

Everything You Need to Know About Mail for On Campus Students

What is my address?

Your Name (John Doe)
University of Southern Maine
Your Dorm and Room # (example, DI-410)
37 College Ave.
Gorham, ME 04038



Where are the mailboxes?

Mailboxes for all Dorms except Upper Class Hall are located in the Brooks Student Center. When you walk in the front double doors the mailboxes are to the left side.

Where is the Center (Mail Services) Located?

On the Gorham Campus, the Mail Center is located in the Basement of Upton Hall.

Abbreviations for Dorm Names:

Upton Hall = UP Andrews = AW
Hastings Hall = HA Woodward = WW
Dickey Hall = DI Anderson = AN
Wood Hall = WD Phillipi Hall = NH
Upper Class Hall = UC Robie = RO

What will fit in my mailbox?

Regular size envelopes will fit sometimes if we can roll up the larger envelopes they will fit. Anything larger than a Regular Size Birthday Card that is rigid will not fit. Please clean out your mailbox on a regular basis so that mail will fit in your box.

What happens when I receive a Large Package?

Obviously Large Packages do not fit in the small mailboxes. If you receive a package in the mail you will have a colored card placed in your mailbox by the mail center clerks. It is very important that you take this card to the mail center when picking up your package. The Card will tell us the type, shape, and date your package arrived and where it is located in the mail center.. You must also have a picture ID with you for verification. Postal Regulations only allow the person to whom the package is mailed to, to come and pick it up. No one else may pick it up for you.

NetFlix, Block Buster DVD's and

All DVD's mailed to you must be picked up at the mail center. You will receive a card letting you know your NetFlix has arrived.

What happens to my mail if I do not pick it up?

Eventually it would be returned to sender. We do send out another card before returning it. If you receive a Pink Card in your mailbox that means it is a second notice.

Is all mail returned to sender?

No, we cannot return to sender all mail that comes in via a private mail service like, UPS, FedEx, etc. That is why it is so important to check your mailboxes and come to the mail-room as soon as possible to pick up your package. Because all the mail that is non- return-able or non-deliverable after all possible at-tempts to deliver it will have to be disposed of.

How can I make sure that I receive my mail?

If you change your room please make sure to let the mail services know so that we place your mail in the correct mailbox. All mailboxes for all dorms are the same as your dorm room number. The only exception to the rule is the Upper Class Hall, they have mailboxes inside the UC building that are serviced by Res. Life Personnel. Contact number /of Gorham Mail Center Ext.5258
Gorham Mail Staff - David Kindler and Pat Meserve.

What is Accountable Mail?

Accountable Mail, is any piece of mail that comes into the mail center that must be signed for by the clerk when receiving it.

Examples of Accountable Mail are: (From the U.S. Post Office)

Delivery Confirmation, Express Mail,
Insured Mail

(From Other Carriers)

UPS, FedEx

When you come to pick up mail that is labeled as "Accountable Mail", you will be asked to sign on our clip board for proof of pick up. You must have the Green card and a Picture ID to pick up your package.

What will happen if I lose my package card?

If you lose your package card come to the mail center and fill out a Mail Piece Search Form. Try to write down as much information as you can to describe the package. We will search for it and we will call you or place a card in your mailbox when we find your package.

I have a Wall Street Journal Subscription for Class what happens to it?

The Wall Street Journals are delivered to the Mail Center in Gorham. You can come daily to pick up your Newspaper, just show us your ID and we will give you your Newspaper.

Please note: Newspapers will only be held for two weeks. After two weeks newspapers that are not picked up will be placed in recycle.

Please Do Not Send Cash in the Mail!