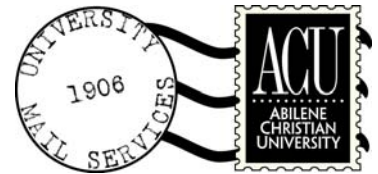


# University Mail Services



## Fall Semester Schedule

August 23 - December 10, 2010, 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 Collection
	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	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	5:00	Blue: 1:30 Brown: 2:00 Green: 2:30	3:30	4:50
Saturdays	Closed	Closed	1:00		No Deliveries	1:00	Closed	None	No Services	9:00

## Labor Day Schedule

September 6, 2010

	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 Collection
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Mon Sep 6	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	12:00	Carriers Closed	Carriers Closed	12:00	5:00	Blue: 1:30 Brown: 2:00 Green: 2:30	3:30	4:50

## Columbus Day Schedule

October 11, 2010

	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 Collection
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Mon Oct 11	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	5:00	Blue: 1:30 Brown: 2:00 Green: 2:30	3:30	4:50

## Homecoming Schedule

October 12, 2010

	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 Collection
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Fri Oct 12	8:00 - 4:00	8:00 - 12:00 & 1:00 - 4:00	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	4:00	Blue: 1:30 Brown: 2:00 Green: 2:30	3:00	3:00

## Fall Break Schedule

October 29 - November 1, 2010

	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 Collection
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Fri Oct 29	8:00 - 12:00 & 1:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	5:00	Blue: 1:30 Brown: 2:00 Green: 2:30	3:30	4:50
Sat Oct 30	Closed									
Mon Nov 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	Blue: 1:30 Brown: 2:00 Green: 2:30	3:30	4:50

## Veterans Day Schedule

November 11, 2010

	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 Collection
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Thu Nov 11	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	5:00	Blue: 1:30 Brown: 2:00 Green: 2:30	3:30	4:50

## Thanksgiving Holiday Schedule

November 24 - 29, 2010

	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 Collection
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:00	Received by 3:30			
Wed Nov 24 through Sat Nov 27	Closed									
Mon Nov 29	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	Blue: 1:30 Brown: 2:00 Green: 2:30	3:30	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.