

Mail Center

The mail center offers a variety of services to all UW-Whitewater faculty/ academic staff and students. We would be happy to help in the preparation, labeling, and shipping of your mail. All we ask is that you follow a few basic guidelines that will help us streamline the process for you, and make sure your mail is properly sent out.

Services

Services the Mail Center provides

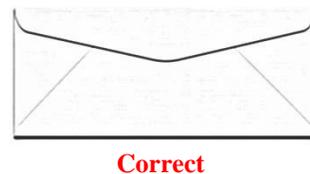
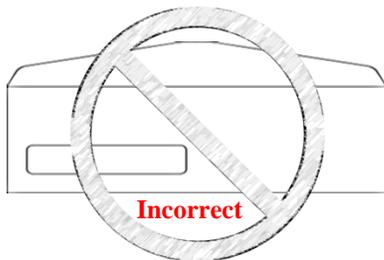
- Sorting of incoming mail (USPS, UPS)
- Delivering / picking up departmental mail
- Postage metering
- Envelope sealing
- Certified / Registered / Return Receipt Mail
- USPS international mail shipments
- UPS Ground & air services
- Tracking/ locating packages – see link for more information
[INSERT LINK HERE](#)
- Provide inter-campus envelopes to departments (upon request)
- Bulk mail services for letters, postcards and flats
- Labeling or direct impression addressing
- Indicia printing
- Address correction (for bulk mailings)
- Wafer seal tabbing
- Inserting (envelope stuffing)
- Campus flyer distribution
- Fast Forward services

- Delivery of USPS, UPS, or FedEx packages to the resident halls. For dorm delivery information, please refer to section below titled “Residence Hall Mail.”
- Postage for purchase, such as stamps. Stamps are available for purchase at the U.C. Info. Services Desk.
- Folding of brochures, booklets, or other mailing items. For folding, or printing please contact the UW-Whitewater print shop at 262-472-1002, or use the link below, <http://www.uww.edu/umc/printing>
- **Please note that hazardous or perishable items will NOT be shipped**

Services the Mail Center does not provide

Mail Center Shipping & Receiving Requirements

- The Mail Center only ships and receives through USPS and UPS. We do not accept, or ship FedEx, DHL, Spee-Dee Delivery Service, or Staples packages.
 - To schedule a pickup for FedEx please call: 1-800-GoFedEx
 - To schedule a pickup for DHL please visit their website at: DHL.com
 - To schedule a pickup for Spee – Dee Delivery Service please call: 1-800-862-5578
- All mail pieces need either a stamp/ shipping label, or organizational code attached to them to be processed as outgoing mail. Failure to have an org. code (which is to be placed in the upper left corner of mail piece along with the return address) without any other form of prepaid postage (stamps or shipping label) will cause a delay in processing said mail.
- Please separate all outgoing letters from intercampus letters by rubber banding them in their respective piles. Please indicate all intercampus mail with a sticky note signifying it is to be delivered on campus, or they will be metered and sent to the post office.
- Make sure all unsealed envelopes are separated from sealed envelopes. All unsealed envelopes should have the envelope flap in the down position for it to be ran through, sealed and postmarked in our mailing meters.



- Please separate all international mail from domestic mail. Please accompany all international packages with a note indicating: the value, and a brief description of the shipping contents (this information is required by customs for all international package deliveries). Please denote the country your package is being shipped to at the bottom of the address field, or it could be delayed an extra 2-3 days. Please contact the mail center if planning on sending out multiple international packages as we will need to send you the proper customs forms to be filled out.
- Please notify the mail center when placing large packages in outgoing mail that do not fit in the mailing tubs provided, as we will need to bring the proper equipment to transport said packages. Failing to notify us will most likely cause a delay with your package shipment.

- Please inform the mail center when your department activates, or deactivates an organizational code. Failure to notify the mail center of a new org. code will delay mail processing for the particular mail piece up to two days.

