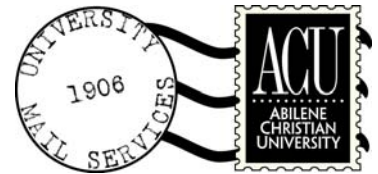


University Mail Services



Fall Semester Schedule

August 25 - December 12, 2008, except as noted below

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Weekdays	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	11:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	11:00	5:00	10:00 & 2:30	3:30	2:20 & 4:50
Saturdays	Closed	Closed	1:00		No Deliveries	1:00	Closed	None	No Services	9:00

Labor Day Schedule

September 1, 2008

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Mon Sep 1	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	Carrier Closed	Carriers Closed	Carriers Closed	11:00	5:00	10:00 & 2:30	Carrier Closed	Carrier Closed

Columbus Day Schedule

October 13, 2008

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Mon Oct 13	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	11:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	11:00	5:00	10:00 & 2:30	Carrier Closed	Carrier Closed

Homecoming Schedule

October 24, 2008

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Fri Oct 24	8:00 - 4:00	8:00 - 12:00 & 1:00 - 4:00	11:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	11:00	4:00	10:00 & 1:30	2:00	2:20

Fall Break Schedule

October 31 - November 1, 2008

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:30	Received by 3:30			
Fri Oct 31	8:00 - 12:00 & 1:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	10:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	10:00	5:00	1:30	3:30	2:20 & 4:50
Sat Nov 1	Closed									

Veterans Day Schedule

November 11, 2008

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Mon Nov 11	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	11:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	11:00	5:00	10:00 & 2:30	Carrier Closed	Carrier Closed

Thanksgiving Holiday Schedule

November 26 - December 1, 2008

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Wed Nov 26	8:00 - 12:00	8:00 - 12:00	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	Closed	10:00	9:00	None
Thu Nov 27 through Sat Nov 30	Closed									
Mon Dec 1	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	5:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	5:00	5:00	10:00 & 2:30	3:30	2:20 & 4:50

* Campus mail must meet the quantity and mail preparation guidelines to be processed by these times.

** This deadline is for single piece First-Class Mail, Package Services and international mail that meets the quantity and mail preparation guidelines. The deadline for Express Mail and Express Mail International is 4:35 p.m.