

ADDRESSING INTEROFFICE ENVELOPES

Please help us give you the best service possible by using the following format for addressing on interoffice envelopes:

Interoffice Mail

To: MAIL LOCATION (Office Services)
 Recipients Name (Karen Dean)

From: DEPARTMENT/CENTER (Facilities)
 Senders Name (Mike McHarris)

Adjunct Mail

To: Adjunct Office
 Adjunct
 Sue Smith

From: Karen Dean
 Office Services

It is preferred you use the envelopes provided by the mail center. The department addresses we sort are as follows, abbreviations or clarifications are in parentheses following various departments.

PH 101	Admissions	ACC 208	Dorm Corporation
PH 380	Adjunct Coordinator	PH 395	Dual Credit
PH 109	Adult Services	AB 160	Education Tech. /Distance Learning (<i>Media</i>)
PH 109	Advisement/Student Service Center	PH 309	Events Administrator
PH 220	Alumni	IT 106	Events Coordinator/Box Office
JC 221	Athletics/Physical Education	ACCB06	Facilities & Operations
ACC 208	Auxiliary Services	PH 120	Financial Aid
ACC 112	Bookstore	AB 108	Grants
PH 104	Business Office	ACC 104	Health Center
PH 109	Career, Transfer & Job Placement Services	AB 113	Human Resources
PH 104H	Center for Arts & Humanities (<i>CAAH</i>)	IT 157	Information Technology
	-Art Faculty	ACC 224	Innovation Team
	-Humanities Faculty	PH 220	Institutional Advancement (<i>Foundation</i>)
	-Assistant Dean	PH 366	Institutional Research & Analysis
AB 154	Center for Corporate & Community Education	PH 203	Library
AB 239	Center for Language & Learning Design (<i>CLLD</i>)	PH 345	Marketing & Communications
	-ESL Suite	ACCB19	Office Services (<i>incl. Print Shop</i>)
AB 151	-Learning Center/Tutoring	Oneida County Office Building	
PH 301	Center for Life & Health Science (<i>LAHS</i>)	PH 379	Oneonta (SUNY)
PH 301	-Life Science Faculty	PH 104A	Placement Center/Testing
PH 351	-Health Information Technology	JC 206	Police Academy
PH 348	-Nursing & Allied Health	PH 309	President
PH 379	-Psychology & Human Service	AB 109	Public Safety (Security)
PH 351	-Respiratory Therapy	PH 108	Purchasing
AB 137	Center for Math, Eng, Phys Sci & App Tech (<i>STEM</i>)	PH 118	Records & Registration
	-Math Faculty	ACC 208	Residence Life
	-Engineering Computer Science Faculty (<i>ECPS</i>)	*Rome Campus (all depts.)	
	-Engineering Technologies & the Trades (<i>ET&T</i>)	ACC 109	Sodexo (Food Service)
PH 349	Center for Social Science, Business & Info Science (<i>BISS</i>)	ACC 204	STEP
	-Social Science Faculty	PH 379	Strategic Initiatives
	-Business & Information Science Faculty	ACC 208	Student Activities
JC 102	Child Care	ACC 208	Student Congress
AB 155	College Works (ARC)	PH 109	Student Service Center
AB 109	Counseling	AB 128	Upward Bound
ACC 204	CSTEP	PH 303	Vice Pres. Admin. Services
PH 347	Director of Civic Responsibilities	PH 395	Vice Pres. Learning & Academic Affairs
AB 153	Disability Services	PH 347	Vice Pres. Student Affairs

*First line should read Rome Campus/Department. If there is not adequate space, use the second line.
 Thank you for your help and consideration. If you have any questions please contact the Mail Center.