

University Mail Services



Spring Semester Schedule

January 12 - May 8, 2009, 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

Martin Luther King, Jr. Day Schedule

January 19 - 20, 2009

	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 Jan 19	Closed									
Tue Jan 20	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

Presidents Day Schedule

February 16, 2009

	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 Feb 16	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

Spring Break Schedule

March 7 - 14, 2009

	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 9:00	Received by 3:30			
Sat Mar 7	Closed									
Mon Mar 9	8:00 - 12:00 & 1:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	4:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	4:00	5:00	1:30	3:30	2:20 & 4:50
Tue Mar 10 through Fri Mar 13			3:00			3:00				
Sat Mar 14	Closed									
Mon Mar 16	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

Easter Holiday Schedule

April 10 - 13, 2009

	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 9:00	Received by 3:30			
Fri Apr 10 and Sat Apr 11	Closed									
Mon Apr 13	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.