

MILLS COLLEGE

STUDENT GUIDE TO SERVICES IN THE MAIL AND COPY CENTER

IMPORTANT INFORMATION ABOUT SHIPPING BOXES,
MAKING COPIES, AND SENDING FAXES

PLEASE KEEP THIS GUIDE FOR FUTURE REFERENCE

SAGE HALL, ROOM 118

HOURS: 9:00 A.M. to 4:30 P.M., Monday through Friday

Phone: 510.430.2149

Fax: 510.430.3314

Email: mail_copy@mills.edu

Mills College provides two convenient options on campus for mail and copy needs:

United States Post Office (USPS): The USPS, located in Rothwell Center adjacent to the Tea Shop, provides services including shipping and receiving, PO Box rental, and shipping supplies and postage stamps for purchase. Hours are posted on the Post Office door. Telephone number: 510.636.0850.

Mills Mail and Copy Center: The Mail and Copy Center, located in Sage Hall, Room 118, provides shipping and receiving services through UPS and Federal Express, including a daily pick-up, as well as premium printing, copying, finishing and fax services.

Staff

Vern McKenzie – Office Manager

Phone: 510.430.2388

Email: vmckenzi@mills.edu

Mary Enos – Office Assistant

Phone: 510.430.2149

Email: marye@mills.edu

ADDRESSING MAIL AND PACKAGES

Please have correspondents address your mail as shown below:

For USPS:

Student Name
PO Box XXXX
Oakland, CA 94613

For private carriers or agencies that do not ship to PO boxes:

Student Name
Residence Hall
Mills College
5000 MacArthur Blvd.
Oakland, CA 94613

RECEIVING PACKAGES

NOTE: Dorm phones must be activated in order to receive packages.

- The Mail and Copy Center will contact you by telephone (and leave a voicemail if you do not answer) when your package has been processed and is available for pick-up. For assistance activating your dorm room phone, contact Telecommunications at 510.430.3265.
- **Tracking:** To track packages sent by UPS or FedEx:
 - UPS – <http://www.ups.com>
 - FedEx – <http://www.fedex.com>
- If the result of tracking shows that your package has just been delivered and you have not received a voicemail on your dorm phone, it means your package has not been processed. The Mail and Copy Center will contact you by telephone when your package is available for pick-up.
- **You must have a Mills ID to pick up packages – NO EXCEPTIONS.**
- Package pick-up hours are 10:30 a.m. to 11:45 a.m., and 1:00 p.m. to 4:30 p.m., Monday through Friday.
- Only students living on campus may receive packages at the Mail and Copy Center. ***Exceptions: students working on campus during summer may provide us with their name and department in order to receive packages.***
- Mills College is not responsible for any lost or damaged items, perishables, or packages that require refrigeration. It is your responsibility to refuse or file claims for packages that arrive open or damaged.
- Please notify the Mail and Copy Center if you are expecting insured items, important documents, or packages that need special handling.

- Three days after initial notification, the Mail and Copy Center will leave a second voicemail informing you of your package's arrival. If the package has not been picked up within two days of the second notification, it will be returned to the sender.
- Students residing in Underwood Apartments must notify the Mail and Copy Center of individuals residing with them, if those individuals will also be receiving packages.
- Two weeks before the end of each semester, please contact the Mail and Copy Center for packages that may be available for pick-up. If you are expecting packages to arrive at Mills after the end of the semester, you must inform Mail and Copy Center staff of any arrangements for their pick-up, or we will return your package. **Only packages sent through USPS may be forwarded to a new address; UPS and FedEx do not forward packages, and they will be returned.**
- Please ship your boxes for the fall semester to arrive two weeks before you do. Pack boxes that you will be able to move easily because hand trucks may not always be available. You are responsible for transporting the boxes to your room.

SENDING PACKAGES

To send a package through FedEx or UPS, please complete a shipping request form (available in the Mail and Copy Center). Cutoff times for daily pickup are as follows: FedEx – 2:00 p.m., UPS – 9:30 a.m. Payment methods accepted include cash, personal checks and third party billing.

COPYING SERVICES

The Mail and Copy Center provides full-color and black and white printing and copying services in sizes up to 11" x 17", and stocks a variety of specialty papers in many colors and weights, including carbonless paper. Other copy services available include laminating, binding, collating, cutting, folding, padding and stapling. Service fees are posted at the Mail and Copy Center.

Copy orders generally require 24 hours to complete. When you place your order, the Mail and Copy Center will provide you with the expected lead time for completion of your order.

FAX SERVICES

The Mail and Copy Center operates the central fax machine on campus where you can send and receive local, domestic and international faxes. When you send a fax, a complimentary fax cover sheet is provided for you as well as a printed confirmation for your records that your fax has been sent.

If you are receiving a fax, please ask the sender of your fax to include your name and phone number on it. Faxes will be kept for one week and then shredded. Fax service fees are posted at the Mail and Copy Center. Fax number: 510.430.3314.

MAIL SERVICES FOR ASMC CLUBS

Contact the Treasurer of ASMC to inquire if your club has a budget for sending out mail. If so, complete a postal form at the Mail and Copy Center and include your club's account number. The mail will be posted and the cost charged to your club account. Mail should be brought to the Mail and Copy Center by 2:00 p.m. to be posted that day. Please notify the Mail and Copy Center if you are sending an extra large mailing (several boxes or more). **For all ASMC clubs, mail will be sorted to the DSL box in the Mail and Copy Center.**