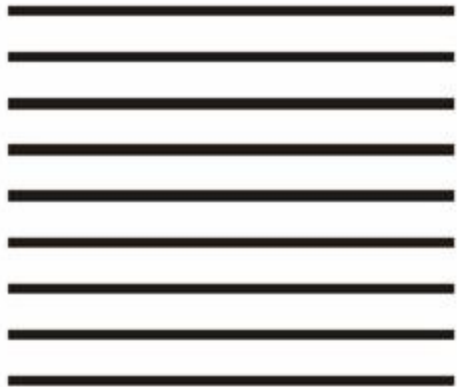




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# **MAIL SERVICES GUIDE**



350 New Campus Drive  
Brockport, NY 14420

(585) 395-2980  
[www.brockport.edu/facilities/](http://www.brockport.edu/facilities/)

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**To: Mail Services Customers**

This Mail Services Guide has been prepared as a source for our customers to fully utilize all mailing services offered at THE COLLEGE AT BROCKPORT and to maximize the discounts offered by the United States Postal Service.

It covers such topics as **addressing format for letters and parcels, inter-campus mail, US Mail, specialized delivery services**, and other information that is basic to your everyday mail and parcel requirements. It also covers topics relevant to special mail services available such as **labeling, folding, and inserting**.

The more we know regarding your needs and concerns, the better we can fulfill them. Whether you require a special service, have a large mailing, or are sending or receiving a package or letter out of the ordinary, please let us know your need IN ADVANCE.

For your “day-to-day” questions regarding US Mail, please call Mail Services at extension 2402.

For any questions regarding “special” US Mail services please call extension 2980.

Please call extension 2407 for questions regarding United Parcel Service deliveries.

**Mailing Services Update- January 2009**

The United States Postal Service recently enacted requirements that The College at Brockport must adhere to in order that we may continue to send mail at a discounted rate. Through this and other cost avoidance practices the college has avoided over a half-million dollars in postal costs in the last 3 fiscal years. With that in mind all departments must follow these procedures:

- 1) You must keep any mailing list that you use up-to-date. When you receive address correction update cards from the USPS you must make the appropriate changes to your list and you must hold onto the cards for 2 years in case the USPS should check on our addresses. Failure to do this could potentially cost The College thousands of dollars should the USPS disallow mailings or revoke discounted mailing privileges.
- 2) When preparing outgoing mail please make sure your address is correctly formatted. An example of a standard format is:

John Doe	Recipient Line
123 Main Street	Delivery Address Line
Brockport, NY 14420-XXXX	City, State, Zip-Zip+4

Please remember there must be a dash or space between the zip code and zip+4 if a zip+4 is used. The city, state, zip must be the last line of the address if it is addressed domestically. Any international address must have the full country name as part of the address.

TO: The Campus Community  
FROM: Mail Services Security Committee  
SUBJECT: Suspicious Letter or Package Advisory

This annual memorandum is to advise letter and package recipients on the proper identification and reaction process of a potentially suspicious package/letter.

Packages and letters you receive from the United States Postal Service (USPS) or United Parcel Service ground (UPS) have been screened in the Mail Services or Central Receiving area. Multiple express carriers deliver directly to the departments, e.g. Federal Express, DHL, UPS 2<sup>nd</sup> day air, etc. The criteria below will help you identify a suspicious package.

How might a suspicious package/letter look?

- It may have no return address or has restrictive markings.
- It may possibly be mailed from a foreign country, or the postmark is from an area different from the return address.
- It may contain excessive postage; misspelled words; be addressed to a title only or an incorrect title with the name; may contain a poorly written or typed address.
- It may exhibit protruding wires, be rigid or bulky, or may emit a strange odor.
- It may contain oily stains, discolorations or crystallization on wrapper and/or contain excessive tape or string.

What should I do if the package/letter appears suspicious?

- Handle it with care. Do not shake or bump.
- Isolate and look for indicators.
- Do not open, smell, or taste.
- Treat as suspicious. Call University Police at extension 2222, identify yourself and the location of the potentially suspicious package/letter, and leave the area.
- University Police will respond accordingly.

Please call the mail services area, at extension 2980, for more information.

## **GENERAL INFORMATION**

Mail Services is located on the ground floor of the Allen Administration Building. Central Receiving is located in the Chapman Building.

- **Hours of Operation**

**Mail Services**

Spring/Fall Semester: 8:00 am - 4:30 pm

Summer/Winter Break: 8:00 am - 4:00 pm

**Central Receiving**

7:30 am - 4:00 pm

- **US Mailing Services Available**

Labeling, envelope inserting, folding, and tabbing services are available with advance scheduling.

- **US Mail Delivery and Pick-up**

Predetermined on campus mail locations receive incoming and outgoing mail service once per day.

To maximize the amount of mail processing time, there are two campus delivery routes.

The first delivery route, Allen/Drake, Welcome Center, Tuttle North, Tuttle South, Cooper, Rakov, Seymour Union, Brockway and Brown, begins at 10 am and is generally complete by 11:30 am. Mail placed in the designated locations within each building, prior to 10 am will be picked-up and processed for same day submission to the US Post Office.

