Policy and Criteria for Mass Mailing for Students Living in UMD Housing Facilities

All mail delivered to a resident within UMD’s Housing Facilities must be addressed to the individual student with their specific residential address. The mail must be placed in student mailboxes by UMD Housing Mailroom Staff – third parties are not permitted to access mail facilities.

The use of mass mailing is discouraged, as it is wasteful, inefficient and has negative impacts on the environment. Departments and organizations are encouraged to make use of electronic messaging, such as the Bulldog Update. Additionally, posting spaces are available throughout the UMD Housing Facilities for advertising events at UMD.

University Departments and Organizations may send mass mailings via inter-campus mail and through the USPS. The following sections outline the criteria for usage of inter-campus mail and usage of USPS.

**Intercampus Mail**

The following types of mailings may be submitted via intercampus mail. Items must be addressed to each individual student.

1. Alerts and notification of emergencies and concerns related to safety and security
2. Notification of policies (examples: payment policies and updates to student guides or handbook)
3. Mandatory disclosures (examples: annual FERPA notification, annual Drug-Free schools notification)
4. Survey invitations (examples: NSSE, Noel Levitz Student Satisfaction) sponsored by the University
5. Unusual exceptions that are determined to be mission-critical and time-sensitive, and are approved by the Director of Housing
6. Notice of important University business deadlines

**USPS Mail**

All other mass mailings must be delivered through USPS. Items must be addressed to individual students and must have appropriate postage affixed.

**Accessing Mailing Lists**

UMD Departments and Organizations may find more information about how to obtain student mailing lists at this website. Note there may be costs associated with generating the mailing lists and you must include a DeptID with your request.

Updated: August 2017