

Information Regarding Student Mail

Each student, full-time, part-time and commuter has a Thiel College Campus mailbox.

Mailboxes are assigned in alphabetical order with numbers ranging from 241 – 2091. Each box requires a key which may be obtained at the Post Office window. There is no initial charge for your key, however we do charge for replacements and failure to return the key when leaving at the end of the term/academic year.

Please be sure to give correspondents your full name WITH middle initial. We have had many students with the same or similar names.

Please advise those from whom you expect mail to use the proper address.

It should be in the following format:

(Your Name)	Example: John D. Doe
75 College Ave.	75 College Ave.
Greenville, PA 16125-2186	Greenville, PA 16125-2186

Nicknames should not be used. DO NOT use dormitory names and room numbers as these are not used for mail delivery. **Box #'s are for postal use only as box assignments change every year.**

No postage is required to send mail to other students, professors or offices on campus. Please address your mail to the campus recipient and place it in the ICM (Intercampus mail) slot under the Post Office service counter.

Incoming mail is received on campus in the late morning, Monday – Friday, from USPS, UPS, FedEx and other carriers. US Mail is placed in student mailboxes after it arrives and has been sorted (usually by 1 PM).

Post Office window service is available daily from 8:30 am – 4:10 pm Mon-Fri. Postage stamps may be purchased at the window. Packages may be shipped via USPS or UPS daily.

Students will receive an e-mail notice, if they receive an item too large for their campus mail box via their Thiel e-mail. Packages may be picked-up during window hours.

***Please note that we do not issue money orders at this location.

DO NOT MAIL CASH - Please advise those sending monetary gifts that checks or money orders are the safest means to send money. Also, DO NOT MAIL CASH in the campus mail. If you wish to deliver cash via campus mail, the Post Office staff will hold the item, place a package notice in the recipient's mailbox, and require a signature before releasing the item.

If you have any questions, feel free to call me at the Thiel Post Office:

Anita Lillie
Postal Coordinator
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