Please **DO NOT** send cash

This is a reminder to parents and relatives to not send cash to their Messiah College student via the U.S. Mail. This is not secure, and in years past, we have had complaints of missing money from cards and letters. The best way to send money to a Messiah College student is by check. Any Messiah College student can cash up to $100.00 per day with their student ID at the Business Office counter in Old Main.

Please pass this information to any person in your family who may want to send a gift to a student at Messiah College.

Your student’s address will be changing in July 2012

Due to impending changes with the U.S. Postal Service (USPS), Messiah College is required to change its mailing address.

To comply with the requested changes from the USPS, our mailing address will change from Grantham to Mechanicsburg, effective July 1, 2012. (Since our campus is within the boundaries of the Village of Grantham, we will still refer to Grantham as our campus location).

The new addresses will look like this:

**Student Name**
Messiah College
One College Ave Unit XXXX
(student’s current box number; this number will not change)
Mechanicsburg, PA 17055

Messiah has created a webpage with some FAQs that you might find helpful to review at www.messiah.edu/offices/post_office/index.html. This page will be updated regularly in the coming months.

This change will not officially take place until July 1, 2012. Please do not send mail to the new address until this date, as the Mechanicsburg Post Office is not set up to accept our mail yet.

Please email addresschange@messiah.edu with any questions regarding this change.

Postage price change

Please note that the price of a first class stamp increased to $0.45 on January 22, 2012.

The United States Postal Service requires that if an item arrives at Messiah College without sufficient postage, the student has to pay the difference in order to receive the item. This includes all mail and packages sent via the U.S. Postal Service.
How does my son/daughter receive packages at Messiah College?

Packages from the United States Postal Service are received each morning Monday-Friday. The Messiah College Post Office then sorts them by size for distribution.

1. The smallest packages that fit directly into a mailbox are placed into the mailbox for the student to pickup. The student then has 24-hour access to pick up this item.

2. Medium size packages are locked into a package locker in the hallway outside the campus post office, and the locker key is placed into the student’s mailbox for them to take the key and retrieve their package. The student then has 24-hour access to pick up this item.

3. Large packages that will not fit into a locker are held in the Campus Post Office for the student to pick up. A package notice is placed in their mailbox to claim their package. The student can only pick this up during our window hours, Monday through Friday, 9:30 a.m. – 4:00 p.m.

4. Any accountable item that requires a signature, such as Express Mail, Certified Mail, or Insured Mail, is held in the Campus Post Office with a notice being placed inside their mailbox. An attempt to call the student’s room phone is made with Express Mail. The student can only pick this type of mail up during our window hours, Monday through Friday, 9:30 a.m. – 4:00 p.m.

5. Clearly marked Perishable items, such as flowers, fruit, etc, are held in the Campus Post Office for pickup. The student receives a phone call to their room phone, and if not available, a follow-up email is sent. Perishable items not picked up by Friday afternoon, are taken to Dispatch for availability over the weekend.

FedEx, UPS, and DHL packages arrive at Messiah College at our Central Receiving Area. These are normally received in the mid-morning. Packages are sorted, loaded into a truck, and all but the largest packages are delivered to the Campus Post Office in the early afternoon for distribution.

These packages are then distributed following the same protocol as the U.S. Mail packages (explained above). Very large or heavy items such as refrigerators, furniture, etc, are held at Central Receiving for pickup by the student. A notice is placed into the student’s mailbox notifying them of the arrival of a large item. Central Receiving is open Monday – Friday, 7:30 a.m. – 4:00 p.m.

Please note that the Campus Post Office and Central Receiving are not open on weekends. All mail and packages that are due to be delivered on Saturday are held by the U.S. Postal Service, UPS, or FedEx and delivered on Monday.

Any package that is received by Messiah College from UPS, FedEx, or DHL, is signed for by our Central Receiving Department on behalf of the student. The student does not need to be available to sign for items at the time of it being received at Messiah College.