

PLEASE USE THESE ZIP CODES FOR CAMPUS MAIL

The following is a list of department stops and their four digit zip codes.

Academic Affairs, Vice President for	0149
Academic Affairs, Vice Chancellor for	0152
Accounting Dept	0560
Administration and Finance, Vice President.....	0174
Advancement Services, Office of	0165
Advertising Dept	0343
African American Studies Program	0412
Agriculture Campus	
Agric. Engr. Bldg.	
Biosystems Eng & Envir. Sci.	
2506 E. J. Chapman Drive	4531
Biotechnology Building	
Biotechnology	
1323 Alcoa Hwy.....	4535
Brehm Animal Science Bldg.	
Knox Station-Farm	
124 Brehm	4576
Animal Science	
204 Brehm	4575
Animal Science	
206 Brehm	4574
Ellington Plant Science Bldg.	
Entomology & Plant Pathology	
205 E.P.S., 2431 Center Drive	4560
Plant Sciences & Landscape Systems	
252 E.P.S., 2431 Center Drive	4561
Forestry, Wildlife & Fisheries	
274 E.P.S., 2431 Center Drive	4563
OLAC	
336 E.P.S.	4564
Forestry Bldg.	
State Division of Forestry	
2612 Luck Lane	4533
McCord Hall	
Food Safety	
59 McCord Hall.....	4591
Animal Science	
102/201 McCord Hall.....	4588
Extension Dairy	
114 McCord Hall.....	4587
Photo Lab	
203 McCord Hall.....	4589
Mables Restaurant	
Mables Café	4592
McLeod Hall	
Food Science and Technology	
2605 River Road.....	4539

Morgan Hall

Vice President for Agriculture	
101 Morgan Hall	4505
Agriculture Experiment Station	
103 Morgan Hall	4506
Marketing & Communications	
104 Morgan Hall	4507
Director of Services	
105 Morgan Hall	4504
Development	
114 Morgan Hall	4502
Agric. Extension Service-Admin.	
120 Morgan Hall	4522
Agric. Extension Service-Dean	
121 Morgan Hall	4530
Dean of Agricultural Sci. & Nat. Res.	
126 Morgan Hall	4500
Agric. & Extension Education	
325 Morgan Hall	4511
4-H Office	
205 Morgan Hall	4510
Family and Consumer Sciences	
119 Morgan Hall	4501
Extension Eval. & Staff Development	
212 Morgan Hall	4525
Information Technology	
224 Morgan Hall	4515
Statistical & Computer Services	
225 Morgan Hall	4514
Alumni/Development	
230 Morgan Hall	4513
Agric. Economics	
302 Morgan Hall	4518
Agric. Policy	
310 Morgan Hall	4519
Agric. Econ. Research	
314 Morgan Hall	4517
Int'l Education	
320 Morgan Hall	4516
Print Shop Bldg.	
Print Shop/Supplies & Services	
2414 Luck Lane	4532
Smoky Mtn. Bldg.	
Smoky Mountain District	
3213 Alcoa Hwy.....	4534

