

STAMPS & POSTAGE SALES

The post offices sell postage in the form of postal metering. Stamps are sold by the book at the Quinnipiac University Bookstore. The post offices do not accept cash, but instead accept the more convenient QCARD for payment. The post offices do not process or sell money orders.

STUDENT WORK-STUDY POSITIONS

Both the Mail Services Center and the on-campus post offices hire students who receive work-study as part of their financial aid. If you have an interest in working in either of these locations, hiring takes place during the first week of classes.

FOR MORE INFORMATION

Carl Hansen Post Office	203-582-8772
Rocky Top Post Office	203-582-3526
Mail Services Center	203-582-5379

QUINNIPIAC
UNIVERSITY

275 Mount Carmel Avenue
Hamden, CT 06518-1908

QUINNIPIAC
UNIVERSITY

STUDENT
MAIL &
PACKAGE
SERVICES

WELCOME!

The Mail Services Center and on-campus post offices are responsible for the receipt, sorting and delivery of all mail and packages on the Quinnipiac University campuses.

This reference brochure outlines how mail is received and delivered. It includes guidelines for addressing mail to resident students, the processing of packages and the availability of other postal-related services.

ON-CAMPUS POST OFFICES

The on-campus post offices are not a federal postal facility. Therefore, they are not open on weekends, so please plan accordingly.

Hours of operation:

Mon.-Thurs., 11 a.m.-4:45 p.m.

Fri., 11 a.m.-4 p.m.

Each resident student is assigned an on-campus post office box. You retain the same post office box number as long as you reside in Quinnipiac housing.

Your post office box assignment and the corresponding combination will be posted on your "My Housing" webpage.

Many vendors will not ship merchandise to a USPS post office box number. If the vendor will not include the campus box number in the address, please insist that it be appended to the recipient's name.



ADDRESSING STUDENT MAIL & PACKAGES

All student mail and packages addressed to the campus should follow the form below. **Please be aware that student mail is sorted to an on-campus post office box based on the box number;** references to residence halls or housing assignments are disregarded. The proper address for resident students is:

Student's Name (First and Last Name)
Campus Box ####
Quinnipiac University
275 Mount Carmel Avenue
Hamden CT 06518-1908

Students: **Please notify all of your correspondents of your proper address.** It should appear on all letters, packages and subscriptions (both newspaper and magazine).

Mail is sorted referencing a database of individuals and their addressing information. This database contains official information from the Office of Undergraduate Admissions; therefore, please refrain from using nicknames or abbreviations when addressing.

Letter mail is sorted based on the post office box number; it is sorted by name only if no box number is found. Using the proper box number eliminates the confusion of multiple individuals with the same name. To assist in the sort, please advise correspondents to write with clear block lettering and dark ink.

Parents: When making a credit card or mail order purchase, please ensure that your child's name and campus box number appear in the mailing address. A common error is to use the name of the credit card holder in the mailing address.

PACKAGE TRACKING & PICKUP AVAILABILITY

Quinnipiac University receives packages from all of the major carriers:

- United States Postal Service (USPS)
- United Parcel Service (UPS)
- Federal Express (FedEx)
- FedEx Ground
- DHL

All packages are received at the Mail Services Center and are logged into a tracking system; these carriers do not deliver directly to offices or residence halls on campus. For time-sensitive delivery, you are advised to use next-day services from UPS, DHL, FedEx and the U.S. Postal Service (Express Mail) to ensure receipt, proper processing and timely availability to your addressee.

Based on delivery times made by the carriers and the time required for logging all packages into the tracking system, packages are available to the students for pickup at the campus post offices after noon on the day of receipt.

All mail, including letters or packages, is delivered to the campus post offices on the same day it is received at the Quinnipiac campus. No mail or packages are held overnight.

Students are notified of packages by an email from a package-tracking system. Students must present their QCARD to claim the packages at the post office service window. The QCARD is swiped through a reader to record receipt by the student.

Students expecting a package should consult the carrier's website to track the whereabouts of the package. The sender should be able to provide the name of the carrier and the carrier's tracking number.