END OF YEAR REMINDER
FROM YOUR STUDENT MAIL CENTER
CHECK AND CLEAN OUT YOUR MAILBOX BEFORE YOU LEAVE SUNY Delhi

Do you have any open orders being delivered here?
Please check the dates of delivery. Have them delivered before finals week or have them redirected to your home address, otherwise they will be returned to the sender.

Do you have any important mail coming, but it may not get here until after you leave?
I suggest you drop off a postage paid addressed envelope to the mail center, with a note of explanation of its destination. If it is after office hours, deposit it in our Campus Mail box and I will send it out for you when it arrives.

Are you going to be staying or working on campus during the break?
Let me know your name and box number so you can receive your mail, otherwise it will be returned to sender.

Are you returning next semester?
Please keep your combination safe, you will need it for your same mailbox next semester. Remember you will be notified in your student email when your package is ready for pick up. Also, let me know if you are returning, especially if you have not yet registered for classes for next semester, that way I will not reassign your mailbox.

Will you be on an internship next semester and returning after that?
I need to know so that I can hold your same mailbox open for when you return.

Do you need your mail forwarded to a different address other than your home address?
Stop by or email the address I should use for your mail.

Are you graduating, transferring or do you have bills and/or subscriptions?
You need to put in a change of address to each of them if you are not returning to Delhi.

Is there a problem with your mailbox?
Please stop by or email me your name, box number and what is wrong with the mailbox.

HAVE A SAFE BREAK!!! SEE YOU NEXT SEMESTER!!!

PLEASE REMIND FAMILY AND FRIENDS THAT THEY SHOULD USE YOUR MAILING ADDRESS FOR MAIL AND PACKAGES SENT TO YOU:

   Student’s Name
   649 Bronco Drive, #________
   Delhi, New York 13753-4450

Coco: lynch@delhi.edu