

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO: IV:04:02

DATE: August 1, 1997

REVISION/REVIEW DATES: March 2014

SUBJECT: Mail-at-Home Option For Students

APPROVED: William A. Meehan, President

PURPOSE

This policy was established to respond to requests that expanded services be made available to students.

POLICY

University students may elect to have their University mail sent to an off-campus address. Exercising this option means the student does not have to have an on-campus mail box. This option is available to all students. The fees for this option will be charged to the student's JSU account. These fees are non-refundable. This service will continue to be charged to the student's account until the student notifies the University in writing that he/she wishes for the service to cease. The Mail Center will change the students "local" address to a 5 digit code indicating that the student has elected to receive the mail-at-home option.

The following are the procedures for handling mail for students who have paid for this option.

1. Students who wish to receive mail at an off-campus address will sign up online through the Student Access System under MyJSU. The student's JSU account will be charged \$10.00 per semester for the Fall and Spring, and \$10.00 for the summer term.
2. The Information Technology (IT) Department will post the charges to the student accounts from information that is created when the student registers online for the Mail-at-Home option. IT will notify the Mail Center and the Mail Center will change the student's box number to 33333. Students will update changes of address through the Student Access System under MyJSU. Student's mail will be forwarded to the most current address on file.
3. When a University department prepares a mailing to students, the P O Box 33333 will appear on the computer-generated labels in the upper right corner. This will be the cue to the Mail Center that the student is to receive mail at an off-

campus address. The mail will be metered and charged to the budget unit number created for the “mail-at-home” option. This mail will be sent immediately.

4. If a University department is preparing a letter/document to the student without a computer generated label, the department will type/print the student’s name and Box 33333 on the envelope.

Example: Jane Doe
P O Box 33333

5. When the Mail Center receives mail with P O Box 33333, and without the student’s home address, or when the Mail Center receives unaddressed flyers, brochures, advertisements, etc., the mail will be placed in one of a group of boxes set aside to accumulate mail for home delivery.
6. As time permits, but at least weekly, the contents of each box will be removed, an envelope will be prepared, and all the mail will be sent to the student’s home address.
7. If a department believes that the piece of mail must go out immediately, the department may print or type the home address of the student **and P O Box 33333** on the envelope and the item will be mailed immediately. The home address of the student may be obtained from SPAIDEN under Administrative Banner.

Example: Jane Doe P O Box 33333
123 Street Ave.
City, State 55555

8. If a department does not use one of the addressing options mentioned above, the department will be charged for the postage.
9. The student’s mail will be handled in this manner until the student cancels the Mail-at-Home option in the Student Access System under MyJSU. It is recommended that the student cancel this service prior to the first day of class.

RESPONSIBILITY

The Vice President for Finance & Administration is responsible for this policy.

EVALUATION

This policy will be reviewed every two years by the office Business & Auxiliary Services.