Mail and Copy Services

Pepin Mail Center, (973) 407-3601

Commons Mail Center, (973) 408-1448

Window Service: 9:00 AM – 5:00 PM (Mon – Fri)
All students are expected to check their campus mail box regularly, as important mail may be waiting.

The Millennium Group, a professional mail-management company, provides mail service. Letters and packages are delivered to the Commons mail center twice a day. A yellow card in your campus mail box means that a package has arrived for you at the Commons Mail Center. The Commons Mail Center requires a picture ID such as: student ID, drivers license, or passport when picking up a package.

Please Note: The Commons Mail Center staff are not permitted to retrieve mail from a students Campus Mail Box (CMB).

Problems with opening your CMB contact the locksmith in Facilities, x3510

All CMB’s should be closed and locked after removing mail. Open boxes will not receive mail.

Addressing Mail Correctly:
For accurate and timely delivery, all in-bound mail should be addressed as follows:
Your Name
36 Madison Avenue
Campus Mailbox #
Madison, NJ 07940

**It is not necessary to include your Residence Hall building or room number on your mail or packages.

Pepin Mail Center, (973) 408-3412

Hours: 8:00 AM – 5:30 PM (Mon-Fri)

Copy Services

Pepin, (973) 408-3240
Hours: 9:00 AM – 6:00 PM (Mon – Fri)
Next to the Pepin Mail Room
The copy center offers printing, bindery service, black & white and color copies.
Contact the center for a list of prices Copy services is not allowed to copy books for students.