

FACULTY MAILBOXES

Monday – Friday (morning) mail will be delivered to and picked up from off-campus sites:

CCFC Chaffey College Fontana Center
CHCC Chino Education Center
CHCM Chino Community Center
CHHC Chino Health Science Building
CHMB Chino Main Instructional Building
CHTC Chino Information Technology Center
RSAM Rancho San Antonio Medical (Radiologic Technology)

Mail is delivered to and picked up from DI (Diversified Industries) and LDC (Learning Development Center) once a week on Wednesdays.

General Information

- On-campus Instructors have a faculty mailbox located in their School offices.
- Off-campus Instructors will receive their mail at the area office unless they request otherwise. Please inquire at your School office.
- Adjunct faculty are assigned mailboxes in their respective Schools. Please check with your coordinator and/or Educational Program Assistant.
- Please check your mailbox before each class meeting. Grade cards, rosters, student drop notices, and other important materials will be distributed to your mailbox.
- Special deliveries may affect regular delivery times.

NOTE: Please make sure to include the building and location on your mail to help expedite the delivery of your mail.