

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

Location	Template	Example
Hilltop Suites	Student Name 840 Wood Street Building Name Room # A or B Clarion PA 16214	John Doe 840 Wood Street Campus View Suites Room 101A Clarion PA, 16214
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

- **Campus View and Valley View** receive paper mail and small packages in their mailbox in the building lobbies. Packages must be picked up at the Gemmell Mail Desk during hours of operation.
- **Suites on Main Street** receive paper mail and small packages in their mailbox in the Gemmell Mail Desk. Packages must be picked up at the Gemmell Mail Desk 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.

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

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