

# COMMUNICATION PROCEDURES

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**Approved by:** Residence Life

**History:** Updated 2023

**Related Policies:**

**Related Forms, Procedures and References:**

**For Questions Contact:** Residence Life | 414.382.6314 |  
residencelife@alverno.edu

## Mail Information

### MAILING ADDRESS

Full name and room number

CLARE HALL or AUSTIN HALL

3390 S. 43rd Street

Milwaukee, WI 53219

### MAIL DISTRIBUTION

Mail is received at the Austin Hall reception desk daily, except Saturdays, Sundays, holidays and during scheduled breaks. Packages sent to the residence halls are accepted whenever the desk is open. Outgoing mail (stamped only) is picked up when the daily mail is received at the Austin Hall desk.

Oversized mail will be held at the Austin desk, and a notice for pick-up of oversized mail will be placed in the resident's mailbox. Only the resident listed on the notice may pick up oversized mail. Residents must sign for packages and show their notice slip as well as their valid Alverno College student ID.

### MAIL DISTRIBUTION DURING VACATION AND SUMMER BREAKS

Full name and room number

CLARE HALL or AUSTIN HALL

3390 S. 43rd Street

Milwaukee, WI 53219

### ADDRESSES OF ALVERNO BUILDINGS

Mail is received at the Austin Hall reception desk daily, except Saturdays, Sundays, holidays and during scheduled breaks. Packages sent to the residence halls are accepted whenever the desk is open. Outgoing mail (stamped only) is picked up when the daily mail is received at the Austin Hall desk.

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