Alumni Affairs, Campus	3550	Communications and Information Sciences, College of	
Alumni Affairs, Systems.....	0160	Dean	0332
Alumni Association, National	0160	Advising Center	0320
American Math Society.....	1330	Communications, Graduate Studies and Research ...	0347
Anthropology Dept.....	0720	Communications, Vice Chancellor for	0153
Apartment Residence Hall.....	3600	Community Partnership Center	4134
Aquatic Center, Recreation	2900	Computer Assisted Registration (CARS).....	0230
Recreational Facility	3050	Computer Science Dept	3450
Aquatic Center, Swimming Coach.....	2905	Conferences	4127
Archaeological Research Lab.....	0060	Contracts & License Administration.....	4050
Architecture and Planning, College of	2400	Co-op Engineering.....	2008
Art Dept	2410	Construction Resource Analysis.....	4150
Arts and Sciences, College of	1320	Core Biology Office.....	2360
Dean	1320	Credit Union.....	1705
Advising Center	1325	Customer Technology Support.....	4050
Assessment Services	4122	Dean of Students.....	0248
Athletic Dept, Men's.....	3100	Development Office, Campus.....	3550
Audiology and Speech Pathology Dept.....	0740	Development Office, Systems	0165
Audit and Management Services.....	4114	Development, Vice President	0166
Baker Center for Public Policy.....	4014	Dining Club	0730
Benefits & Retirement Services, Office of	4115	Disability Services	4020
Biochem/Cell & Molec. Biology.....	0840	Distance Education & Independent Study	4126
Biology Business Office.....	1105	Earth and Planetary Science, Department of	1410
Biology, Division of.....	0830	East European Center	4165
Biology, Office of General.....	0910	Ecology & Evolutionary Biology.....	1610
Board of Trustees	0170	Economics Dept	0550
Bookstore	4810	Education, Health & Human Sciences, College of	3400
Botany Dept.....	1100	Claxton Complex:	
Broadcasting Dept.....	0333	Deans Office & Business Office	3400
Budget and Finance, Vice Chancellor for	0141	Associate Dean	3400
Sponsored Project Accounting, Office of.....	1524	Center on Deafness.....	3454
Bureau of Educational Research & Search (BERS)....	4135	Educational Psychology & Counseling Dept.	3452
Bursar	0225	Instructional Services Ctr., & Office of	
Business Administration, College of.....	0570	Computing & Communications	3444
Aconda Court Office	0600	Instructional Technology, Curriculum &	
Advising Center	0600	Eval. Dept. and Inst. For Assessment	3456
Campus Vending	0730	Student Serv. Ctr., Admissions & Scholarships	
Capital Projects, Office of.....	0151	& School Based Experiences	3433
Career Services.....	4010	Technology Enhanced Curriculum Lab	3440
Carrick Hall, North	3606	Theory & Practice in Teacher Educ. Dept.	3442
Carrick Hall, South.....	3607	Conference Center Building:	
Center for Business and Economic		Appalachian Rural Systemic Initiative	4135
Research (CBER).....	4334	Center for Literacy Studies	4135
Center for Closely-Held Firms, First American	0540	High School Equivalency Program	4135
Center for Computer Integrated Engineering	2030	Institute for Assessment and Evaluation	4135
Center for Environmental Biotechnology	1605	LRE for LIFE Project.....	4121
Center for Executive Education	0575	Tenn. Career Information Delivery System ...	4135
Center for Executive Education: Financial.....	0575	H.P.E.R. Building:	
Center for Executive Education: Logistics	4129	Federal Programs.....	2745
Center for Study of War and Society	4008	Health and Exercise Science.....	2710
Center for Undergraduate Excellence	4226	Sport & Leisure Studies.....	2700
Central Alarm.....	1940	UT-TIE (Technology Inclusion Employment)..	2750
Chancellors Office	0152	Jessie Harris Building:	
Chemical Engineering Dept.....	2200	Child & Family Studies Dept.....	1912
Chemistry Dept.....	1600	Retail, Hospitality & Tourism Mgmt.	1911
Child Care Resource Center	4102	Nutrition Dept.....	1920
Children's Mental Health Serv. Res. Cntr.....	3332	Educational Advancement Program	0627
Civil Engineering Dept.....	2010	Electrical and Computer Engineering Dept	2100
Classics Dept.....	0413	Energy, Environment and Resources	
Clement Hall.....	1510	Center (EERC)	4134
		Engineering Academic Affairs	2002

