

Campus Living Ellicott Student Mail Services

Ellicott Mail & Package Center

161 and 162 Academic Center ♦ 645-5524

Package Pick-up Hours: Monday-Friday 10:00 am - 8:00 pm ♦ Sat. 1:00pm - 5:00 pm

Flat Mail pick-up hours: Monday-Friday 8pm – 10 am ♦ Weekends: anytime outside Saturday 1pm-5pm.

General Information about Mail & Package Delivery

- Mailboxes for Ellicott residents are located in 161 Academic Center (located between the Food Court area and the Blake Academic Success Center).
- Packages are delivered both in-person through the package center and via package lockers outside the Blake Academic center.
- Campus Living partners with USPS, UB Campus Mail & 3rd party vendors to provide you the easiest method of mail & package pick up. Although vendors may notify you that your package has been delivered to campus - that does not mean your package is available for pick up. It may still be located in a central delivery location and needs to be brought to your area. Your package is only available for pick up **once Campus living sends you an email notifying you of delivery.**
- Mail & Packages within Ellicott are delivered Monday - Friday by 6:00 PM.
- Campus Living is unable to accept packages for return or for shipping. The Campus Bookstore does offer a US Postal Service Station for mailing items.
- Packages not picked up within 5 business days of delivery notification by Campus Living will be returned to sender.
- Due to COVID and recent changes in the USPS, we anticipate delays in mail & package delivery. If you are waiting on a package, we encourage you to first check with your shipping vendor to track the package. We can only investigate packages that have been logged in the Campus Living system and a delivery notification has been sent out for.

YOUR MAILBOX NUMBER AND COMBINATION IS LOCATED ON YOUR KEY ENVELOPE

Instructions for opening your mailbox - Please read these instructions carefully, our mailboxes are unique and many students have challenges unless they follow these directions.

- 1.) Set dial at 0
- 2.) Turn dial LEFT 4 times, passing the zero on the dial each time. After the 4th time, stop at the 1st number of your combination.
- 3.) Next, turn dial RIGHT, pass 2nd number of your combination once. On the 2nd time around, **STOP** on the 2nd number of your combination.
- 4.) Next, turn the dial LEFT and **STOP** at the 3rd number of your combination.
- 5.) Next GENTLY, turn the dial to the RIGHT, while also pulling **OPEN THE DOOR.**

After you close your mailbox, turn the dial several times to reset and LOCK the combination door.

Mailing Address

To ensure prompt delivery of your mail and packages, please follow the instructions below.

Your full name

Your room number and room space (EX: 452A Fargo Quad)

Buffalo, New York 14261