

HWS Information Technology Services Bulletin

Number: 2011-13

Date: April 27, 2011

Title: Post Office Summer Mail Forwarding

Description:

The Hobart and William Smith Colleges Post Office will begin forwarding student mail to home addresses beginning Monday, May 16, 2011.

The Post Office will forward 1st class letters/parcels, Priority Mail, Express Mail and magazines. All other mail including catalogs, advertisements, and newspapers will be recycled.

If you expecting a package through UPS, FED EX or DHL please visit the UPS office in the basement of the Scandling Center to make arrangements to have those items processed.

If you plan to stay on campus for the summer, and wish to keep your mailbox active, please visit the Post Office before May 16, 2011 to place your name on the Summer Mailbox List.

Contact: Current information about this bulletin may be found at <http://www.hws.edu/itservices/bulletins.aspx>. If you have questions or concerns please contact the Post Office at 315-781-3504.

Type:

Scheduled

Category:

Notice

Distribution:

All Students