CAMPUS MAIL INFORMATION
(FOR RESIDENT STUDENTS ONLY)

HOURS OF OPERATION: MONDAY – FRIDAY 8:00 AM – 4:30 PM (We are not open on weekends).

It is very important that the mail sent to you have the correct address. Mail that is incorrectly addressed takes further steps to process and is susceptible to being delayed or being returned to sender. Please refer to the address formats above for proper addressing of mail and packages.

REMINDER: Flagler E-mail is the official means of communication.

ADDRESSING YOUR MAIL
(FOR RESIDENT STUDENTS ONLY)

Format for letters: Example: STUDENT NAME (required)
Flagler College Campus Box # (example 0000)
P.O. Box 1027
Saint Augustine FL 32085-1027

Format for packages: Example: STUDENT NAME, (required)
Flagler College Campus Box # (example 0000)
74 King Street
Saint Augustine FL 32084

PAPERLESS BILLING PREFERRED:
Due to addressing problems by outside companies, we encourage you to have all repeating bills setup for paperless billing instead of having mailed to your Flagler College address.

PACKAGES:
When a package arrives for you a notice will either be placed in your mail box or emailed to your Flagler email. You must bring your student ID to pick up packages.

YOUR MAILBOX
All residential living students will be assigned a campus mailbox. You must check your mailbox at least once a day as you may receive notifications that require immediate action. Students who do not live on campus are NOT assigned a campus mailbox.

OUTGOING MAIL
We have a US Postal drop box in the mailroom hallway for your outgoing stamped mail which is picked up daily at 4:00 pm. On weekends you will need to go to the Post Office across the street from the Ringhaver Student Center to conduct your business or anytime you wish to purchase boxes and stamps for mailings.

EARLY ARRIVALS
Items that need to be shipped prior to the start of the semester can be sent no sooner than two weeks before the 1st day of classes and stored in our mailroom. These items must be retrieved at the mailroom the day you return to the College.

Thank you and best wishes for a successful school year. Your mailroom staff: Terry, Jerry, and Esther
To contact us: Terry Bennett Mailroom Supervisor, (904) 819-6209, bennettt@flagler.edu