Mail delivery for Chapman/Commissary, Dailey, Hazen, Holmes, Edwards, Tower Fine Arts, Smith, Lennon, Lathrop, Morgan and Hartwell, begins at 11:30 am and is generally completed by 1 pm. Mail placed in the designated locations, prior to 11:30 am will be picked-up and processed for same day submission to the US Post office.

During our regular business hours (see Hours of Operation above) outgoing mail may be submitted directly to the Mailing Services office, located on the ground floor of the Allen Administration Building.

**PLEASE NOTE:** In order to meet the same-day processing schedule, set by the US Postal Service, mail must be delivered to the Mailing Services office prior to 2:30 pm to ensure same day dispatch.

If your mail arrives after the processing schedule times it will be sent to the United States Post Office on the next business day.

- **General Preparation of Outgoing Mail**

All outgoing mail should be separated and rubber-banded into the following categories:

1. Inter-campus mail
2. Outgoing, unstamped, domestic mail (If you have a mailing of over 50 pieces, see page 9 - US Postal Mail –Large Mailings for special preparation instructions)
3. International Unstamped Mail
4. Stamped Mail
5. Express (Overnight) Mail
6. Certified, Restricted Delivery, Registered, or Insured Mail (Indicate on the mail piece or via an attached note that one of these services is needed)

## INTER-CAMPUS MAIL

- **General Guidelines**

Inter-campus mail should be sent using brown inter-agency envelopes whenever possible. Single sheets folded over can also be used. If plain white or brown envelopes are used they must be clearly marked “on-campus” and separated from outgoing mail requiring postage.

Cross off any other addresses/names on the envelope to avoid confusion.

Tuck-in or seal envelope flaps.

- **Addressing Guidelines**

Addressing inter-campus mail should follow the format below for speed of processing and delivery:

Name  
Department (**REQUIRED**)  
Building/Room number (Optional)

Deliveries are not made to individual offices within a department, which is why the department name is so important. Mail with only the recipient’s name and building may be delayed.

## US POSTAL MAIL, EXPRESS MAIL AND CENTRAL RECEIVING ADDRESSES

- **The mailing address for the US Postal Service (US Mail) letters and small parcels is described below. This may also include some Purchasing Card letters or small packages.**

All mail delivered by the US Postal Service, and received by the mail services area in the Allen Administration Building, will use the following format:

Employee and/or Department Name  
State University of New York College at Brockport  
350 New Campus Drive  
Brockport NY 14420-\_\_\_\_\_ (appropriate ZIP+ 4 per Appendix B)

- **The shipping address for non-express and non-US Mail shipments is described below. These shipments may include, but are not limited to, United Parcel Service (UPS,), Purchasing Card (VISA), Purchase Orders (express and non-express) and Common Carrier shipments received at Central Receiving in the Chapman Building.**

All shipments received at Central Receiving, in the Chapman Building will use the following format:

Attn: Department and/or Employee Name and/or VISA and /or PO Number  
Central Receiving  
State University of New York College at Brockport  
382 Holley Street  
Brockport NY 14420-2996

- **The address for express carrier shipments is described below. The most common carriers include FedEx, DHL and UPS Next Day Air.**

All express shipments, as arranged by the departments, are delivered directly to the departments. They will follow the addressing format below to ensure prompt delivery to the recipient.

Recipient's Name and Department Name and Campus phone number  
State University of New York College at Brockport  
Building Name and Room Number  
Brockport NY 14420

## GENERAL US MAIL GUIDELINES

White letter sized envelopes, and the larger flat sized envelopes, with the opening at the top may be unsealed but must be sent for processing with the flaps up, envelopes placed one in front of the other.

When stuffing envelopes make sure the contents **DO NOT EXTEND** past the envelope flap fold.

Envelopes that are larger than letter size, have the opening on one side, or are more than ¼” thick **MUST BE SEALED** or taped shut. Do not use staples to seal any envelope or package. Please make sure your taped envelope is secure. Mailing Services and the USPS are not responsible for items lost from unsecured packages.

Do not use any shade of red for envelopes or self-mailers (mail without envelopes). The meter ink cannot be seen on a red surface.

Letters and postcards smaller than 3 ½” x 5” are not accepted by the US Postal Service.

Postcards larger than 4 ¼” x 6” require the same postage rate as a one-ounce first-class letter.

Self-mailers addressed to foreign addresses must be placed in a sealed envelope. Envelopes that weigh one ounce or less and are non-standard in size are charged regular postage plus a surcharge. Contact the Mailing Services office for the current surcharge rate.

A piece is considered to be non-standard if it is:

- Greater than 11 ½” in length or
- Greater than 6 1/8” in height or
- Greater than ¼” thick.

Examples of non-standard pieces:

- Placing a single sheet of paper unfolded into a larger than letter sized envelope.
- Placing a pay check or pay stub into a brown 6 ½” x 9 ½” envelope.
- Placing a pen, pin, or other “non-flat” item into any sized envelope.

- **Return Address Guidelines**

A proper Return Address must include a department name or account number.

A proper Return Address must appear on each outgoing envelope.

NOTE: Paychecks and pay stubs must have a The College at Brockport proper Return Address placed over the Albany return address.

- **FORMAT FOR ADDRESSING OUTGOING US MAIL**

Please type, machine print, or **neatly** print all address information.

