

GSC POST OFFICE/MAILROOM

Location: Mollohan Campus Community Center First Floor
Telephone: (304) 462-6420
Window Hours: 8:00 AM – 4:00 PM Monday through Wednesday
8:00 AM – 3:40 PM Thursday and Friday

The GSC Post Office/Mailroom offers a variety of services for faculty, staff, residence hall students, commuter students, and community use. You may purchase stamps and stamped envelopes. We can ship packages out via UPS, FedEx, Express Mail, regular, certified, and insured mail, etc... All outgoing mail will be taken to the Glenville Post Office by mailroom staff at 3:40 p.m. each day, so any mail that needs to go out that day must be in the mailroom by 2:30 p.m. **However, if you need an express letter or package to go out it must be in the mailroom before noon so it can be processed.**

If you are utilizing our services to have packages sent to this facility you are strongly cautioned not to send cash, gift cards, or any valuable items via USPS First Class Mail. In order to ensure delivery of such items, GSC Post Office recommends the use of a tracking number. The sender has the option of having your mail tracked by purchasing delivery confirmation, signature confirmation, insured, certified mail/return receipt, Express Mail, UPS, or FedEx. **Glenville State College is not responsible for any regular mail that is not delivered to campus.**

All incoming mail arrives at the GSC Post Office/Mailroom by 11:00 a.m. and will be placed in the campus mailboxes by 12:00 – 12:30 p.m. When picking up mail for your department you must use your mailbox combination.

If you have any questions, call Denise Sprouse or Patty Singleton at (304) 462-6420.