## Security

Mail boxes are monitored 24-hours a day via closed circuit security cameras.

### Preventing Mail Theft

To prevent mail theft, all mail boxes must be locked after each use.

Turn the dial upon closing to ensure that the lock is secure.

Do not share the box combination with others.

Safeguard and shred any unwanted mail which may have confidential information.

### Tampering with Student Mail Boxes

Should you observe any tampering with a student mail box, please notify the Student Mail Center staff

or

After hours, on weekends and holidays, contact the University Police @ 777-4215

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## Student Mail Services Guide

**USC STUDENT MAIL CENTER**

1400 GREENE ST

COLUMBIA SC 29225-0112

Basement of Russell House

(803) 777-4109

[http://postalservice.sc.edu](http://postalservice.sc.edu)
Welcome To The University of South Carolina

The USC Student Mail Center strives to provide the most efficient and effective mail service to students.

Location
USC STUDENT MAIL CENTER
1400 GREENE ST
COLUMBIA SC 29225-0112
(Basement of Russell House)

Hours of Operation
Days
Monday - Friday
Sales/Shipping Services
9:00 am - 4:30 pm
Student Package Pick Up
9:00 am - 5:00 pm
Closed on University holidays

Student Mail Box Service
Mail Service for each term begins the day prior to official opening of University Housing and Greek Village Residence Halls.
Actual beginning and ending dates of mail service are posted on USC Postal service website http://postalservice.sc.edu

Student Mail Box Services
Students residing in University Housing Residence Halls and Greek Village are assigned a mail box for the purpose of receiving University related correspondence and inbound mail/parcels from USPS, UPS, DHL and FedEx.

Mail Box Information
Student mail box information may be viewed on VIP for each term by clicking on the “Personal” link.

Fall
July 15
Spring
December 1
May Session
April 15
Summer I
April 15
Summer II
June 15

Box Combinations
Box combinations are available on VIP effective the first day of mail service for each term.

Students are encouraged to check and empty their mail boxes on a regular basis.

Addressing Student Mail
Proper Address Format
NAME (NO NICKNAMES)
USC BOX #_____(5 DIGIT ASSIGNED BOX #)
1400 GREENE ST
COLUMBIA SC 29225-0112

Example

JOHN B DOE
USC BOX # 00000
1400 GREENE ST
COLUMBIA SC 29225-0112

Unique Zip Code - 29225
The USPS has assigned a unique zip code 29225 to be used on all mail and parcels addressed to students assigned to a USC mail box number. The use of this unique zip code, 29225, will help in a more timely receipt of student mail at USC.

USPS Recommendations for Addressing Mail
* Use uppercase characters throughout the address.
* Place the city, state and zip code on the last line of the address.
* Do not use punctuation marks.

Helpful Hints
* PRINT student’s FIRST NAME, MIDDLE INITIAL and LAST NAME on all mail and parcels.
* Do not use “P.O. Box” in the address - use “USC Box” and the assigned 5 digit box number.
This will help in cases where students have common First and Last Names.
* USC student mail should be addressed to the student using the 29225 zip code.
* Incorrect mailing addresses are the leading cause of mail delays or non-receipt of mail and parcels to the University.
* Mail is sorted strictly by 5 digit mail box numbers for dispatch to student mail boxes.

Shipping Tips
* Items other than letters should be shipped in bubble or padded envelopes to prevent being damaged or lost while in transit to and from the University.
* Packages must have the same address information as previously described.
* Although UPS, FedEx and DHL do not deliver to USPS Post Office box numbers, these carriers do deliver daily to our University student mail boxes.
* Most package carriers now offer tracking with their service options. Generally “Ground” delivery service will be one of the most economical methods for shipping parcels to students. Be sure to use a sturdy box for all shipments.
* Freight cannot be accepted
* Do not mail cash! Checks or USPS money orders are recommended and should be mailed in secure protective envelopes.

Note
USC Postal Service cannot accept perishable or items requiring refrigeration.

Delivery/Parcel Notices
Delivery notification for parcel shipments and other mail requiring a signature is made by the placement of a delivery notice in the student’s mailbox.

Picture I.D. and delivery notice are required to claim shipments from the Student Mail Center Customer Counter.

Only the student assigned to a particular box # can pick up packages addressed to that box #.
Unclaimed shipments will be returned after the 3rd and final notice.