Place “Attention” lines either on the first or second line of the address.

Place the city, state, and ZIP or ZIP+4 code, in that order, on the last line. If there is not enough room the ZIP or ZIP+4 code can be placed alone on the bottom line.

NOTE: When using ZIP+4 code there must be a hyphen (preferable) or space between the first five numbers (the ZIP code) and the last four numbers (the +4 code).

When using window envelopes make sure the complete address is always visible, even when the insert moves.

For **International Mail**, the country name must be fully spelled out in English on the last line.

Make sure to keep the **barcode read area** clear of all markings. The **barcode read area** is located in the lower 5/8" of the envelope. (See Sample Envelope Illustration).

• **SAMPLE ADDRESSING FORMATS**

**Domestic addresses:**

NAME or ATTENTION LINE  
 AGENCY or COMPANY (if applicable)  
 PO BOX  
 STREET ADDRESS (mail will be delivered to this address)  
 CITY STATE ZIP-+4CODE

AGENCY or COMPANY NAME  
 STREET ADDRESS or PO BOX NUMBER  
 CITY STATE ZIP-+4CODE

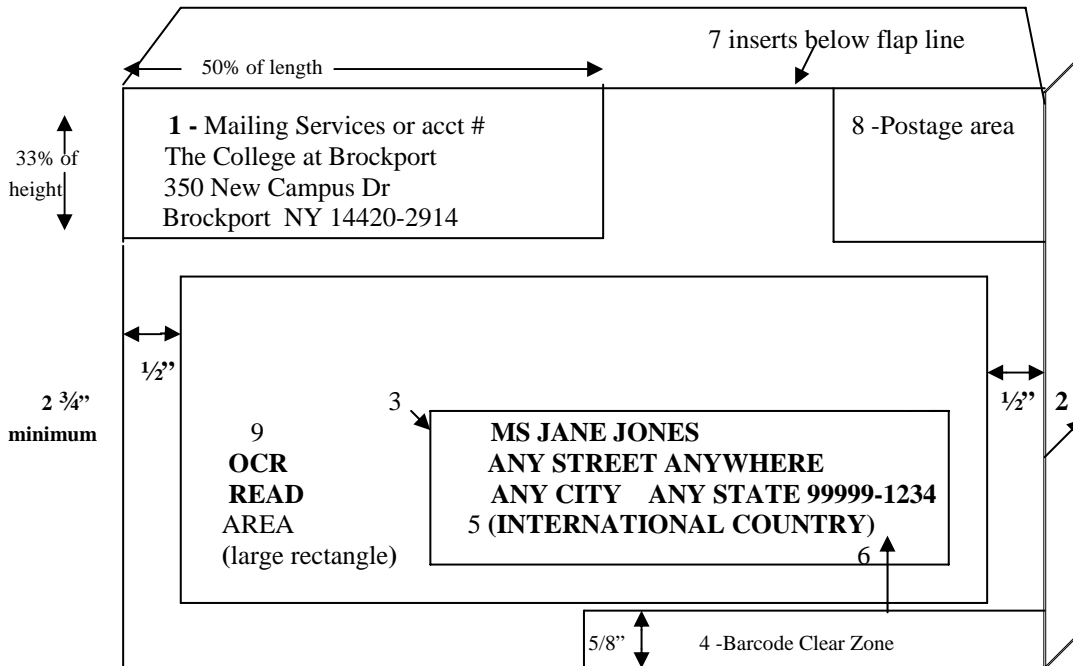
NAME or ATTENTION LINE  
 AGENCY or COMPANY NAME (if applicable)  
 STREET ADDRESS  
 PO BOX NUMBER (mail will be delivered to PO BOX)  
 CITY STATE ZIP-+4CODE

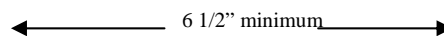
**International addresses:**

NAME  
 STREET ADDRESS or BOX NUMBER  
 CITY PROVINCE COUNTRY (in full English)

• **SAMPLE ENVELOPE**

- 1- Full return address, must include department name and/or account number
- 2- If piece is more than 1/4" thick it must be sealed or taped shut (no staples)
- 3- If using window envelope make sure full address shows in window
- 4- Barcode clear zone – DO NOT WRITE in this area
- 5- If International must have last line country name spelled out in English
- 6- If using ZIP+4 code there must be hyphen between the ZIP and the +4 code
- 7- Inserts must fit into envelope so they are below the flap fold line
- 8- Postage area – do not add anything to this area
- 9- Place address within OCR read area





• **ADDRESSING SUMMARY**

To get the best possible service from the USPS:

- CAPITALIZE EVERYTHING IN THE ADDRESS.
- Use 2 letter state abbreviations (see appendix page 17).
- Eliminate all punctuation (except for the hyphen between ZIP and ZIP+4 code).
- Use common abbreviations (see appendix pages 16 and 17).
- Use ZIP+4 codes if available.
- Use full country name in English for International Mail.

