How to address mail/packages to students within campus housing:

<table>
<thead>
<tr>
<th>Location</th>
<th>Template</th>
<th>Example</th>
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</table>
| Hilltop Suites and Suites on Main Street | Student Name  
840 Wood Street  
Building Name Room # A or B  
Mailbox Number (**see below**)  
Clarion PA 16214 | Jane Doe  
840 Wood Street  
Suites on Main Street North  
Room 101A Box 100  
Clarion PA, 16214 |
| Reinhard Villages                    | Student Name  
Apt# and letter  
Village  
Clarion PA 16214 | Ernie Eagle  
1331C  
Brooke Trout Trace  
Clarion PA 16214 |

- **Hilltop Suites and Suites on Main Street** receive paper mail and small packages in their mailbox in the Gemmell Mail Room. Packages must be picked up at the Gemmell Mail Room during hours of operation.
- **Reinhard Villages** mail will be picked up at the Community Center at Reinhard Villages. Packages can be picked up during office hours.

Large packages are managed with the Notifii system. Students will receive an email when their package is ready to be picked up.

* **Hilltop Suites and Suites on Main Street** mailbox numbers and combinations will be given out at the beginning of each semester at check-in.

Please contact us if you have any questions at 814-393-1901 or maildesk@clarion.edu.