

Campus Mail

(FOR RESIDENT STUDENTS ONLY)

LOCATION: MAIL SERVICES, CAMPUS SERVICES BUILDING, 107 KING STREET, SUITE E

HOURS OF OPERATION:

- Customer Service Counter: Monday-Friday 8:00 am-4:00 pm (Closed all weekends, except 8/19/23)
- Lobby: Self-Service (Parcel Lockers Only) Daily Access with Student ID Card 7:00 am-12:00 am

Mail sent to you must have **your name and the correct mailing address**

- Mail without a name on it will not be delivered; it will be returned to the sender
- Mail incorrectly addressed takes further steps to process; it may be delayed or returned to sender
- **Use only 107 King St & your Campus Mail Number. Do not use your residence hall address**
- Mail or packages that are not picked up within 14 days may be returned to sender or disposed of

REMINDER: Flagler College Email is the official means of communication, so check your email daily.

ADDRESSING YOUR MAIL

(ONLY RESIDENT STUDENTS RECEIVE MAIL ON CAMPUS)

Correct Address Format:

STUDENT NAME, Campus Mail # (use assigned # required)
Flagler College
107 King Street, Suite D
Saint Augustine FL 32084 (do not use Res Hall address)

PAPERLESS BILLING PREFERRED:

Please set up paperless billing instead of having your bills mailed to your Flagler College address.

PACKAGES

When a package arrives for you, you will receive an email notification with a barcode and instructions to pick up from the parcel lockers in the lobby (7:00 am- 12:00 am), or from the customer service desk (8:00 am- 4:00 pm). **You must bring your student ID to pick up mail and packages.**

LETTER MAIL

All students living on campus will be assigned a campus mail number. You will receive an email an or text notification that mail is ready for pick up at the Mail Services Customer Service Counter (Monday-Friday 8:00 am-4:00 pm). **You must bring your student ID to pick up mail and packages.**

*Students who do not live on campus are **NOT assigned a campus mail number.*** Flagler College does not accept mail for off-campus students; it will be returned to sender.

OUTGOING MAIL

Outgoing stamped mail may be dropped at Mail Services or taken directly to the United States Post Office across the street. You are able to purchase stamps there as well.

EARLY ARRIVALS

Items shipped and received prior to your arrival at Flagler College may be sent **no sooner than Tuesday August 8, 2023** and will be stored in the mailroom for pickup on New Students Move-in Day August 19, 2023.

Thank you and best wishes for a successful school year from your Mail Services staff: Terry, Esther, Robert, and the Mailroom student workers.

Terry Bennett, Mailroom Supervisor, (904) 819-6209, bennett@flagler.edu

Flagler College Mailroom Tips

Greetings to all students, both new and returning, from the Flagler College mailroom! To help make your return/adjustment to campus life a little easier, we would like to offer a few tips to ensure that you receive your letter mail and packages as quickly and efficiently as possible.

- **ADDRESSING** Addressing is everything! We have paper slips on the counter in the mailroom that show how to properly address your cards, letters and packages- please take one. Or two. Make sure your parents, grandparents, aunts, uncles, siblings, cousins, friends, businesses, etc. know how to properly address everything they send to you. And please- **always** include your campus mail number (CM#) on **everything** that is mailed or shipped to you. (It's kind of a big deal. Seriously.)
- **NOTIFICATION** When you receive letter mail or packages here at the mailroom we'll notify you via email and/or text message. Letters and cards will always be picked up at the counter in the mailroom. (Feel free to stop in to see if that card from Grandma with the money in it has arrived.) Packages will sometimes be picked up at the counter; other times you'll pick them up at this really cool parcel locker we have in the lobby of the mailroom. The notification email will include a bar code or numeric codes that enable you to open the locker and get your package. It's very easy to use and you'll quickly get the hang of it. Your package stays in the locker for two days. If you don't get it by then, no problem. We'll take it out of the locker and you can pick it up at the counter at your convenience.
- **TRACKING NUMBER** When you order something online it's very important that you have the tracking number of your order. Sometimes packages arrive here in the mailroom without a name and we have no way of knowing who should receive them. And sometimes the company sending your package will alert you that they've delivered your package to us before they actually have. (Weird, right? We haven't quite figured this one out yet.) If you have the tracking number with you that helps us to locate your package. (Like, a lot. Big help, that tracking number. Huge.)
- **WAIT FOR EMAIL** Please wait until you receive an **email from the Flagler mailroom** before coming to pick up your package. Just because your mother texted you and told you that your package has arrived here doesn't mean that it actually has. (See above.) Or it could have arrived, but hasn't been processed by us yet and isn't ready for pick-up. Either way, we suggest you wait until you get an email from us before you come to pick up your package.
- **BRING YOUR ID** Last (but not least) always bring your student ID with you when you come to pick up mail or packages. Always. Like, we can't give you your mail or packages without it. (Sorry- it's a thing.) And while we're on the subject, you can't send someone to pick up your package or mail for you, at least not without prior approval from Mr. Terry Bennett, Mailroom Supervisor.

There you go- some pro tips for receiving your mail and packages on time without wasting your time. Feel free to stop by the mailroom with any questions. We're located at 107 King St., suite E, and we're open Monday – Friday, 8:00 am – 4:00 pm. On behalf of everyone here in the mailroom, we wish you a great school year!