Engineering Student Affairs.....	2011	Information Science.....	0341
Engineering, College of.....	2000	Graduate Student Services.....	0104
Dean.....	2000	Graphic Arts Services.....	4425
Associate Dean.....	2000	Greve Hall.....	3390
Finance & Administrative Affairs.....	2003	Hearing and Speech Center.....	2500
Engineering Development.....	2012	Herbarium.....	4009
Engineering Diversity Program.....	2011	Hess Hall.....	3535
Engineering Fundamentals Division.....	2353	History Dept.....	4065
Engineering Science and Mechanics Dept.....	2030	Honors Programs.....	4352
English Dept.....	0430	Hospital and Medical Research Center.....	3850
English Language Institute.....	3505	Human Resource Development.....	0545
Enrollment Services.....	0230	Human Resources, Office of.....	4125
Environmental Health and Safety.....	3503	Humes Hall.....	3605
Equity and Diversity, Office of.....	3560	Independent Study/Correspondence Instruction.....	4126
Equity and Diversity, Vice President for.....	0149	Industrial & Information Engineering, Dept. of.....	0700
Executive Vice President & CFO.....	0174	Information Technology, Office of.....	0157
Facilities Planning, Systems.....	0040	Administrative Applications & Systems	
Facilities Services, Dept. of.....	3000	Development.....	0112
Assoc. Director.....	3010	Business Office.....	4060
Executive Director.....	3010	Chief Information Office.....	0140
Lock & Key Shop.....	4332	Computer Operations, P2 AHT.....	0107
Steam Plant.....	3000	Computing System Services.....	0520
Faculty & Student Diversity, Assoc. Provost for.....	4226	Customer Technology Support.....	4050
Family Life Project.....	4131	Educational Technology.....	4050
Finance Dept.....	0540	IF Infrastructure.....	0520
Financial Aid Office.....	0230	Telephone Services.....	0400
Football Complex.....	3150	Network Services.....	4005
Fraternity:		Information Technology Engineering Services.....	0311
Alpha Epsilon Pi.....	3706	Institute for Public Service.....	0213
Alpha Gamma Rho.....	3725	Institutional Research, Office of.....	4122
Alpha Phi Alpha.....	3715	International Education, Office of.....	3531
Alpha Tau Omega.....	3718	IT-Innovative Technologies.....	4050
Beta Theta Pi.....	3713	International House.....	3533
Chi Phi.....	3714	Joint Institute for Energy and Environment.....	4135
Delta Tau Delta.....	3726	Journalism.....	0330
Delta Upsilon.....	3705	Knoxville WAVE Program.....	3510
Farmhouse.....	3711	Law, College of.....	1810
Kappa Alpha.....	3716	Dean.....	1810
Kappa Sigma.....	3708	Associate Dean.....	1810
Lambda Chi Alpha.....	3727	Learning Initiative.....	0645
Phi Delta Theta.....	3710	Legal Clinic.....	1810
Phi Gamma Delta.....	3724	Library, Cartographic Information Services.....	4006
Phi Kappa Psi.....	3707	Library, Law.....	1810
Phi Kappa Tau.....	3712	Library, Main/Hodges.....	1000
Pi Kappa Alpha.....	3720	Licensing.....	0174
Pi Kappa Phi.....	3722	Mail Service.....	0001
Sigma Alpha Epsilon.....	3717	Maintenance & Reliability Ctr. (MRC).....	0750
Sigma Chi.....	3719	Management Dept.....	0545
Sigma Nu.....	3721	Management Science Dept.....	0562
Sigma Phi Epsilon.....	3723	Marketing, Logistics and Transportation Dept.....	0530
General Counsel, Andy Holt Tower.....	0170	Marketing Services Group.....	4109
General Counsel Annex, 415 Comm. Bldg.....	0346	Massey Hall.....	3380
Geography Dept.....	0925	Materials Science and Engineering Dept.....	2200
Gibbs Hall.....	3608	Mathematics Dept.....	1300
Gift Records.....	0108	Measurement and Controls Engineering Center.....	0750
Global Business Institute.....	4165	Mechanical and Aerospace Engineering.....	2210
Governors School for Sciences.....	1600	Marco Institute for Medieval and Renaissance Studies.....	4333
Graduate Admissions and Records.....	0230	Melrose Hall.....	3530
Graduate Business Programs.....	0552	Microbiology Dept.....	0845
Graduate School, The.....	0230		
Graduate School of Library and			

Military Science and Tactics Arms.....	3130	Risk Management.....	4113
Minority Student Affairs	4200	ROTC Air Force.....	3120
Modern Foreign Languages & Literatures.....	0470	ROTC Army	3130
Morrill Hall.....	3545		
Municipal Technical Advisory Service (MTAS).....	4105	Science Alliance Dept.....	1508
Museum, Frank H. McClung.....	3200	Social Sciences Research Institute (SSRI)	4123
Music Annex.....	1331	Social Work, College of.....	3333
Music Dept.....	2600	Dean.....	3333
		Social Work Research and Public Service	4104
National Transportation Research Center.....	3703	Society for the Study of Social Problems	0495
Network Services.....	4030	Sociology Dept.....	0490
		Soundings Dept.....	0630
Network Services Customer Service Center- see Information Technology, Office of		Space and Facilities Management	0145
News Center.....	0315	Special Assistant to the President.....	0184
Nuclear Engineering Dept	2300	Special Occasions and Service Center	0315
Nursing, College of.....	4180	Speech Communication Dept.....	0324
		Sponsored Project Accounting, Office of.....	1524
Office Supply Stores.....	4450	State Audit Dept	4106
Ombudsperson, Office of.....	0490	Statistical & Computational Consulting Cntr.....	0520
Operations, Vice President for.....	0155	Statistics Dept.....	0532
		Stokely Institute, Liberal Arts	1320
Panhellenic Office.....	1504	Strong Hall.....	1520
Papers of Andrew Jackson.....	4000	Student Activities, Office of.....	4800
Parking Services.....	4410	Student Affairs and Dean of Students, VC for	0151
Payroll.....	0100	Student Conduct.....	0245
Pediatric Language Lab.....	3508	Student Counseling Center	4250
Pellissippi Offices, Research Dr. Bldg. A.....	3701	Student Data Analysis	0230
Pellissippi Offices, Research Dr. Bldg. B.....	3702	Student Health Services	2800
Pharmacy Continuing Education, College of.....	4128	Student Orientation.....	0247
Philosophy Dept	0480	Student Publications.....	0314
Phone-A-Thon	3105	Student Success Center.....	3551
Photography Center	0315		
Physics Dept.....	1200	Tau Beta Pi Association, National Headquarters	2215
Physics Theoretical Dept.....	1501	Telephone Services.....	0400
Police Dept	1940	Television Services, CTV	0311
Political Science Dept.....	0410	Tennessee Presidents Papers Center.....	4000
President, Office of the.....	0180	Tennis Complex.....	3557
President Emeritus (Dr. Boling).....	0173	Textiles and Nonwovens Development Center (TANDEC)	1950
President Emeritus (Dr. Johnson)	4116	Theatre Dept.....	0420
Presidential Court Central Food	3601	Thompson/Boling Arena Ticket Office.....	4615
Professional and Personal Development	4137	Thompson/Boling Assembly Center and Arena.....	4600
Project I.R.I.S.	4140	Thornton Student Life Center	3101
Psychology Dept.....	0900	Transportation Center.....	4133
Public Service and Continuing Education and University Relations, Vice President for	0213	Transportation Services, Motor Pool	2920
Purchasing.....	5000	Treasurer's Office	0100
Radio Center	0322	Undergraduate Admissions	0230
Radiological Safety.....	3559	University Center	4800
Records Management Office.....	0050	University Center Box Numbers	4900
Real Estate Management.....	0045	University Club	3511
Re-Entry and Non-Traditional Students Office	0248	University Housing.....	0241
Reese Hall.....	3604	University Housing-Finance.....	3603
Registrar	0230	University Housing-Facilities Services.....	3603
Religious Studies Dept	0450	University Housing-Rental Payments	0241
Research, Office of.....	1529	University of Tennessee Foundation, Inc.	4101
Assistant Vice President.....	1529	University of Tennessee Press.....	4108
Associate Vice Chancellor's	1529	University Outreach and Continuing Education.....	4137
Research Centers Business Office.....	4132	University Relations, Office of the Assistant Vice President.....	0315
Research Foundation	1527	University Wide Computing Services	0112
Research, Vice President for.....	0180	UT Band	2605
Retiree's Association	4125		
Retirement Services, Office of.....	4115		

