

Mail Information--Resident Mailroom (Located in Joe West Hall)

Hours:

*Amended hours during Academic breaks

Monday through Friday, 12pm to 7pm

Saturday, 12pm to 5pm

Package pick up:

Monday through Friday, 3pm to 7pm

Saturday, 12pm to 5pm

How to Address your Mail:

*If not addressed completely, you will not receive your mail, it will be returned to sender.

Name (complete full name, no nicknames)

375 S. 9th Street, Box # _ _ _ _

San Jose, CA 95112

Mailbox Combinations:

*You were given your mailbox combination with your Housing assignment letter. If you forget your mailbox combination, please go to the Housing office, 2nd floor of Campus Village Building B, with your student ID, and they will give you your combination. The mailroom staff in Joe West hall does not have access to mailbox combinations and will not be able to give it to you.

*If your mailbox combination is not working, please go to the Joe West mailroom, and the mailroom staff can assist you in getting it to work, or will change it for you so it will work.

Packages:

*If you receive a package through the USPS that requires a signature, it will be held at the St. James Post Office at 105 North 1st Street and you will receive a tan notification slip in your mailbox. If you wish to pick up your packages at the mailroom, we recommend that you notify your senders to use FedEx, UPS, DHL, or another carrier.

*You will receive a blue slip in your box if you have a package waiting at the Joe West mailroom. You can pick it up during the designated package pick up hours listed above.

Questions, comments, concerns.....

*About your mail or mailbox or packages, please visit the Joe West mailroom during open hours, or contact the Housing Office at (408) 795-5600, or visit Monday through Friday, 9am to 4pm, 2nd floor Campus Village Building B