CAMPUS MAIL INFORMATION

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

ADDRESSING YOUR MAIL (FOR RESIDENT STUDENTS ONLY)

Format for letters:  Example:  STUDENT NAME (required)
Flagler College Campus Box #00
P.O. Box 1027
St. Augustine, FL  32085-1027

Format for packages:  Example:  STUDENT NAME (required)
Flagler College Campus Box #00
74 King Street
St. Augustine, FL  32084

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.

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.

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 have a mailbox. You must check your mailbox at least once a day as you may receive notifications that require immediate action. Students who move off campus will no longer have a campus mailbox.

We are reminding you that Flagler E-mail is the official means of communication.

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
Because students are not allowed to arrive early before a semester starts, items may be shipped to the college and stored in our mailroom no sooner than two weeks before the 1st day of classes. These items must be retrieved at the mailroom the day you check in.

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