

UNCSA MAIL CENTER

HANES STUDENT COMMONS

Phone: 336-770-3313

Welcome Students!

- The Mail Center processes incoming and outgoing mail for faculty, staff and students each day. US Postage stamps, Express Mail, Delivery Confirmation, Certified and other postal services may be purchased, as well as, shipping packages via United Parcel Services (UPS) and FEDEX.
- The hours of operation are: **Monday-Friday** from **8:00am-5:00pm**.


Receiving Mail

- All incoming mail is processed and placed in your Mailbox by Noon (except for Mondays and the day after a holiday, which could be as late as 2:00pm). Improperly addressed mail will be researched and may incur delays of your correspondence.
- You will be issued a combination lock Mailbox. We advise you to list the combination in your Cell phone so you will not have to memorize it immediately.
- All students living on or off campus are assigned a mailbox. Some of you may not actively use your UNCSA address, however, please check your mailbox weekly since faculty, staff and different departments will send correspondence to your box.
- We accept mail and packages in our mail center from US Postal services, UPS, FEDEX and DHL
- Please advise family, friends and businesses the proper way to address your mail and packages:

Sample Address

Your Name
Your UNCSA Box Number
1533 South Main Street
Winston-Salem, NC 27127-2738

Note: Please do not use the abbreviation "P. O." before the word "Box" when addressing mail since we are not a Post Office.

Jane Smith 123 Anywhere Lane Timbuktu, KS 67200	
To: John Smith UNCSA Mailbox 333 1533 S. Main Street Winston-Salem, NC 27127	

Special Deliveries

- Any packages that may arrive via USPS, FEDEX, DHL, UPS, etc. will remain in the Mail Center. An email will notify you of any packages or noticeable accountable mail. A slip will also be placed in your mailbox. You must present your One Card to pick up your packages.

****PLEASE BE ADVISED THAT IF YOU NEED TO LEAVE UNCSA FOR ANY REASON AND RETURN AFTER A TERM OFF, A NEW MAILBOX WILL BE ISSUED AT THAT TIME.**

Have a great year!

Mail Center Staff
mailcenter@uncsa.edu
336-770-3313