



IMPORTANT NOTICE – ACTION REQUIRED

Date: April 29, 2009

To: All Students with Campus Mailboxes

From: Campus Mail Center

Re: Mailbox Assignments and Key Return

Mailbox Key Return

All students are required to return their mailbox key to the Campus Mail Center (located at Bill Daniel Student Center) at the end of the Spring Semester.

A personalized “key return” envelope is attached to this memo. Please follow the steps below.

- 1) **Make sure information on envelope is correct (name & mailbox number)**
- 2) **Check mailbox for the last time**
- 3) **Close and lock mailbox**
- 4) **Place mailbox key in envelope provided**
- 5) **Seal envelope**
- 6) **Put envelope in KEY RETURN box at the Service Window (located at Bill Daniel Student Center)**

Any student failing to return their mailbox key by May 18, 2009 will be charged a \$25.00 fee.

Students returning to live in residence halls during Summer '09 will be reissued the same mailbox key at no cost when they return to campus.

Mailbox Assignments for Fall '09

An email was sent to all current mailbox tenants' Baylor email addresses on April 29, 2009 asking for mail forwarding information and mailbox preferences for the upcoming school year. It is important that you submit correct information by the stated deadline.

If you plan to live in a residence hall during the summer and/or fall, you must check the appropriate box in order to keep the same mailbox number. **If you fail to check this box, you will be assigned a different box for the fall semester.** You will also have the option to let us know if you will be moving off campus or not returning next year.

Only students living in on-campus residence halls will be issued mailboxes.

Please email questions to Campus_Mail@baylor.edu.