Science & Arts Mailroom

*Located in Lawson Court Clubhouse ● (405)574-1215 ●* [*mailroom@usao.edu*](mailto:mailroom@usao.edu)

***Getting a Mailbox***

If you are a housing resident you are allowed one of the mailboxes located in the Lawson court clubhouse. If you would like to sign up for a mailbox please fill out the webform at the following link:

<https://usao-gcgxy.formstack.com/forms/usao_mailroom_form>

Once you have filled out the form, Student Services will work on getting your key prepared and will send an email once your key is ready to be picked up.

***Mailing Address***

While on the Science & Arts campus please use the following mailing address:

***Student Name***

***1727 W. Alabama***

***Chickasha, OK***

***73018***

You *do not* need to provide your mailbox number. This can cause confusion at the post office. Make sure to provide your first *and* last name on any mail you receive so that I can make sure to direct it to the correct individual.

If you plan to receive mail under a name that is not your legal name, please make sure to notify me so that I can add any additional names to my records.

***Packages***

USPS Packages are handled through the Science & Arts Mailroom. If a package is too big to fit in your mailbox it will be held in the mailroom and you will received an email letting you know when you can pick it up. You will be required to show your Student ID to be allowed to pick up your package.

UPS and FedEx packages are handled through the Science & Arts Maintenance office. You can contact Danielle McAlister for more information.

***Lost & Problematic Keys***

If you have lost your mailbox key or if your key does not work, please contact the Mailroom to begin the process of getting a new key. Lost keys will result in a $15 charge being placed on your student account. You will be contacted via email when your new key is ready to be picked up.

***When and Where To Return Your Key***

Keys only need to be returned under the following circumstances:

* You are graduating and/or moving off campus permanently
* You are going home for summer and have not turned in a fall housing application and enrolled for the fall semester

Failure to return your mail key when you are supposed to will result in a $15 charge on your student account.

Mail keys can be returned to Student Services on the 3rd floor of the Student Center