



Student Mailbox Request Form

Full Name _____ Student ID _____
First Middle Last

Credit students at Western Seminary are given the option of requesting an on-campus student mailbox. No student is required to request a mailbox, but it is recommended that students make such a request.

As stated in Western's catalog, when student papers and assignments are turned in for grading they become the property of the professor. However, many faculty members write comments and grades on papers with the intention of returning them to the student. Most assignments and papers are returned to the student's campus mailbox. Those students who do not request a campus mailbox will be less likely to receive their papers back from professors. Additionally, campus mailboxes are occasionally used to distribute announcements and information regarding upcoming events.

Campus mailboxes are not locked, though, and they can therefore be accessed by any individual who enters the Student Center. Although students are asked to refrain from accessing mailboxes other than their own, Western Seminary does not have the means to prevent such action. Students who are not comfortable with these circumstances are encouraged not to request a mailbox.

Students who do want to request a mailbox are asked to fill out and submit this request form.

By signing below, I am requesting to be assigned an on-campus student mailbox at Western Seminary. I understand that this mailbox does not have locking capability. Further, I agree to refrain from accessing documents in any Western Seminary campus mailbox other than my own.

Signature _____ Date _____

Please return this form to:

SACRAMENTO CAMPUS
Attn: Abby Lorente
2924 Becerra Way
Sacramento, CA 95821
(800) 250-7030 or (916) 488-3720
(916) 488-3735 fax