

Mail Services

Campus Mail

Whenever sending mail through the intra-campus mail system it is required that the recipient's name and mail information be clearly marked on each piece of mail. Whenever a regular white envelope is used, clearly mark "Westchester Campus" or "Law School Campus" in the upper right hand corner where postage would normally be affixed.

Off-Campus Mail

Please note that all LMU return address information on letterhead, envelopes, or business cards must include the departmental mail information with the zip code. The following list has been developed to more efficiently deliver incoming mail. It is necessary that all correspondence reflect the additional three or four digits of the zip code. It is also necessary that the additional three or four digits of the zip code be reflected on all stationery and business cards. Note the following:

Example:

John Doe
Director of American Cultures
Loyola Marymount University
One LMU Drive
Los Angeles, CA 90045-4400

Please inform all of your correspondents of this format as well. If you have any questions, contact Mail Services at extension 82890.

Mail Codes: Revised October, 2002

Academic Grants	STE 3000	Bookstore	MS 8495
Academic VP	STE 4828	Business Affairs	STE 4919
Administrative Services	MS 8115	Business Services	MS 8323
Admissions	STE 100	Campus Ministry	MS 8445
AFROTC	STE 3115	Career Development Services	STE 1323
American Cultures	STE 4400	CB Ellis	STE 600
Art and Art History	MS 8346	Center for Executive Learning	MS 8386
ASLMU	MS 8440	Center for Ignatian Spirituality	STE 900
Associate Dean, College of Business	MS 8390	Center for Service and Action	MS 8450
Associate VP for Academic Affairs	STE 300	Center for the Study of L.A.	STE 4114
Athletics	MS 8235	Central Ticket Agency	MS 8432
Biology	MS 8220	Chancellor	STE 4846

Chemistry	MS	8225	Marital & Family Therapy	STE	2444
Classroom Management	STE	3140	Mathematics	STE	2700
College of Business	MS	8385	MBA	MS	8387
College of Liberal Arts	STE	4600	Modern Languages	STE	3904
Communication Studies	MS	8231	Music	MS	8347
Conferences & Events Services	MS	8150	Natural Science	MS	8160
Controller's Office	STE	2216	Operations & Maintenance	MS	8120
Dean, College of Business	MS	8395	Payroll	STE	1880
Dean, Communications and Fine Art	MS	8346	Philosophy	STE	3600
Dean, Science & Engineering	MS	8135	Physics	MS	8227
Dean, Student Affairs	STE	500	Political Science/Economics	STE	4200
Distribution Center	STE	800	President, Office of the	STE	4844
Education	STE	2612	Psychology	STE	4700
English	STE	3800	Public Safety	MS	8245
Ethnic & Intercultural Services	MS	8465	Registrar	MS	8325
Events Scheduling	STE	1768	School of Film And Television	MS	8230
Facilities Planning	MS	8370	Science & Engineering	MS	8145
Financial Aid	STE	200	Sociology	STE	4341
Graduate	STE	2525	Sodexho	MS	8420
Graphics	STE	700	Student Health Center	MS	8455
History	STE	3500	Student Housing	MS	8480
Human Resources	STE	1900	Student Life & Development	MS	8430
Information Technology Services (Hilton)	MS	8380	Student Psychological Services	MS	8485
Information Technology Services (UH)	STE	2100	Telecommunications	STE	400
Institutional Research	STE	3321	Theater Arts	MS	8210
Interdisciplinary Studies	STE	4400	Theology	STE	3725
Jesuit Community	MS	8427	University Relations	STE	2800
KXLU	MS	8490	VP, Academic	STE	4828
Library	MS	8200	VP, Administration	STE	4800
LMU Extension	STE	1840	VP, Business & Finance	STE	4925
Loyolan/Tower	MS	8470	VP, Student Affairs	MS	8475