

December 5, 2006

To: Grinnell College Students  
From: Kim Hegg, Manager of Mail Services  
Subj: (Snail) Mail Forwarding

During extended academic recesses (e.g., Winter and Summer Breaks), Crady Mail Services forwards each student's first-class mailings to the primary off-campus address listed in the College database. Typically, this is the student's home address where a parent(s) or guardian(s) resides. Students have the option of specifying an alternate off campus forwarding address. Below are directions for specifying to what address you would like your mail forwarded during the upcoming Winter Break.

#### *Mail Forwarding Directions*

First-class mail will be forwarded to your home address on file (typically the home of a parent/guardian), beginning December 16, 2006. You may specify an alternate address in which to forward first-class mail by logging into PioneerWeb (<http://pioneerweb.grinnell.edu>) and clicking on "**Snail Mail Forwarding**". Please complete the online form in its entirety before clicking "Submit" near the bottom of the form. Please be as accurate as possible when entering addresses and forwarding dates. Entering information incorrectly may delay or interrupt your mail. You may later reference the information you enter from any computer with Internet capabilities. Paper cards reminding you to specify mail forwarding details will no longer be distributed in student campus mailboxes.

Magazines, journals and newspapers are not forwarded or retained by the mailroom – unless they are sent first-class by the sender. Non first-class mail will be recycled for the duration of the break. Please contact publishers and vendors directly to specify a temporary address change; many include address change forms on their web sites.

#### *"Do Not Forward Mail" Eligibility*

In some cases, a student's mail is not forwarded to an off campus address during an extended break. Only students deemed "essential" and remaining on campus to retrieve their mail are able to participate in the "Do Not Forward Mail" option. The Office of Student Affairs determines what students fall under "essential" status. Additionally, international students who are not able to travel home during extended breaks are eligible for the "Do Not Forward Mail" option. For students who qualify for this option, first-class mailings will continue to be sorted into campus mailboxes. Students are expected to retrieve their mail on a regular basis.

Please contact Crady Mail Services at ext. 3421 if you have any questions or you experience difficulties when specifying a mail forwarding address in PioneerWeb. Thank you and enjoy a wonderful and relaxing break!