Veterinary Teaching Hospital	
Deans Office	
A102 Vet. School.....	4550
Bookstore	
A106 Vet. School.....	4540
Library	
A113 Vet. School.....	4541
Pathology	
A205 Vet. School.....	4542
Comparative Enviro.	
A205 Vet. School.....	4543
Large Animal	
A222 Vet. School.....	4545
Small Animal	
A247 Vet. School.....	4544
Hospital Administration	
B206 Vet. School.....	4546
Vol Card Office	0730
Volunteer Connection	0400
Warehousing	4450
Water Resources Research Institute.....	4134
Web Services	0211
Women's Athletics Stokely Athletic Center.....	3110
Women's Athletics Thompson/Boling Arena	4610
Women's Studies Program.....	1930
WUOT-FM Radio Station, Systems.....	0322
WUTK-AM/FM Radio, Campus	0333

August 16, 2005

Mail Service Information
Draft Version Please Advise us of 4 Digit Errors

1. For speedy delivery of campus mail, use only Name, Department, and four-digit zip code, e.g. Dr. David Smith, Statistics, 0532. (We do not need building names or room numbers.)
2. How do you find the four-digit zip? They are found inside and on pages 10, 11 & 12 of the Faculty/Staff Directory. Updated versions are listed on Mail Services website. The University zip code is 37996 plus the 4-digit department code, e.g. 37996-0001 for Mail Services. Please check your departments four digit zip. Some four digit zips had to be changed due to various moves on campus. If you have any questions regarding the zip codes please contact Alden Givens at Ext. 4-5412.
3. The zip code for student dorm mail is 37916.
4. UPS require that the destination address be written on the back of the charge sheet and also on the package being sent.
5. Mail going to Oak Ridge, TVA, off-campus housing, student religious organizations, and University Center Post Office boxes must have U.S. postage applied.
6. Due to the weekend volume of U.S. Mail, we cannot accept bulk campus mailings after 1:00 p.m. on Friday, unless prior arrangements have been made.
7. To speed up mail be sure envelopes are facing in the same direction and:
 - a. Band international mail separately and check the block for "foreign air/foreign surface" on the charge sheet.
 - b. Separate intracampus mail, stamped mail, and mail needing postage, and band separately.
 - c. Please bundle your campus mail by departments when you have ten or more pieces per department.
8. Call ahead when you have more mail than one person can carry. We may need to bring a hand truck, depending on the volume.
9. U.T. Mail Services operates on a strict time schedule and specific locations. Please have outgoing mail prepared for pick up before the carrier arrives.
10. Sorry, we cannot deliver personal mail, interoffice supplies, library books, or chain letters.
11. Call Mail Service for help with "special services" mail, e.g. certified, return receipt, registered, insured.
12. We seal envelopes, call for details.
13. For extra mail pick-up's or route information call ext. 4-5408.
14. Do you have more questions? Contact us at 5723 Middlebrook Pike, Ext. 4-6462 or 4-5412.