

Mail Services Policy

Doane University's mail services is located on the lower level of the Perry Campus Center.

1. Individual mailboxes are provided for faculty and students. It is expected that any person that has a mailbox; check that mailbox. Each Doane department is responsible for picking up mail on a daily basis.
2. All students residing in campus residence halls will receive all of their mail in their mailboxes. Students living off campus will need to receive mail at their residence.
3. All university-related student mail (e.g., Registrar, Financial Aid, Dean of Students, etc.) will be sent to student mailboxes. Off - campus students will need to verify their current address with the Registrar's Office.
4. USPS is delivered to the University Monday - Friday. The Service Bureau will have all USPS mail (Student, Staff, and Department) sorted by 11:00am daily.
5. Students and Doane staff are able to use the Service Bureau to send outgoing mail. USPS picks up outgoing mail Monday - Friday between 2:00p - 3:00p. Students may pay USPS postage for outgoing letters and/or packages in cash. Doane Staff may charge departments for Doane issued mail or pay in cash for personal postage expenses. International postage for letters are able to be processed; international packages must be taken to the Post Office.
6. Any and all outgoing mail needs to be dropped off at the Service Bureau.
7. Deliveries from UPS, FedEx and FedEx Express arrive daily. Students and Doane Staff (work related) may receive packages and use the Service Bureau as a drop off site. Returns or drop offs must be packaged, correctly labeled, and securely taped shut.
8. Students and Doane Staff will be notified by email of parcels, packages, and special handling mail, such as express, certified, etc. To retrieve this mail, students and Doane Staff must come to the Service Bureau to collect their mail. The Service Bureau will send up to 3 reminder emails.
9. If a delivered package is able to fit into the student's mailbox, the Service Bureau will place the package in the mailbox. There will be no notification of this delivery.
10. If recipient does not retrieve such mail (refer to #8) within fifteen days of notification, it will be returned to the sender, consistent with postal procedures. No mail will be forwarded to an international address unless advance payment is obtained.

11. Doane University Service Bureau reserves the right at its sole discretion to open and inspect any package or envelope addressed to: Doane University, 1014 Boswell Avenue, Crete, NE 68333. Specifically, in the case that no individual or department is listed.

12. The Service Bureau has the right to reject and return any mail or package if the sender's information cannot be determined, use of the official mail services is questioned, or the material being mailed does not meet UPSP mail rules and regulations.

13. Doane University students will keep their mailboxes until they are no longer registered for courses (e.g., have graduated, are on a leave of absence, are dismissed, or choose not to re-enroll). At the end of every academic year, each student will need to return their mailbox key to the Service Bureau. If failed to do so, there will be a charge applied to their student account.

14. Students address should be as follows:

Doane University
Student's Name STE #____
1014 Boswell Ave.
Crete, NE 68333

15. Offices and departments have the option to send larger quantities of mail via standard mail (or "bulk" mail). This mail option comes with reduced rates per piece of mail. There are several requirements that must be met before a mailing can be sent via this option:

- There must be at least 200 pieces of mail
- All mail must be the exact same weight and size
- All pieces of mail must be in zip-code order (ascending order is preferred)
- If not yet sealed, make sure all flaps are up in order to go through the postage machine for sealing.
- An accurate count of pieces within the mailing is provided to the Service Bureau when dropped off with their office.
- The Doane University imprint needs to be stamped in the upper left-hand corner. If the department doesn't have an imprint, a Doane University non-profit stamp can be metered onto the individual pieces.

Refer all questions regarding the Service Bureau to:

Doane Service Bureau
402.826.8316