**CAMPUS MAIL**

HCCS has an inter-campus mail system.

Use a manila envelope.

Cross out the last name of the previous recipient and any other information.

Put new recipient’s name and mail code.

It may take up to 3 working days to get mail delivered within the system.

Your faculty support member will work with campus administration to get a box assigned to you, in the faculty workroom area.

C or Central: 1229

1300 Holman

AB or Alief/Bissonnet: 1524

13803 Bissonnet

AH or Alief/Hayes: 1524-H

2811 Hayes

SB or Spring Branch: 1379

1010 W. Sam Houston Pkwy N

K or Katy: 1396

1550 Fox Lake Dr

GULF or Gulfton: 1554

5407 Gulfton

WL or West Loop: 1587

5601 West Loop

S or Stafford: 1585

10041 Cash Rd

SE or Southeast: 1638

6815 Rustic

NW or Northwest: 1433

8001 Fulton