**LARGE MAILINGS** (Over 50 pieces)

When planning a mailing larger than 50 pieces we ask that you:

- Arrange letter-sized envelopes in numerical zip code order – first five digits only – from lowest to highest
- Request trays for your letter-sized mailings when the number of pieces exceeds 200  
Use of envelope boxes or rubber banding is acceptable for mailings under 200 pieces.
- Request buckets for your flat-sized mailings
- Notify Mailing Services one week prior to sending for processing any mailing with more than 200 pieces
- Notify Mailing Services at least two weeks in advance before sending a bulk mailing for processing. (see Non- Profit Standard Mail section). This type of mailing requires special processing and proper staffing to ensure timeliness of dispatch.

## **CLASSES OF US POSTAL MAIL and USPS SPECIAL SERVICES**

- **FIRST CLASS MAIL**

Any mailable matter may be sent First Class.

Some matter must be mailed at the First Class Rate.

Examples of matter that must be mailed at the First Class Rate:

- Matter that is wholly or partially handwritten or typewritten (including identical copies prepared by automatic typewriter), originals or carbons.
- Matter sealed against inspection.
- Bills and statements of accounts.
- Any type of personal correspondence.

If you are not sure if your matter is First Class, please call Mailing Services at [x2402](tel:x2402) for clarification.

- **PRIORITY MAIL**

All First Class mail exceeding 13 ounces and not exceeding 70 pounds is considered Priority Mail.

At the option of the mailer, any mail weighing less than 13 ounces may also be sent Priority Mail.

There is a special flat rate for Priority Mail up to 1 pound.

Special Flat Rate envelopes are available which allow mailing at the 1-pound rate for any weight of material that can be placed in the envelope.

Use Priority Mail when a 2 to 3 day delivery is desired. Please note that this is a general delivery standard not a guaranteed delivery standard. For guaranteed delivery Express mail is recommended (see Special Delivery Services – Express Mail section).

- **NON-PROFIT STANDARD MAIL** (formerly known as “Bulk Mail”)

Non-Profit Standard mail is a cost-effective way to send large quantities of identical mail.

Delivery standards for this type of mail vary depending on time of month and recipient’s address. In general delivery will take one to two days for addresses within the Rochester 144 – 146 Zipcode area, regardless of when the mailing is dispatched from Brockport. Outside of the Rochester area you should allow one to three weeks. The farther away an address is from Rochester the longer it can take for a piece of Non-Profit Standard mail to reach its destination. The USPS is bombarded with other bulk type mailings at the beginning and end of each month, which is another factor that can increase the amount of time necessary for delivery. Please keep these factors in mind when planning your mailings.

Consult the Mail Services supervisor early in the planning stage of your mailing. The supervisor will be able to determine if your mailing meets the Non-Profit basic requirements (see next page) and will be able to give advice that will ensure efficient and timely preparation of your mailing. The Supervisor will also be able to provide more information regarding services that are available to help process your mailing (see Mailing Services Available section).

➤ **Basic Non-Profit Standard Mail Qualification Requirements**

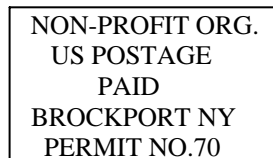
1. The mailing must consist of at least 200 pieces or weigh at least 50 pounds.
2. Each piece must be identical in size, shape, and weight.
3. Each piece must weigh less than 16 ounces.
4. The name and return address on the outside of the mail piece **MUST** be:  
(Your Department)  
The College at Brockport  
350 New Campus Dr  
Brockport, NY 14420-(your ZIP+4 extension)
5. The piece cannot consist of any material that must be mailed as First Class matter (see First Class Mail section).
6. The content of the material must adhere to specific USPS eligibility standards. Consult the Mailing Services supervisor to ensure compliance to these standards.
7. All pieces must be mailed to **domestic** addresses **ONLY**.
8. Accuracy of ZIP codes must have been certified within the last 12 months of mailing.
9. The pieces must be arranged in numerical ZIP code order, lowest to highest, using the first five digits.

➤ **Postage Payment Methods for Non-Profit Standard Mail**

Postage on a Non-Profit Standard mailing is applied through metering, using our mailing machine, or by the use of a permit imprint.

By using a permit imprint (indicia) on the mail piece, metering is not necessary. Usage of the permit saves time in the processing of the mailing.

Use of the permit imprint requires proper format and placement. Verify with Mail Services **prior** to printing your mail piece to ensure the correct format and placement. The permit may be hand stamped or imprinted onto the mail piece. A sample of the permit imprint is below:



• **STANDARD MAIL – PACKAGES**

The following are types of material that may be mailed using a Standard Mail packages rate:

- Packages or parcels not containing First Class matter ----- these must be marked **PARCEL POST**
- Library materials (in general only certain items mailed from the library) ----- these must be marked **LIBRARY MAIL**
- Books, records or tapes with no First Class matter enclosed ----- these must be marked **MEDIA MAIL**

- **SPECIAL USPS DELIVERY SERVICES**

- **Certified Mail** provides a mailing receipt and a record of delivery. This information is maintained at the recipient's Post Office for two years. A **return receipt** provides proof of delivery and can be obtained for an additional fee. No insurance coverage is provided with this service.

A numbered label and completed receipt must be affixed to the mailing piece. If you routinely use the certified mail service, labels and receipts can be obtained from the Mailing Services office. Please call Mailing Services, x2402, to request a supply and to obtain instructions for proper preparation. **Restricted delivery** is available for an additional fee. **Restricted delivery** ensures that only the addressee may sign for the mailing piece.

