Hill Rd. # \_\_\_\_\_  
Glassboro, NJ 08028

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**Townhouses:** Full Name \*Put your apartment number in the blank space  
290 Mullica Hill Rd. # \_\_\_\_\_ Do not put "Rowan University"  
Glassboro, NJ 08028

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**Whitney Center:** Full Name \*Put your apartment number in the blank space  
300 Rowan Blvd. # \_\_\_\_\_ Do not put "Rowan University"  
Glassboro, NJ 08028

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**Rowan Boulevard:** Full Name \*Put your apartment number in the blank space  
200 Mullia Hill Rd. RB # \_\_\_\_\_ Do not put "Rowan University"  
Glassboro, NJ 08028

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**220 On the Boulevard:** Full Name \*Put your apartment number in the blank space  
220 Rowan Blvd. Apt. \_\_\_\_\_ Do not put "Rowan University"  
Glassboro, NJ 08028

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**Edgewood Park Apartments:** Full Name \*Put your apartment number in the blank space  
\_\_\_\_\_ Edgewood Park Do not put "Rowan University"  
Glassboro, NJ 08028

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**Holly Point Commons:** Full Name \*Contact Holly Pointe mailroom for mailbox assignment  
15 Carpenter St. # \_\_\_\_\_ Do not put "Rowan University"  
Glassboro, NJ 08028

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**114 Victoria St.** Full Name \*Put your apartment number in the blank space  
114 Victoria St. Apt. \_\_\_\_\_ Do not put "Rowan University"  
Glassboro, NJ 08028

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**230 Victoria St**

Full Name

\*Put your apartment number in the blank space

230 Victoria St. Apt. \_\_\_\_\_

Do not put "Rowan University"

Glassboro, NJ 08028

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**57 Main St.**

Full Name

\*Put your apartment number in the blank space

57 Main St. Apt. \_\_\_\_\_

Do not put "Rowan University"

Glassboro, NJ 08028

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**223 West High St.**

Full Name

\*Put your apartment number in the blank space

223 W High St. Apt. \_\_\_\_\_

Do not put "Rowan University"

Glassboro, NJ 08028

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