

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
OFFICE OF EDUCATIONAL SERVICES
POLICY & PROCEDURE MANUAL**

Subject: STUDENT MAILBOXES	Original Issue Date: 2001	Policy #: 404
	Supersedes: August 15, 2013	Effective Date: February 28, 2019
Individuals / Committees Consulted: Office of Educational Services	Reviewed & Approved by: Dean, College Operations and Student Services Student Support Services College Governance	Approved by: Director, Office of Educational Services (OES) (signature on file) Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To establish responsibilities related to School of Nursing (SON) student mailboxes

POLICY:

All students in the nursing program are issued a mailbox and key.

Decals/decorations are not permitted on mailboxes.

Office staff does not open mailboxes for students who forget their keys.

Mailboxes may be requested for guests such as the Alumni Association.

Mailbox master key is secured in Administration room 123.

PROCEDURE:

Student clerk/designated Office of Educational Services (OES) staff member:

- Issues mailbox keys to all new students during registration week
- Files signed Student Mailbox form in student file
- Distributes student mail as needed.

Director, OES provides duplicate key request memo as indicated.

Student:

- Signs Student Mailbox form during registration week
- Collects mail on a regular basis
- Keeps mailbox clean and locked
- May deposit mail for other students in "Student Mail" box located on Lobby reception counter
 - Includes student's name and mail box number. (Roster of student names and mailbox numbers is available at the reception counter.)
- Requests duplicate key from OES if needed
 - Pays Medical Center Cashier \$10.00
 - Takes receipt and memo to Locksmith in General Hospital, Room 46

Subject:

STUDENT MAILBOXES

- Returns key to OES upon graduation or withdrawal from the school.

Faculty:

- Place mail for students in Administration room 123, box labeled "Student Mail"
- Notify OES staff when documents are placed in "Student Mail" for distribution.

PROCEDURE DOCUMENTATION:

Student Mailbox form

Duplicate Key Request memo

Roster of Student Names and Mailbox Numbers

REFERENCES:

OES Policy #405: Mail Duties

REVISION DATES:

2001

August 15, 2013

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