- **Registered Mail** is designed to provide additional protection for valuable mail. Postage insurance may be purchased to cover articles valued up to \$25,000. Added security measures are taken with this type of mail may delay delivery by 24 – 48 hours. The Mailing Services office rarely recommends this service.
- **Insured Mail** can be used to mail items with a monetary value up to \$5000. Payment can be obtained for domestic mail that has been lost, rifled, or damaged. Insurance must be purchased at the time of mailing. The fee for Insured Mail is based on the amount of insurance requested. **Express Mail** includes \$100 of insurance at no extra charge.
- **Express Mail** is an expedited delivery service, typically guaranteeing next day delivery to most addresses within the United States. Services are available at both the Mail Services and Central Receiving areas.

There are several express mail carriers available including **USPS Express Mail Service**, **DHL**, and **FedEx**. Mailing Services has labels and packaging materials for **USPS Express Mail Service** and **DHL**.

When sending an express item to a PO Box, use of **USPS Express Mail Service** is required.

When a Saturday delivery is needed **USPS Express Mail Service** is recommended. Carriers other than the USPS require an extra charge for Saturday delivery.

- **Restricted Delivery** allows a mailer to have a piece of mail delivered only to the addressee. This service is available for first-class mail sent Certified, Registered or Insured for more than \$50. Only the addressee or an addressee's authorized agent is allowed to sign for a mail piece sent using this service.

Pieces must be endorsed "**Restricted Delivery**." This endorsement must be placed to the right of the return address and above the postal address.

Requests for **Restricted Delivery** will be treated, by Mail Services, as a request for **Certified Mail**. A **return receipt** will automatically be included on any requests for **Restricted Delivery** (see below section on **Return Receipts**).

- **Return Receipts** are proofs of delivery. A **Return Receipt** can be attached to Certified, Registered, Insured, and Domestic Express mail.

The return receipt identifies the article number, the signature of the recipient, and the delivery date. Mailing Services will automatically add a **return receipt** to **Certified Mail**.

If you **do not** need a **return receipt** added to your Certified Mail, please alert Mailing Services. This may be done via a Post-It note attached to your Certified Mail piece.

If you **need** a **return receipt** added to any piece of mail using any of the other Special USPS Services, please alert Mailing Services to your specific need.

## REPLY MAIL

There are several options for a mailer to receive **Reply Mail**. The USPS has determined a specific format for each option. If you have determined that a reply envelope or card is needed call Mailing Services at x2402 or x2980 for the most cost effective option.

- **Business Reply Mail (BRM)**

**BRM** services allow mailers to receive First-Class **Reply Mail** by paying postage only on the pieces that are returned. The department pays appropriate First Class postage plus a handling charge per returned piece. For a properly formatted BRM piece, this option is highly recommended when the anticipated or projected number of returns is less than 94% of the number of total pieces mailed. Typically for any type of survey, the return is well below this percentage.

The templates needed to produce a properly formatted **BRM** piece are located in the Design and Production Office. Please contact them for specifics on ordering and production of a **BRM** mail piece.

**Note:** If **all** specifications are not followed there is a much higher postage cost for returned pieces.

- **Courtesy Reply Mail**

**Courtesy Reply Mail** is a pre-printed envelope with a special format. Mailers returning these envelopes affix postage. The Bursar's office, for instance, uses a Courtesy Reply envelope for students returning payment for tuition. The special format for this option is located in the Design and Production Office. Please contact them for specifics on ordering and production.

- **Meter Reply Mail**

Postage for **Meter Reply Mail** is affixed onto properly prepared envelopes prior to mailing. A sample of the material being returned must be brought to Mailing Services along with the envelopes that need the postage affixed.

This option for **Reply Mail** is recommended if you only have a few envelopes that need to be returned or you are expecting at least a 94% return on the total number of pieces being mailed.

A **Meter Reply Mail** envelope must adhere to the strict format shown below. If the format is not followed Mail Services will be unable to affix return postage to your return envelope. All information in the following example must be machine printed or typed directly onto the envelope. Labels affixed to the envelope are not allowed.

Your Department The College at Brockport 350 New Campus Dr Brockport NY 14420-(your Zip+4)	** Mailing Services affixes ** postage here
NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY	
(Name) Your Department The College at Brockport 350 New Campus Dr Brockport, NY 14420-(your Zip+4)	

**\*\*IMPORTANT NOTE\*\*:** The **Meter Reply** envelope is not valid until Mailing Services has affixed the proper postage.

## AVAILABLE SERVICES

When planning your mailing, include the Mail Services supervisor. This person will ensure your mailing is cost effective, efficient, and timely.

To ensure timeliness, it is important to schedule your mailing with Mailing Services at least two weeks ahead of your targeted mailing date. The advanced scheduling is especially important if any of the **Mailer's Services** described below are needed to complete your mailing. After scheduling, if it requires, one or more of the **Mailer's Services**, we ask that you plan to have all needed materials delivered to Mailing Services at least one week prior to your targeted mailing date.

Keep in mind that the larger the mailing, the more time will be needed to process it. For more about scheduling and current service charges for any of the **Mailer's Services** contact the Mail Services Supervisor at x2980.

