

## Mail Center Guidelines

### Location:

The Mail Center is located in the lower level of the Sparks building. You are able to access the Mail Center Monday through Friday 9:00 a.m. to 4:00 p.m. If you have a mailbox, you are able to access that any time when the Sparks Center is unlocked.

### Who gets a mailbox?

Anyone living on campus in independent housing is issued a mailbox. (If you live in a fraternity, you will not be issued a mailbox in the Sparks Center. If you start out living in independent housing and later decide to join a fraternity, you will lose your mailbox. Mailboxes are assigned in random order. You will get your mailbox number and combination emailed to you.

### How to have mail sent to you:

#### Independent Students

Your Name

Mailbox Number

301 West Wabash Avenue

Crawfordsville, IN 47933

#### Fraternity Students

Your Name

Fraternity Street Address

Crawfordsville, IN 47933

### How to pick up your mail:

Anything that fits in your mailbox will be placed in your mailbox for you to pick up at your convenience. If you receive anything too large to fit in your mailbox, we will record its arrival and send you an email alerting you when you are able to pick it up in the Mail Center. **You must wait for the email we will send you. Just because your tracking information says the package has been delivered does not mean that you have a package in the mail room.** Those who live in fraternity houses will have their mail delivered directly to the house, not from the mail room.

### How to send mail:

If you wish to send outgoing mail from the College, envelopes and stamps are available to purchase at the Bookstore. A single stamp is enough to cover an average sized envelope going anywhere in the United States. You will need additional postage for larger or heavier envelopes and all packages. If you wish to send a package you must bring it to the Bookstore ready to be mailed. That means that your package must be in a box, taped up, and addressed. We do not provide boxes and tape for free. Once your mail is ready to be sent (with postage on it), you can drop it in the outgoing box outside of the Mail Center. If you need postage put on for you, ask for Kelsie in the Bookstore and she can assist you. After Kelsie assists you, you will be able to pay for your postage in the Bookstore.

### UPS:

If you wish to send something out UPS, you may do so through the Mail Center. If you have a prepaid label you only need to seal your box or envelope, and securely attach the label on the

front. Once that has been done, you are ready to drop off your package at the Bookstore or Mail Center. If you would like to pay for UPS shipping, you may bring your sealed box or envelope to the Mail Center and we can create a label for you. You will be able to pay for your label in the Bookstore.

**Please direct any further questions to [purchasing@wabash.edu](mailto:purchasing@wabash.edu)**