**\* Your address at SUNY Geneseo:**

Your Name

Box ####

10 MacVittie Circle

# Geneseo, NY 14454

To view your combination number you must login to KnightWeb at knightweb.geneseo.edu and select *Personal Information Menu* and then *Display Campus Box Combination.*

This mailing address will always be the same during your entire stay at SUNY Geneseo, regardless of the changes in your physical address.

**Residence Halls are not a valid mailing address.** To ensure that you receive all of your mail, you must use the address format shown above.

**\* Where do I go to get my mail?**

All full-time undergraduate students have an assigned mailbox in the MacVittie College Union. Mailboxes are located in Mail Services Department on the 1st floor of the College Union. All mailboxes are operated by a combination lock. Instructions on how to operate the combination lock are posted throughout Mail Services.

Access to student mailboxes will coincide with the building hours of the MacVittie College Union. Current hours for the Union are as follows:

Monday-Thursday, 7:30 a.m. – 11:00 p.m.

Friday 7:30 a.m. – 2:00 a.m.

Saturday 10:00 a.m. – 2:00 a.m.

Sunday 12:00 p.m. – 11:00 p.m.

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**\* What about packages?**

All student parcel packages (FedEx, DHL, UPS, etc.) should be addressed using the same mailing address format indicated above, with your box number.

All parcel packages will be received in Mail Services at the MacVittie College Union. Once received, students will be notified by email that they have a package to pick up. The package will then be distributed in any of three ways, depending on size: small packages will be left in mailboxes; medium size packages will be placed in parcel lockers located next to the students mailboxes (key to parcel locker will be left in student’s mailbox); large packages, that do not fit in mailboxes or parcel lockers, will be held behind the Customer Service counter and available for pick up during Mail Services business hours. Carts will be available on loan for students to facilitate the pick up of large parcel packages.

The Mail Services’ Customer Service counter will be staffed Monday through Friday, 8:30 a.m. – 4:00 p.m. and Saturday, 10:00 a.m. – 4:00 p.m.

**\* How do I send outgoing mail and packages?**

The College Union bookstore will sell stamps for outgoing mail to be placed in any of the blue Post Office drop boxes located at the College Union and throughout campus. All packages and mailings requiring additional services must be done at the Town of Geneseo Post Office.

**\* What if I live off campus?**

All full time undergraduate off campus students will be assigned a mailbox in the College Union. While off campus students can still use their off campus address to receive mail, you should take note that the college will use the mailboxes in the College Union as the primary mailing address for all full time undergraduate students. It is important that you should check your mailbox in the College Union so you receive all of your mail.

**\* Who do I contact if I have a question about my mail?**

All questions regarding student mail can be directed to any of the Mail Service staff at (585) 245-5691 or by email at mailroom@geneseo.edu.