

Mail Services Delivery and Pick Up
Locations Listing as of 1/3/2017

Building	Suite / Room #	Department	Box # / Mail Code	Point of Contact	Alternate Point of Contact
North Office Annex-II	NOA II	Accounts Payable	105	Tripti Das	
Bayou Building	B2321	Budget Office Operations	75/12	Susan Green	
Bayou Building	B2239	BUS Dean's Office	385	Thelma Brown	
Bayou Building	B2117	Center for Executive Education	102	Brenda Guerrero	
Student Services Classroom Building	S3202	College of Business	71	Judith Allen	
Bayou Building	B3237	College of Business	42	Nancy Newton	
Bayou Building	B3321	College of Business	23	Olga Gonzalez Wong	
Bayou Building	B3121	College of Business	70	Pat Wakeling	
Bayou Building	B2111	College of Business	292	Liz Seidel	
Bayou Building	B1231	College of Education	188	Vanessa Cubides	Annette Mendoza
Student Services Classroom Building	S3203	College of Education	170	Gigi Daniels	
Certification Office	B1231	College of Education	548	Nancy Heaton	
Arbor Building	A1300	College of Education	270	Joyce Young	Amanda Dannar
Arbor Building	Arbor	College of Education	83	Amanda Dannar	
Bayou Building	B1529	College of Human Sciences and Humanities	508	Jane Beach Martin	
Student Services Classroom Building	S2109	College of Human Sciences and Humanities	54	Rebecca Castro	
Arbor Building	A1315	College of Human Sciences and Humanities-Art School	154	Beth Sheppard	
Arbor Building	A1307	College of Human Sciences and Humanities-Clinic	73	Caye Trahan	
Bayou Building	B3521	College of Science and Engineering	72	Patricia Gibson	
Bayou Building	B3531	College of Science and Engineering	39	Maria Winters	
Bayou Building	B3611	College of Science and Engineering	415	Debbie McFadden	
Delta Building	D161	College of Science and Engineering	40	David Webb	
Delta Building	D101	College of Science and Engineering	41	David Webb	
Bayou Building	B2403	Copy Center	486	Dolores Galvan	
Student Services Classroom Building	S3103	Counseling Services	331	Jamie Hester	
Student Services Classroom Building	S3109	Career Services	332	Kenyan Crawford	
Student Services Classroom Building	S1201	Dean of Students	195	Kay Brown	
Student Services Classroom Building	S1301	Disability Services	258	Gracie Villarreal	
Bayou Building	B2508	Distance & Off-Campus Education	101	Kie Linda	
North Office Annex-I	NOA I	Environmental Institute of Houston	540	Patti Koch	
Central Services Building	Central	Facilities Management and Construction - Building Maintenance	322	Rosemary Bubb	
North Office Annex-II	NOA II	Finance	103	Laura Wilder	
Student Services Classroom Building	S1105	Financial Aid	5	Pond Penny	
North Office Annex-II	NOA II	General Accounting	104	Carolyn Hayes	
Student Services Classroom Building	S1301	Health Services	260	Karinn Jones	
Bayou Building	B2537	Human Resources	167	Kimberly Duren	
Student Services Classroom Building	S1203	Intercultural Student Services	194	Deirdre Taylor	
Bayou Building	B2402	Library	229	Marlene Thomas	
Bayou Building	B0402	Mail Services	0	Steve Boardman	
Bayou Building	B2127	Math Center	227	Tonya Lloyd	
North Office Annex-II	NOA II	Office of Academic Records	86	April Harris	
Student Services Classroom Building	S1102	Office of Admissions	13	Sylvia Irwin	
Bayou Building	B2325	Office of Institutional Effectiveness	80	Mary Ballew	Croft, Cecilia
Bayou Building	B2123	Office of International Admissions and Programs	225	Timothy Stacey	Van Over, Sherri
Bayou Building	B2531	Office of Sponsored Programs	44	Patricia Welch	
Bayou Building	B2521	Office of the President	43	Dawn McInturff	
Bayou Building	B2525	Office of the Provost	74	Charise Armstrong	Kilgore, Rose
Bayou Building	B1604	Office of University Advancement	318	Leigh Ann Shelfer	
Bayou Building	B2519	Office of University Communications	199	Carol Pruitt	
Student Services Classroom Building	S1202	Orientation and New Student Programs	257	Colden Snow	Angie Montelongo
Central Services Building	Central	Parking Management	196	Harry Glass	

Mail Services Delivery and Pick Up
Locations Listing as of 1/3/2017

Building	Suite / Room #	Department	Box # / Mail Code	Point of Contact	Alternate Point of Contact
Pearland Campus Building	Pearland	Pearland Campus	204	Kathy Dupree	
North Office Annex-II	NOA II	Procurement Office	137	Tripti Das	
North Office Annex-I	NOA I	Risk Management	362	Bonnie Harrill	
Bayou Building	B0402	Shipping/Receiving	424	Lois Lewis	
Student Services Classroom Building	S3101	Student Administration Systems	176	Melissa Adkins	
Student Services Classroom Building	S1103	Student Business Services	106	Chris Ross	
Student Services Classroom Building	S1204	Student Life	198	Venus Turner	
Bayou Building	B2523	Student Servicecs	349	Debbie Williams	
Student Services Classroom Building	S3101	Success Center	239	Monica McKey	
Bayou Building	B1408	Testing Center	226	Jamila Maxie	
Bayou Building	B1408	University Academic Advising	208	Latasha Wrotten	
Bayou Building	B3221	University Computing and Telecommunications	230	Diane Uehlinger	Christy Jackson
Bayou Building	B1636	University Police	323	Janet Earle	
Student Services Classroom Building	S3201	Veterans Service Office	177	Juan Hernandez	
Bayou Building	B2317	Vice President Administration and Finance	75	Shirley Nilsen	
Student Services Classroom Building	S2101	Writing Center	84	Kelly Keefe	