Mail Center Procedures

- All USPS mail to be delivered to faculty and academic buildings are picked up from the Whitewater post office at the beginning of each business day. All mail is sorted by building, to be delivered on route. Dorm mail is not picked up, sorted, or delivered by the mail center.
- Mail deliveries to faculty and academic buildings begin at 9:25AM. Please have all intercom, and outgoing mail placed in your buildings mailroom bin before this time. All mail is most commonly delivered by 10:15AM. Please do allow for extra time on both Mondays, and the day after a postal holiday, as the mail volume is much heavier on these days.
- Please allow an extra day for the delivery of all inter-campus mail. Inter-campus mail is sorted the day it is received, and delivered on route the following day.
- All 1st class mail not placed inside the mail bin for pickup on route can be deposited in the University Centers outgoing mailbox, located next to the Information Services desk. All mail deposited before 2:15PM will be processed and sent to the post office the same day. All mail deposited after this time, will be processed the following day.
- UPS delivers packages for all faculty and academic buildings on a daily basis (Monday – Friday). Packages are received after the mail center routes, anywhere from 10-11AM. Therefore all UPS packages are delivered the following day that they're scanned in as "delivered." If you're in need of your package the same day, please call the mail center to be sure we have it in our possession first. Once confirmed you may pick it up at the mail center with a photo ID.
- Packages that are to be shipped UPS, must be marked accordingly before being placed in the outgoing mail tub. Please indicate shipping method (UPS Ground, 3-day select, next day air, etc.) shipping address, as well as the organizational code used for charge backs. UPS will pick up all outgoing packages by 3:00PM. Please have all packages intended for UPS shipment to the mail center no later than 2:00PM. This will allow us enough time to process the package for shipping.
- All outgoing USPS mail is sorted, and delivered to the Whitewater post office by 2:45PM. Mail received after this time will be processed the following day.

Addressing Mail

Our top priority is to provide you with quality services to expedite the distribution of both incoming, and outgoing mail as quickly and cost efficiently as possible. We ask that you please provide not only us, but outside shippers as well, with as much information as possible when it comes to providing an address for all inbound and outbound mail. To do so, we ask that you please use your current buildings address, and not the generic 800 W. Main street address (unless sending to the Alumni Center). Doing so will cut down on both lost, and returned mail. Please use the link below to view the current addresses for all faculty, academic buildings, as well as the residence halls.

<http://www.uww.edu/adminaffairs/fpm/campus-address-listing>

Address Layout

Faculty/ Academic Building Inbound Mailing Address:

Individuals Name
Building
Department Name/ Room Number
UW-Whitewater
Buildings Address
Whitewater, WI 53190

Examples

John Smith
Roseman Hall
Continuing Education/ RM: 2005
University Wisconsin Whitewater
235 Wyman Mall
Whitewater, WI 53190

Residence Hall Inbound Student Mailing Address:

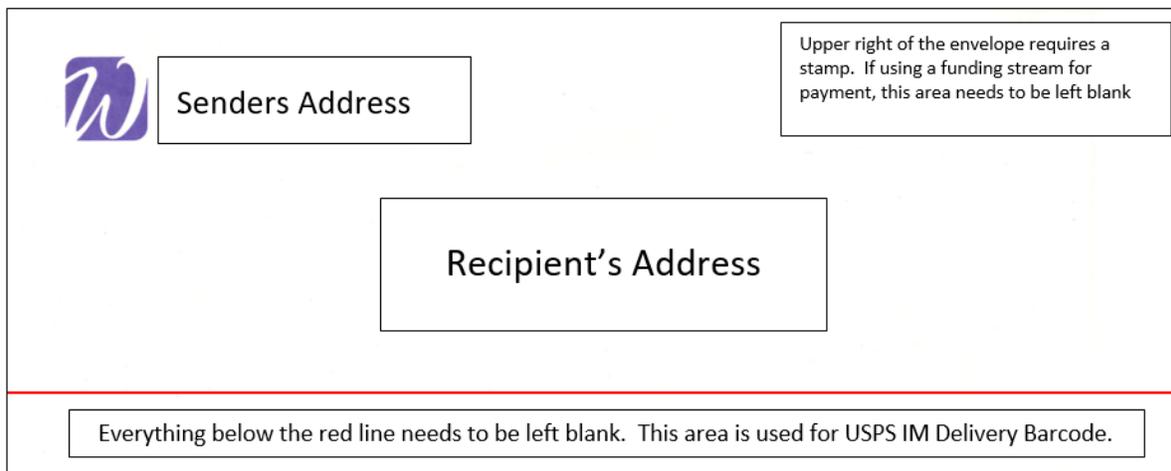
Individuals Name
Hall Name/ room Number
Street Address
Whitewater, WI 53190

