

MAIL SYSTEM

Policy:

Academic Records has the responsibility for the assignment of mailboxes to all College of Medicine, Physician Assistant, and Physical Therapy students.

Procedure:

1. Student mailboxes are assigned (without charge) to each College of Medicine, College of Pharmacy, Physician Assistant and Physical Therapy student. Approved student organizations may request mailbox assignments in an appropriate location.

To acquire a UNMC campus mailbox:
Academic Records
Cody Phillips, Student Services Clerk
Room 2043 Student Life Center
Phone 402 - 559-6468

To leave a forwarding address:
UNMC Campus Mail — ZIP 7020
Mary Bennie, Mail Services Manager
4460 Farnam
Phone 402-559-4739

2. All Medical Center mail to students is to be distributed through the student mailbox system. Mail addressed to a student (including campus and U.S. mail) shall be placed in the assigned box by the campus Mail Service.
3. The student can view his/her mailbox number and combination on the CARE website (<https://net.unmc.edu/care/>) under both personal data and mailbox information. The mailboxes are valid as long as the student is enrolled.
4. UNMC campus students withdrawing or graduating from the Medical Center must notify mail services of their forwarding address, see contact information above. Similarly, students who will be away from the campus for clerkships should notify mail services so mail may be forwarded. This is especially important since all official communications with students are processed through the student mailbox system.
5. Mailbox location varies by college/program/location.
 - a. The mailboxes for medicine, physician assistant and physical therapy students are located on level three of the Sorrell Education Center.
 - b. The College of Pharmacy maintains boxes for their students. The mailboxes are located on level one in the commons area of the College of Pharmacy.
 - c. The Omaha Division of the College of Nursing student's mail is delivered to ZIP code 5330. When a student receives mail the College of Nursing will email the student and advise the student to pick up his/her mail in the College of Nursing in room 4048 within ten days.
 - d. The College of Dentistry maintains a general mailbox system for each year's class. The president of each class insures that each student enrolled receives his/her mail.

6. The following address formats are recommended for the sending of mail through the student mailbox system for those colleges using a campus mailbox:

UNMC Campus Students

Name
Student Mail Box #XXX, (Building)
University of Nebraska Medical Center
987020 Nebraska Medical Center
Omaha, Nebraska 68198-7020

College of Dentistry Students

Name, Class
College of Dentistry
East Campus, 40th & Holdrege Sts.
University of Nebraska-Lincoln 68583

Lincoln Division Nursing Students

Name
College of Nursing
1230 O St Ste 131
Lincoln NE 68588-0220

West Nebraska Division Nursing Students

Name
c/o College of Nursing
4502 Ave I
Scottsbluff NE 69361-4939

Kearney Division Nursing Students

Name
c/o College of Nursing
1917 W 24 St
Kearney NE 68849-4510

Northern Division Nursing Students

Name
c/o College of Nursing
801 E Benjamin Ave
Norfolk NE 68701