



## **Student Mail and Package Services**

The mission of the Marist Mail & Package Solution Center is to provide the community with efficient processing and distribution of its mail and packages.

### **Correct addressing for student mail and packages:**

**Student Name**  
**Marist College MSC \***  
**3399 North Rd**  
**Poughkeepsie NY 12601-1354**

\*The MSC number is an individual number assigned to students that live on-campus to ensure mail and packages are delivered correctly. If the MSC number is not available, please make sure the address contains the student's First name and Last name.

### **Mail & Package Delivery:**

**All resident students will receive an email for mail and packages received. Please have your Marist ID when you come to our service counter to receive your mail and packages. Marist ID's are required for our card swipe technology to initiate the delivery process of your mail and packages.**

Magazine subscriptions for students are discouraged.

### **Important Delivery Notice!**

Large volumes of packages are received during the first few weeks of each semester causing delays in delivery. We appreciate your patience during these times.

### **Mailing of Letters and Packages:**

At our service counter, you can purchase stamps, mail packages and send overnight mail. You can purchase mailing supplies like envelopes, shipping boxes and bubble wrap. We only accept cash or Marist Money for the payment of these services.

You can only mail items off campus Monday through Friday. Please bring any items you would like to mail to our service counter by 3:30 p.m.

## Location / Service Hours

### Location:

We are located on the Second floor of the Murray Student Center. Go to the Champagnat breezeway and take the stairs or elevator to the second floor.

### Customer Service Counter Hours:

#### Academic Year

Monday - Thursday	9:00 a.m. - 6:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.

#### Summer / Winter Breaks

Monday - Thursday	8:30 a.m. - 4:30 p.m.
Friday	8:30 a.m. - 4:00 p.m.
Saturday	Closed