- **Labeling**

Machine labeling is available for empty envelopes and most self-mailer pieces. Hand labeling is available if your piece cannot be machine labeled. Hand labeling requires more staffing and processing time. Advance scheduling is required to ensure your mailing target date.

- **Inserting**

For mailings of at least 100 pieces, machine insertion of correspondence, return envelopes (size 9), and other printed material, into pre-addressed or window envelopes (size 10) is available. The inserting machine is capable of inserting up to six separate inserts. Advance scheduling is required to ensure your mailing target date.

- **Folding**

Machine folding is available for single sheets.

Folding is available, with advance scheduling and upon request, for small jobs of less than 500 pieces. In general, for larger mailings (exceeding 500 pieces) we ask that you use the services of the Print Shop for your folding. Simply add "fold to 1/3" on your printing request.

- **Tabbing**

Self-mailers must be tabbed shut prior to mailing. When you are designing your self-mailer be sure to design it so that the opening is at the top.

Machine tabbing is available with advance scheduling for mailings exceeding 200 pieces and upon request for mailings of 200 pieces or less.

## **HELPFUL POINTS**

- **We help you...**

- **Save money** by bar coding all your first class letters that have a clear barcode area.
- **Save money** by consolidating multiple packages addressed to the same exact address.
- **Save money** by advising you on the most cost effective and efficient way to do your mailing.

- **Help us...**

- **Save you money** by leaving the barcode area clear (have no markings in the lower 5/8" of your # 10 envelope).
- **Save you money** by keeping your address database up to date.
- **Save you money** by using a #10 business envelope to mail single sheets.
- **Serve you better** by keeping us informed when people move into and out of your office to another on campus location.
- **Serve you better** by contacting us as you plan any large mailing so that we can schedule them and answer any questions you have about them.
- **Serve you better** by contacting us for any of your mail related questions.

**APPENDIX A**  
**STANDARD ADDRESS ABBREVIATIONS**  
**Street Designators (Street Suffixes)**

Alley	<b>ALY</b>	Flats	<b>FLTS</b>	Neck	<b>NCK</b>	Valley	<b>VLV</b>
Annex	<b>ANX</b>	Ford	<b>FOR</b>	Orchard	<b>ORCH</b>	Viaduct	<b>VIA</b>
Arcade	<b>ARC</b>	Forest	<b>FRST</b>	Oval	<b>OVAL</b>	View	<b>VW</b>
Avenue	<b>AVE</b>	Forge	<b>FGR</b>	Park	<b>PARK</b>	Village	<b>VLG</b>
Bayou	<b>BYU</b>	Fork	<b>FRK</b>	Parkway	<b>PKWY</b>	Ville	<b>VL</b>
Beach	<b>BCH</b>	Forks	<b>FRKS</b>	Pass	<b>PASS</b>	Vista	<b>VIS</b>
Bend	<b>BND</b>	Fort	<b>FT</b>	Path	<b>PATH</b>	Walk	<b>WALK</b>
Bluff	<b>BLF</b>	Freeway	<b>FWY</b>	Pike	<b>PIKE</b>	Way	<b>WAY</b>
Bottom	<b>BTM</b>	Gardens	<b>GDNS</b>	Pines	<b>PNES</b>	Wells	<b>WLS</b>
Boulevard	<b>BLVD</b>	Gateway	<b>GTWY</b>	Place	<b>PL</b>		
Branch	<b>BR</b>	Glen	<b>GLN</b>	Plain	<b>PLN</b>		
Bridge	<b>BRG</b>	Green	<b>GRN</b>	Plains	<b>PLNS</b>		
Brook	<b>BRK</b>	Grove	<b>GRV</b>	Plaza	<b>PLZ</b>		
Burg	<b>BG</b>	Harbor	<b>HBR</b>	Point	<b>PT</b>		
Bypass	<b>BYP</b>	Haven	<b>HVN</b>	Port	<b>PRT</b>		
Camp	<b>CP</b>	Heights	<b>HTS</b>	Prairie	<b>PR</b>		
Canyon	<b>CYN</b>	Highway	<b>HWY</b>	Radial	<b>RADL</b>		
Cape	<b>CPE</b>	Hill	<b>HL</b>	Ranch	<b>RNCH</b>		
Causeway	<b>CSWY</b>	Hills	<b>HLS</b>	Rapids	<b>RPDS</b>		
Center	<b>CTR</b>	Hollow	<b>HOLW</b>	Rest	<b>RST</b>		
Circle	<b>CIR</b>	Inlet	<b>INLT</b>	Ridge	<b>RDG</b>		
Cliffs	<b>CLFS</b>	Island	<b>IS</b>	River	<b>RIV</b>		
Club	<b>CLB</b>	Islands	<b>ISS</b>	Road	<b>RD</b>		
Corner	<b>COR</b>	Isle	<b>ISLE</b>	Row	<b>ROW</b>		
Corners	<b>CORS</b>	Junction	<b>JCT</b>	Run	<b>RUN</b>		
Course	<b>CRSE</b>	Key	<b>KY</b>	Shoal	<b>SHL</b>		
Court	<b>CT</b>	Knolls	<b>KNLS</b>	Shore	<b>SHR</b>		
Courts	<b>CTS</b>	Lake	<b>LK</b>	Shores	<b>SHRS</b>		
Cove	<b>CV</b>	Lakes	<b>LKS</b>	Spring	<b>SPG</b>		
Creek	<b>CRK</b>	Landing	<b>LNDG</b>	Spur	<b>SPUR</b>		
Crescent	<b>CRES</b>	Lane	<b>LN</b>	Square	<b>SQ</b>		
Crossing	<b>XING</b>	Light	<b>LGT</b>	Station	<b>STA</b>		
Dale	<b>DL</b>	Loaf	<b>LF</b>	Stravenue	<b>STRA</b>		
Dam	<b>DM</b>	Locks	<b>LCKS</b>	Stream	<b>STRM</b>		
Divide	<b>DV</b>	Lodge	<b>LDG</b>	Street	<b>ST</b>		
Drive	<b>DR</b>	Loop	<b>LOOP</b>	Summitt	<b>SMT</b>		
Estate	<b>EST</b>	Mall	<b>MALL</b>	Terrace	<b>TER</b>		
Expressway	<b>EXPY</b>	Manor	<b>MNR</b>	Trace	<b>TRCE</b>		
Extension	<b>EXT</b>	Meadows	<b>MDWS</b>	Track	<b>TRAK</b>		
Fall	<b>FALL</b>	Mill	<b>ML</b>	Trail	<b>TRL</b>		
Falls	<b>FLS</b>	Mills	<b>MLS</b>	Trailer	<b>TRLR</b>		
Ferry	<b>FRY</b>	Mission	<b>MSN</b>	Tunnel	<b>TUNL</b>		
Field	<b>FLD</b>	Mount	<b>MT</b>	Turnpike	<b>TPKE</b>		
Fields	<b>FLDS</b>	Mountain	<b>MTN</b>	Union	<b>UN</b>		

