



ANOKA-RAMSEY

COMMUNITY COLLEGE

CAMPUS STORE

Directions for mailing in PSEO or Rental Returns.

- You, as a student, are responsible for paying for mailing your book(s) back. If you do not want to mail your book(s) back, you can drop them off at campus on the dates and locations specified in the “PSEO Rental Returns Directions” document located on the same website as these directions.
- Gather all the books you purchased/rented for the Spring 2020 semester.
- You will need to get a large envelope or box to put your books in, which can be purchased at a local UPS or FedEx store, as well as your local Post Office. If you already have a large envelope or box, you can use that.
- Make sure to print a “PSEO/Rental Return Form”, located on the same website as these directions, fill it out, and put it in with your book(s).
- Put your book(s) carefully into your envelope or box so as to not damage them. If you have multiple books and are using a box, put some packing paper or bubble wrap in the box to keep the books from getting damaged during shipment. These materials will be available at FedEx, UPS, or the Post Office, or you could crinkle up some old newspapers and use them as a cushion in the box.
- After you have everything in your package, bring it to your local UPS or FedEx store, or your local Post Office and ship it from there. You **WILL** have to pay for postage and any envelopes/boxes/packing material(s).
- Mail your package(s) to:
Anoka-Ramsey Community College Campus Store
Attn: PSEO/Rental Return
11200 Mississippi Blvd NW
Coon Rapids MN 55433
- If you have any questions, please call us at:
763-433-1250
Or email us at: Bookstore@anokaramsey.edu