

**MAIL**

Mailboxes are located in the hallway outside our main office and accessible by key.

Please check your mailbox regularly to ensure that you do not miss important announcements.

Mail is collected daily and put in your mailbox. Please remember that faculty is responsible for mailing their own surface mail. Campus mail can be given to Annette Courtemanche at the front desk. Outside mail must be deposited in a Canada Post mailbox. If you want to use a courier, please see the front office.