## TWO-LETTER STATE AND POSSESSION ABBREVIATIONS

Alabama	<b>AL</b>	Kentucky	<b>KY</b>	Oklahoma	<b>OK</b>
Alaska	<b>AK</b>	Louisiana	<b>LA</b>	Oregon	<b>OR</b>
Arizona	<b>AZ</b>	Maine	<b>ME</b>	Palau	<b>PW</b>
Arkansas	<b>AR</b>	Marshall Islands	<b>MH</b>	Pennsylvania	<b>PA</b>
American Samoa	<b>AS</b>	Maryland	<b>MD</b>	Puerto Rico	<b>PR</b>
California	<b>CA</b>	Massachusetts	<b>MA</b>	Rhode Island	<b>RI</b>
Colorado	<b>CO</b>	Michigan	<b>MI</b>	South Carolina	<b>SC</b>
Connecticut	<b>CT</b>	Minnesota	<b>MN</b>	South Dakota	<b>SD</b>
Delaware	<b>DE</b>	Mississippi	<b>MS</b>	Tennessee	<b>TN</b>
District of Columbia	<b>DC</b>	Missouri	<b>MO</b>	Texas	<b>TX</b>
Federal States of Micronesia	<b>FM</b>	Montana	<b>MT</b>	Utah	<b>UT</b>
Florida	<b>FL</b>	Nebraska	<b>NE</b>	Vermont	<b>VT</b>
Georgia	<b>GA</b>	Nevada	<b>NV</b>	Virginia	<b>VA</b>
Guam	<b>GU</b>	New Hampshire	<b>NH</b>	Virgin Islands	<b>VI</b>
Hawaii	<b>HI</b>	New Jersey	<b>NJ</b>	Washington	<b>WA</b>
Idaho	<b>ID</b>	New Mexico	<b>NM</b>	West Virginia	<b>WV</b>
Illinois	<b>IL</b>	New York	<b>NY</b>	Wisconsin	<b>WI</b>
Indiana	<b>IN</b>	North Carolina	<b>NC</b>	Wyoming	<b>WY</b>
Iowa	<b>IA</b>	North Dakota	<b>ND</b>		
Kansas	<b>KS</b>	Northern Mariana Is.	<b>MP</b>		
		Ohio	<b>OH</b>		

### Directional Abbreviations

North	<b>N</b>
East	<b>E</b>
South	<b>S</b>
West	<b>W</b>
Northeast	<b>NE</b>
Southeast	<b>SE</b>
Southwest	<b>SW</b>
Northwest	<b>NW</b>

Secondary Address Unit	Indicators
Apartment	<b>APT</b>
Building	<b>BLDG</b>
Floor	<b>FL</b>
Suite	<b>STE</b>
Room	<b>RM</b>
Department	<b>DEPT</b>

