



GSU Post Office/Mailroom

Location: Mollohan Center First Floor

Telephone: 304 462-6420

Window Hours: 8:00 – 4:00 Monday thru Friday.

Glenville State University provides a fully functional, on-campus Post Office/Mailroom that includes a mailbox and key that is assigned to each **residential student in Goodwin Hall, and Pioneer Village**. Residence Hall Students please come to the GSU Post Office/Mailroom on the first floor of the Mollohan Center and pick up your mailbox key and your new address at the beginning of the semester. If you move off campus you will no longer have a mailbox on campus and the key must be returned,

This is the place where all of your package shipments will come to. You can order your textbooks, food, clothing, shoes or any item that you deem necessary and have them delivered to us. **If you receive a package you will receive an email telling you your package is here. Come to the Mailroom window and ask for your package. If for some reason you can't pick up your package write a note for a friend to pick up your package and sign the note and hand it to us.** Your family can send you care packages or mail at any time. Make sure you share your new address with them if you so choose. It is your responsibility to check your mailbox, and keep up with your mailbox key. All keys must be turned in at the end of each academic year in May before graduation or if you are leaving at the end of the fall semester the key needs to be returned or fees will be assessed and a forwarding address must be left. **If a key is lost there is a \$35.00 fee for a replacement of key and cylinder. If the keys are not returned, cylinders and keys will be replaced and a hold will be placed on your records until a \$35.00 fee is paid.**

The GSU Post Office/Mailroom offers a variety of services for Faculty, Staff, Residential Students, Commuter Students, and Community use. You may purchase stamps, stamped envelopes, etc. We can ship out packages UPS, Federal Express, Express Mail, regular, certified, and insured mail, etc...

Family and friends are strongly cautioned **not to send cash, checks, gift cards and any other valuable items** via USPS First Class Mail.

All incoming mail arrives at the GSU Post Office/Mailroom by 11:00 am and will be placed in your mailbox by 12:00 pm – 12:30 pm depending on mail load for the day. You must use your key to open your mailbox. All mail being sent to your campus address must be addressed as follows: Insert your mailbox number in the underlined blank space.

Return Address



Recipient Name
200 High Street Box _____
Glenville WV 26351

Student mail box information must be provided by the student to the sender.

If you have any questions call Denise Sprouse or Amanda Cottrill at 304 462-6420. Have a wonderful semester/year and I hope to see you soon.