

NEWS FROM THE CAMPUS POST OFFICE

The campus post office is located on the third floor of the *Red & Charline McCombs Center*. Our service window is open Monday-Friday, 9 a.m. to 4 p.m. for package pick-up, mailing packages, and purchasing stamps and envelopes. We accept cash or Pirate Buc\$ only. Checks and credit/debit cards are not accepted. Mail is delivered daily. Outgoing mail is taken to the Georgetown Post Office at 3 p.m., Monday-Friday

Your student's school address includes an SU box number that is essential in order to ensure timely delivery of their mail. Mail received without the box number will be delayed, and, in some cases, be determined as undeliverable and returned.

If you mail a package to your student, a package notice will be placed in their mailbox. They will need to present this notice at the campus post office window to claim the package. All mail and packages should be addressed as follows:

Student's name
SU Box XXXX
1001 E. University Avenue
Georgetown, TX 78626

Students will be sent an email to their SU email account with information about the post office services, including their SU box number. Please feel free to contact us at 512-863-1576 with any questions. The campus post office staff will be happy to assist you.

Debbie Sanderfer, Mail Service Supervisor
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