**APPENDIX B  
DEPARTMENTAL ZIP + 4 CODE ASSIGNMENTS**

+ 4 NUMBER	DEPARTMENT	+ 4 NUMBER	DEPARTMENT
2914	GENERAL USE CODE/BUSINESS CARDS	2919	GRANTS DEVELOPMENT
2943	3-1-3 PROGRAM	2976	HEALTH SCIENCE
2935	ACADEMIC ADVISEMENT	2956	HISTORY
2919	ACADEMIC AFFAIRS	2989	HONORS PROGRAM
2967	ACCOUNTING	2929	HUMAN RESOURCES
2917	ADMINISTRATION AND FINANCE	2924	INFORMATION TECHNOLOGY SYSTEMS & NETWORKING-ALLEN
2919	ADMISSIONS OFFICE, GRADUATE	2982	INFORMATION TECHNOLOGY SUPPORT SERVICES-DAILEY
2915	ADMISSIONS OFFICE, UNDERGRADUATE	2923	INSTITUTIONAL RESEARCH & PLANNING
2926	ADVANCEMENT	2941	INTERNATIONAL EDUCATION
2929	AFFIRMATIVE ACTION	2947	INTERNATIONAL STUDENT SERVICES
2964	AFRICAN & AFRICAN-AMERICAN STUDIES	2947	LEADERSHIP & COMMUNITY DEVELOPMENT
2926	ALUMNI RELATIONS-ADVANCEMENT	2984	LETTERS & SCIENCES
2970	ANTHROPOLOGY	2963	LIBERAL STUDIES
2985	ART	2995	LIBRARY
2983	ARTS & PERFORMANCE, SCHOOL OF	2997	MAILING SERVICES
2989	ATHLETICS	2931	MARKETING COMMUNICATIONS
2950	BASC - ALL DIVISIONS	2933	MATHEMATICS
2973	BIOLOGICAL SCIENCES	2943	MCNAIR PROGRAM
2994	BOOKSTORE	2975	MEDIA SERVICES
2978	BROADCAST OPERATIONS	2945	MIGRANT EDUCATION
2946	BROCKPORT CHILD CARE CENTER	2990	MILITARY SCIENCE
2948	BSG- ALL ORGANIZATIONS	2988	NURSING
2967	BUDGETING	2934	PARKING
2938	BURSAR	2930	PAYROLL
2965	BUSINESS ADMINISTRATION & ECONOMICS	2954	PHILOSOPHY
2949	CAMPUS LIFE	2931	PHOTOGRAPHIC SERVICES
2974	CAREER SERVICES	2989	PHYSICAL EDUCATION & SPORT
2960	CERTIFICATION & LICENSURE	2971	PHYSICS
2972	CHEMISTRY	2962	POLITICAL SCIENCE & INTERNATIONAL STUDIES
2918	COLLEGE EVENTS	2916	PRESIDENT, OFFICE OF THE
2918	COMMENCEMENT	2931	PRINT SHOP
2978	COMMUNICATION	2927	PROCUREMENT & PAYMENT SERVICES
2973	COMPUTATIONAL SCIENCE	2957	PROFESSIONS
2933	COMPUTER SCIENCE	2977	PSYCHOLOGY
2982	COMPUTER SKILLS	2961	PUBLIC ADMINISTRATION
2975	COSAC	2976	RECREATION & LEISURE STUDIES
2979	COUNSELING CENTER	2989	RECREATIONAL SERVICES
2953	COUNSELOR EDUCATION	2966	REGISTRATION & RECORDS
2966	CREDENTIALS	2932	RESEARCH FOUNDATION
2951	CRIMINAL JUSTICE	2980	RESIDENTIAL LIFE/LEARNING COMMUNITIES

2996	CSEA LOCAL #601		2937	SCHOLARSHIP OFFICE
2943	CSTEP		2928	SEA GRANT EXTENSION
2947	CULTURAL CENTER		2940	SMALL BUSINESS DEVELOPMENT CENTER
2939	DANCE		2952	SOCIAL WORK
2943	DELTA COLLEGE		2955	SOCIOLOGY
2931	DESIGN & PRODUCTION		2944	SPECIAL SESSIONS AND PROGRAMS
2936	EARTH SCIENCES		2918	STUDENT AFFAIRS
2958	EDUCATION & HUMAN DEVELOPMENT		2974	STUDENT EMPLOYMENT
2959	EDUCATIONAL ADMINISTRATION		2979	STUDENT HEALTH CENTER
2993	EMPIRE STATE GAMES		2943	STUDENT LEARNING CENTER
2968	ENGLISH		2943	STUDENT RETENTION
2920	ENROLLMENT MANAGEMENT		2943	STUDENT SUPPORT SERVICES PROGRAM
2996	ENVIRONMENTAL HEALTH & SAFETY		2948	STYLUS
2973	ENVIRONMENTAL SCIENCE & BIOLOGY		2981	TELECOMMUNICATIONS
2942	EOP		2987	THEATRE
2996	FACILITIES & PLANNING		2915	UNDERGRADUATE EDUCATION
2925	FACULTY SENATE OFFICE		2934	UNIVERSITY POLICE
2967	FINANCE & MANAGEMENT		2991	UUP
2937	FINANCIAL AID OFFICE		2937	VETERANS AFFAIRS
2986	FOREIGN LANGUAGES & LITERATURES		2948	WBSU 89.1, THE POINT
2919	GENERAL EDUCATION		2968	WOMEN'S STUDIES
2919	GRADUATE STUDIES		2928	ZEBRA MUSSEL CLEARINGHOUSE

**APPENDIX C**

**On-Campus change of address/individual name change form**

**Instructions: Photocopy and return completed form to Mail Services**

**PLEASE PRINT CLEARLY**

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Salutation First

MI Last

**Name changed to:**

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Salutation First

MI Last

**Campus Address Changed to:**

Department Name:	
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