

WELCOME TO OLIVET COLLEGE!

The Olivet College Mailroom is located in the lower level of the Kirk Center next to the bookstore.

Hours of operation are: M-F 11:15am – 4:00pm.

Please ask friends, family, credit card companies, magazine companies or anyone sending you mail to address your mail as follows:

Your full name

320 S. Main

Olivet, MI 49076

*****No nicknames please and do not use your room, hall or mailbox number***

*****If you join a Greek house DO NOT use the house address. Use the address above.***

If you are having mail/packages sent through the US Postal Service they must be addressed appropriately (as shown above). ***This is the only on-campus address recognized by the Postal Service.*** Any and all mail addressed differently will be returned to sender by the Postal Service.

*****You must have your student ID when picking up packages in the mailroom. This is a new procedure.***

*****EXCEPTION*****

Gillette Apartments

Your full name

604 S. Main

Apt #

Olivet MI 49076

*****Your apartment number must be on mail for proper delivery***

*****Lost keys cost \$25.00 to replace during the year.***

*****Failure to return your mailbox key at the end of the school year will cost \$50.00***

Mail box keys returned after the end of May of the corresponding year will not be accepted.

Mailboxes and keys will be distributed after the drop-add period. Until then, we will hold mail and packages in the mailroom. You are welcome to come and pick them up during regular business hours. Please contact us if you need further assistance or have any questions.

HAVE A WONDERFUL YEAR AT OLIVET COLLEGE!!

YOUR MAILBOX NUMBER: