

Welcome to Scripps College!

This notice contains addressing information and the package pick-up procedure at Scripps College. Please direct all correspondence and packages to your new address using your full legal name (**no nicknames, please**) and your mailbox number. This will ensure that your letters and packages can get to you without delay. **An important tip:** Notify family and friends that you expect to receive mail or packages from our address to use and to include your mailbox number to help us confirm the recipient.

Please, do not use the words “P.O. Box” in your address as this may cause your mail and packages to go to the post office box section of the local U.S. Post Office and be delayed.

Your box number and combination are available in the My Campus student portal under student profile should you forget. Please note that we will not retrieve mail from your box for you, it is the student’s responsibility to know their mailbox details and how to open it. Instructions on how to open your mailbox are posted in our lobby and Mail Center staff can assist if you are having difficulties.

Please do not attempt to file a change of address with the Post Office to have the College listed as your permanent address; They can change it to this address, but they cannot undo that change when you leave as it will not be processed by the USPS because your Scripps College address is considered “non-residential” by the USPS. It also leaves us with no address to forward your mail when you are on breaks, leave or abroad.

When we receive a package for you, you will be sent an email for each package to your Scripps email address. **If you prefer to also get a text message for packages**, simply respond to the package email and let us know your phone number and our package tracking system will text you when you receive a package.

For package pick-up: You must ALWAYS bring your Scripps ID, or a government issued photo ID to pick-up any packages in the Mail Center. If your package was placed in our package locker room located in Vita Nova courtyard, you will receive a barcode and two sets of 4-digit codes to retrieve your package. The lockers are accessible 24/7 with your ID card, however if the package is not picked up in 72 hours, we will collect it and place it in the Mail Center for pick up during our service window hours, which are M-F 8am-5pm.

Mail Center hours of operation during the school year are Monday-Friday 8AM- 5PM, closed 12-1PM for lunch.

Address Information:

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

(Your First & Last Name)
Scripps College
345 E 9th St MB# (Your mailbox number)
Claremont CA 91711

Your Mailbox Number is: **Mailbox assignments TBD.**

Your Mailbox Combination is:

****NSPO Package Limitations:** We know that you are excited to come to Scripps, but we do ask that you wait until **August 6, 2024**, to begin sending packages to the Mail Center. Also, please do not send perishable items, packages over 100lbs, or mattresses or bed frames unless authorized by Academic Resources and Services (ARS). Please email ars@scrippscollege.edu if you need to request an exception. Thank you!

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 if you have further questions.

Best wishes,

Meghan Curran
Scripps College Mail Center Supervisor