



## General Mail Guidelines

The primary goal of Stockton University Mail Services is to provide efficient and reliable mail delivery services to students residing in on-campus housing. Below are key points that will enable the mailroom staff to accomplish our goal.

- The Galloway mailroom is located in lower F-Wing (F-025). Window hours are Monday – Friday, 11:00 AM to 5:00 PM. The Atlantic City mailroom is located in Kesselman Hall in the B-Building (B1-15). Window hours are Monday – Friday, 9:30 AM to 4:30 PM. There are now package lockers just outside the AC mailroom window. Packages assigned to this zone for pickup may be retrieved 24/7. There are no weekend hours at either campus. If your package is scheduled for delivery over the weekend, you will be unable to pick it up until the following Monday. For Amazon orders, you should be able to change the delivery day if it defaults to a weekend date in the checkout screen.
- All mail must be properly addressed to avoid any delay or refusal. Your **Full Name** must be listed in the address. No nicknames or abbreviations will be accepted. For Amazon orders, please check your account settings to ensure your full name appears in the “ship to” field as we repeatedly receive packages that only include a first name. *\*Listed below is the correct address format for each Stockton campus.*
- When your package arrives at the mailroom from the mail carrier (USPS, UPS, FedEx, etc.) the tracking barcode is entered into our system. You will receive an email from [mailroom@stockton.edu](mailto:mailroom@stockton.edu) alerting you that your package is available for pickup. You must wait to receive this email. Although your tracking information from the sender may indicate the package has been delivered, this does not mean the package is in the mailroom’s possession. Please do not go directly to the local post office to pick up any mail. Only Stockton mailroom staff are permitted to retrieve mail at the post office.
- Students are not permitted to pick up packages addressed to someone else (exceptions made on a case-by-case basis).
- If we receive a perishable item for you, such as flowers or food, we will also contact you by phone so that you may retrieve it as soon as possible. Please note we do not refrigerate perishable items except for medicine.
- It is very important to check your mailbox on a regular basis and pick up your package once you receive your email. The mailroom may return packages to the sender if held for more than thirty days.
- If you wish to send outgoing mail and packages, they must contain the appropriate stamps or pre-paid label. The mailrooms do not sell stamps, postage labels or mailing supplies; however, the Galloway campus bookstores sell some mailing supplies and whole books of stamps.

### *Galloway Mailing Address*

Student Name  
MSC # \_\_\_\_\_  
Stockton University  
101 Vera King Farris Drive  
Galloway, NJ 08205

### *Atlantic City Mailing Address*

Student Name  
Room # \_\_\_\_\_  
Stockton University  
3701 Boardwalk  
Atlantic City, NJ 08401

Contact: Galloway Mailroom (609) 652-4577 · Atlantic City Mailroom (609)761-1286  
[mailroom@stockton.edu](mailto:mailroom@stockton.edu) · [www.stockton.edu/mailroom](http://www.stockton.edu/mailroom)