

Welcome to Scripps Col56.DgCCc

**xx" in your address** as this may cause your mail and packages to go to a local U.S. Post Office and be delayed.

is available in the My Campus student portal under student profile and student mailboxes, but instructions are posted in the lobby.

**Change of address** with the Post Office to have the College listed as your return address, but they cannot undo that change when you return to USPS because your Scripps College address is considered "non-residential."

USPS cannot forward mail when you are on breaks, so please provide us with no address to forward your mail when you are on breaks, and we will be able to forward your mail to your Scripps address.

We will be sent an email for each package to your Scripps email address.

**Response for packages**, simply respond to the package email and let us know you received it.

Our package tracking system will text you when you receive a package.

**Identification** - Please bring your Scripps ID, or a government issued photo ID to pick-up your package.

When your package was placed in our package lockers, you will receive a text message to retrieve your package. The lockers are accessible 24/7 with a valid ID.

If your package is not picked up in 72 hours, we will collect it and place it in the lobby.

Package pickup window hours, which are M-F 8am-5pm.

### **Address Information:**

Your address on all incoming mail, magazines, or packages should look like the example below:

**(Your First & Last Name)**

**345 E 9th St #xxxx (Your Mailbox)**

**Claremont, CA 91711**

Your Mailbox Number is: xxxx

Your Mailbox Combination is: 00-00-00

If you have any questions about how your mail and packages will be handled at Scripps College, feel free to call us at (909)607-3708 or email [tmailrm@scrippscollege.edu](mailto:tmailrm@scrippscollege.edu) if you have further questions.

Best wishes,

**Scripps College Mail Center Services**