

## Mail & Deliveries

To ensure delivery to your on-campus residence, letters and packages must be properly addressed as in the format below and include your official first and last name (*if you go by a different name and will have mail delivered with that name please send me and email*).

*Your First & Last Name*

Paul Smith's College

7777 State Route 30

Student Mailbox # \_\_\_\_\_

Paul Smiths, NY 12970

## Student Mailboxes on Campus

Student mailboxes are located on the ground floor in the Joan Weill Student Center.

### Window Hours:

Monday – Friday 12pm – 2pm and 6pm to 8pm

Saturday – 12pm to 2pm

## How to Open Your Box

1. Clear your combination. Spin your lock about 5 times to the left.
2. Turn your lock to the **left** and stop on the first number of your combination.
3. Turn your lock to the **right** once and **skip** your second combination number once.
4. Keep spinning **right** and land on the second number of your combination.
5. Turn your lock **left** and land on the last number of your combination.
6. Turn your lock **slightly right** (by just a few digits) and your lock will release. Pull it open.

\* If your lock randomly “freezes up” a bit as you spin, firmly keep turning. It will move!

## Mail Distribution

- Any letters, magazines, postcards etc., are delivered to students' mailboxes which students check at their convenience.
- Packages need to be pick up during mailroom window hours, students must bring ID and the number card that was place in their mailbox.

\*\*Things to remember if your tracking said deliver it means it has arrived on campus not to the mailroom this could take up to a day to make it to the mailroom\*\*

## **Outgoing Mail**

Outgoing mail should be dropped in the USPS collection box in front of the Post Office on campus there is no outgoing mail available at the mailroom. If you need assistance with certify mail a regular post office box or so on, here are the Post Office hours:

**Monday – Saturday 8am to 12pm**

## **Between Semester Mail Delivery**

- **Fall:** Delivery begins on Friday before the start of fall semester and ends on Friday of finals week.
- **Spring:** Delivery resumes on Friday before spring classes begin and ends on Friday of finals week.

Any question please contact:

*Rikelmy Williams*

*Coordinator of New Student Orientation and Student Conduct*

*Joan Weill Student Center Room #006*

*518-327-6128*

*[Rwilliams2@paulsmiths.edu](mailto:Rwilliams2@paulsmiths.edu)*