

Capital University

Mail Services

Location

Harry C. Moores Student Union
Lower level

Hours of Operation

Follows the University schedule and Covid-19 recommendations:

20 Summer Hours: (Mon – Fri) 10:00 - 3:00

Beginning on: 9/7/20

Hours: (Mon-Fri) 8:30 – 5:00

Mailing Address

Faculty/Staff University Mail / Packages:

1 College and Main
Columbus OH 43209-2394

Student Mail / Packages:

745 Pleasant Ridge Ave
Columbus OH 43209-2427

Safety Precautions

- The equipment is sanitized daily.
- Markings on the floor for safe distancing.
- Enter and exit signs on lobby doors.
- Limited number of people in lobby.
- Plexi glass covering customer window.
- Masks will be worn at all times.
- Packages being picked up will not need a signature.

Personal Outgoing Mail/Packages

- As a courtesy to students, faculty, and staff of Capital University outgoing mail/package service is available.
- U.S. postage stamps are available for purchase via the Mail Services Center.
- We accept cash, credit cards and checks.

Assistance

Should you need any assistance or have any questions please contact us at;
Phone: 614-236-6700 or 614-236-6658
Email: sscamyhorn@capital.edu or The Mail Services Window during office hours.

Daily Mail Schedule

- USPS mail is dropped off daily at Capital between 9:30-12:00pm from Bexley post office.
- Yochum will be delivered twice a day at 10:00 and at 2:00.
- Students should pick up their own mail at the Mail Services Center via a student mailbox and have the ability to pick up mail 24/7.
- Law School drops off and picks up three times a week: Mon, Wed, and Fri.
- All outgoing mail is processed at Mail Services Center and picked up by the Post Office at 4:00 pm.

Incoming / Delivering Packages

- All packages are delivered to the Mail Services Center for distribution/pick up.
- Overnight express packages are delivered by 10:30 AM and the other services arrive sporadically throughout the day.
- All packages coming into the Mail Services Center are scanned and labeled.
- Faculty/Staff packages are delivered, by Mail Services, once daily during the evening.
- Faculty/Staff/Students have the option of picking up their package during normal business hours.

Outgoing Business Mail/Packages

- Please provide your department account number for all outgoing business mail or packages (i.e. 10-xx-xxxxxx-xxxxxx).
- If you have a specific need such as urgent mailing or shipment time frame, certified mail, insurance, etc., please contact us so we may better serve you.
- Mail Services can also process cost effective bulk mailings to help save your department money.
- Unless otherwise requested, we will look for the quickest, most economical way to send out your mail/package.