

# Loyola University Chicago

## Mail Center Operations

### *Mail Services Guide for LSC and WTC Resident Students*

#### LSC GENERAL INFORMATION

The Loyola Mailroom on LSC is located in the Facilities Building at

**6317 N. Broadway St.**

All resident students on LSC must use the mailing address below:

*First Name, Middle Initial, Last Name*

*Dorm Name*

*6317 N. Broadway St.*

*Chicago, IL 60660*

**Never use your dorm address!**

**Incoming Mail and Packages:** All resident students are required to retrieve their mail in person (presenting student ID and electronically signing for the package) from the mail room during business hours. Only the addressee should come to pick up items to avoid crowding in the mail room.

#### Normal Hours of Operation\*

Monday – Friday during the Fall and Spring: 9:00-7:00

Summer Hours: M-F 9:00- 5:30

\*Unless otherwise posted in the mailroom on some occasions, at the beginning of each semester the mailroom will be open Saturdays from 9:00-1:00.

The Mailroom is normally closed on Weekends and University holidays.

Contact: Ramon Padilla, Site Manager [rpadilla1@luc.edu](mailto:rpadilla1@luc.edu) 773-508-7728

#### MAIL SERVICE HOLIDAY HOLDS & FORWARDING

Mail and packages are received by the Mailroom throughout the school year for **resident students only** and kept secured until the student returns to Campus from holidays. If the student moves out (off campus – including during the summer term), mail/packages will be returned to sender.

In order to ensure timely and accurate mail delivery, all resident students who will be leaving their on-campus residences (for return home after the school year, moving off campus, studying abroad, etc.) are required to contact any institution that may be sending them mail or packages to update them with their new address. **Mail and packages that are received once the student is no longer living on campus will be returned to sender without exception.**

#### INCOMING/OUTGOING MAIL

The LSC Mailroom is serviced by the Rogers Park Post Office, located at 1723 West Devon Avenue, Chicago, Illinois 60626. USPS mail is received there, transported to the Mailroom, sorted and placed in each resident student's folder the same day it arrives. The Mailroom will send two weekly automated e-mail notifications to all students (at their Loyola e-mail addresses) who have received mail. Due to space limitations, we strongly advise students to come to the mailroom and retrieve the mail as soon as possible. Notifications for received packages are sent out automatically as the item(s) are scanned upon arrival to the mailroom.

**All outgoing mail is picked up from the mailroom** by the USPS on a daily basis (M-F) **4:30-5:00 pm**. All mail must have the proper postage affixed to it. USPS postage is sold in the mailroom, and requires Rambler Bucks to pay for it.

Note: It is strongly recommended that no cash is sent through USPS.

The Mailroom is monitored by security surveillance cameras 24/7.

#### WTC GENERAL INFORMATION

The Loyola Mailroom on WTC (for students living in Baumhart Hall) is located at:

**26 E. Pearson St. (in lower level)**

All resident students on WTC must use the mailing address below:

*First Name, Middle Initial, Last Name*

*26 E. Pearson St.*

*Room #: \_\_\_\_*

*Chicago, IL 60611*

**Incoming Mail and Packages:** All resident students are required to retrieve their mail in person (presenting student ID and electronically signing for the package) from the mail room during business hours. Only the addressee should come to pick up items to avoid crowding in the mail room.

#### Normal Hours of Operation\*

Monday – Friday 8:00am-5:00pm

\*Unless otherwise posted in the mailroom on some occasions

The Mailroom is normally closed on Weekends and University holidays.

Contact: Mary Torres, Asst. Mgr [mtorres3@luc.edu](mailto:mtorres3@luc.edu) (312) 915-7393

#### MAIL SERVICE HOLIDAY HOLDS & FORWARDING

Mail and packages are received by the Mailroom throughout the school year for **resident students only** and kept secured until the student returns to Campus from holidays. If the student moves out (off campus – including during the summer term), mail/packages will be returned to sender.

In order to ensure timely and accurate mail delivery, all resident students who will be leaving their on-campus residences (for return home after the school year, moving off campus, studying abroad, etc.) are required to contact any institution that may be sending them mail or packages to update them with their new address. **Mail and packages that are received once the student is no longer living on campus will be returned to sender without exception.**

#### INCOMING/OUTGOING MAIL

The WTC Mailroom is serviced by the Fort Dearborn Post Office, located at 540 N. Dearborn St., Chicago, Illinois 60610. USPS mail is received there, transported to the Mailroom, sorted and placed in each resident student's folder the same day it arrives. The Mailroom will send two weekly automated e-mail notifications to all students (at their Loyola e-mail addresses) who have received mail. Due to space limitations, we strongly advise students to come to the mailroom and retrieve the mail as soon as possible. Notifications for received packages are sent out automatically as the item(s) are scanned upon arrival to the mailroom.

**All outgoing mail is picked up from the mailroom** by the USPS on a daily basis (M-F) **3:30-4:00 pm**. Note that there is also a USPS drop box on the corner of Pearson and State St. All mail must have the proper postage affixed to it. USPS postage is sold in the mailroom, and requires Rambler Bucks to pay for it.