John Smith
Starin Hall/ RM: 220
901 W. Starin Road
Whitewater, WI 53190

Inter-Campus Mailing Address

Individuals Name
Building
Department Name/ Room Number

John Smith
Winther Hall
Curriculum & Instruction/ RM: 3032



When filling the address out we recommended that you type the address, or print neatly. This will help us ship your package to the intended destination quickly and accurately. Any package with an illegible address will be returned to its department of origin the following day, for a more legible address

Residence Hall Mail

The mail center only delivers inter-campus mail to the residence halls on campus. All other mail including, but not limited to, USPS, UPS, and FedEx, are delivered to Goodhue, or directly to the residence halls. See below for specific carrier delivery information.

USPS – The post office delivers mail to each individual residence hall six days a week, Monday through Saturday (excluding postal holidays). Before delivery, mail is scanned at the post office as either “delivered to agent,” or “delivered to postal box.” The mail is then sorted into its respective dorm bag and scanned one last time as “Tendered to agent for final delivery.” It’s at this point the dorm bags are brought out on route by the postal carrier. Please keep in mind that just because your package was scanned as delivered, that it does not mean it has been delivered to your dorm yet. The post office works hard to deliver your mail in a timely manner. It is best to check with your front desk to confirm when the mail has been delivered.

A small portion of USPS packages are delivered daily to the mail center for both the Fox Meadows, and Cambridge apartment complexes. These packages are delivered to Goodhue hall between 12:30PM and 1:45PM Monday through Friday.

UPS – UPS will deliver most packages to Goodhue hall. Goodhue hall will inform you via email when your package has been delivered and ready for pickup. Keep in mind that when overloaded, UPS may drop off packages at the Whitewater post office. When dropped off, these

packages are scanned by UPS as “delivered to whitewater,” but that does not mean your package has been delivered to your dorm. The post office will then sort your mail into its respective dorm bag, and have it delivered by one of their carriers on route that day, or the following day (depending on what time it was received).

FedEx – FedEx will deliver all dorm mail to Goodhue hall. Goodhue hall will inform you via email when your package has been delivered and ready for pickup.

Bulk Mailings

For a more cost efficient way to ship larger volume mailings, the mail center is here to help. Our non-profit permit allows us to ship letters, postcards and flats at discounted rates, allowing you to reach as many customers as needed. In order for us to help you as efficiently as possible, please read a few of the guidelines below.

- In order to qualify for the bulk mailing rates, the mailing must include at least two hundred pieces, or more.
- Nonprofit postage prices are available only for domestic mail, not for international mail.
- Nonprofit mailings cannot contain any advertisements for a product, or service.
- Individuals wishing to send out a bulk mailing under the universities permit number, must be an employee of the University of Wisconsin Whitewater.
- The department wishing to send out a bulk mailing must provide the mail center with an excel list of the recipients addresses.
- Envelopes, postcards, or flats must have a matte finish to avoid smearing, when printing addresses (surcharge's apply for printing addresses on glossy stock).

Please contact the mail center when considering sending a bulk mailing. We can provide you with the information needed when it comes to graphic layout of your mailing, size restrictions, and other pertinent information. We can also provide you with an estimate to make sure it will fit into your budget.

Location

The Mail Center is located next to the receiving dock in the general services building, room 209. Use outside door #14 for entrance, located on the second floor, north end of the building.

Mail Center/ RM: 209
Facilities Planning & Management Building/ Door # 14

University Wisconsin Whitewater
500 North Fremont St.
Whitewater, WI 53190

Contact Information

You may reach us by phone at (262) 472-6726, or (262) 472-6740. Our hours of operation are 7:00AM to 3:00PM, Monday through Friday. If you have any questions, please feel free to give us a call.