

LOGISTICS (MAIL AND FREIGHT SERVICES)

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The Mail Center is located in IEL Building 108, Ground Floor. Access through the main entrance and go down the stairs or elevator. Hours of operation are Monday through Thursday, 8:00 am to 4:00 pm, and Friday, 7:30 am to 12:30 pm. (No mail delivery or pick up on Fridays)

Should a faculty member have an exceptional need such as a large mail out, e.g., 200+ letters or priority package services, call (864) 236-6592 or (864) 250-8245 for assistance and instructions.

The college has several street addresses, none of which should be used for mail or freight deliveries. Please use the college's post office box for mail sent through the United States Postal Service (USPS):

PO Box 5616, Greenville, SC 29606

When using United Parcel Service (UPS), Federal Express (FedEx), or other freight companies for shipping, use the college's receiving address:

738 South Pleasantburg Drive, Greenville, SC 29607

When sending mail to someone located on any of the college's satellite campuses, use an interoffice envelope and include the employee's name and mail stop code. Access these codes by right-clicking on the person's name in Outlook and then clicking on Properties.

Campus mail is collected and distributed once a day except for Fridays.

Central Delivery Location Building # Mail Room

Barton Campus

Individual Buildings

Center for Manufacturing Innovation (CMI)

161 Reception Desk

Brashier Campus

201-103

Benson Campus

301 Outside Room 110

Northwest Campus

402-106

GTC Foundation/Truist Culinary & Hospitality Innovation Center (CHI)

550 Reception Desk

SCTAC (Aircraft)

704-200

McKinney Regional Automotive Technology Center

801-122