

MAIL CALL!



Follow this guide and your mail will get to you *fast!*

Juniata's Post Office, located in Ellis Hall, is a United States Post Office sub-station and operates under federal guidelines.

When you enroll at Juniata you will be given a mailbox number. You will share your mailbox number with one other Juniata student throughout your years at Juniata. When getting your mail, check to see that your name is on each mail piece before opening. You will be given a key to your mailbox. **Always remember to have your key with you**, because Juniata's Post Office employees (most are Juniata students) are **not permitted** to get your mail from your mailbox for you. *(If you lose your key, you can replace it for only \$5.)*

YOUR NEW ADDRESS

To receive your mail as quickly as possible, **always use your box number**. Here's an example:

Your Name
Juniata College
Box Number
1700 Moore Street
Huntingdon, PA 16652

If there aren't enough address lines (in the case of some websites) include your box number like this:

Your Name/Box Number
Juniata College
1700 Moore Street
Huntingdon, PA 16652

To Receive Your Package Mail:

When a package arrives for you, it will be **processed and scanned in to the Smart Track system**. Once this is done, you will receive an e-mail from the Juniata Post Office notifying you that your package is ready for pick-up. A **white slip** is also placed in your mailbox. Present the **white slip along with your Juniata ID** at the window, Monday through Friday between 10 a.m. and 4 p.m., to receive your package.

MOVE-IN PACKAGES:

The post office will begin accepting all packages for incoming students on Monday, July 13. If you have questions about shipping prior to your arrival please call or email.

Lori Hughes, postmaster • 814-641-3370
jcpostoffice@juniata.edu • www.juniata.edu/services/post

JUNIATA'S POST OFFICE HOURS

Fall and Spring Semesters
Monday–Friday 10:00 a.m. - 4:00 p.m.

Summer
Monday–Friday 10:00 a.m. - 3:30 p.m.

Closed
Federal and Juniata administration holidays

Frequently Asked Questions:

When does USPS mail leave campus?

USPS mail is picked up Monday–Friday at 2:45 p.m. and Saturday at 9:00 a.m. There is no mail pick up or delivery on federal or Juniata administration holidays.

Can I buy USPS boxes from the post office?

Yes, we even have a few UPS items to help you (free of charge). If we don't have it, we might be able to get it for you, just ask!

Can I pay with my Juniata gold card or a debit or credit card at the post office?

No, Juniata's post office does not accept debit/credit cards nor DCBs from your Juniata gold card. (You can pay by **cash** or **check**.) *Please present your driver's license when paying by check.*

What happens to my mail over fall and spring, and summer breaks?

Your mail is held at Juniata's post office over the fall and spring break periods.

During summer break, mail is forwarded to your home address. If you are living on campus during summer break, **let the post office know so you can continue to get your mail on campus.**

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