

Mail Center Guidelines

Location: The Mail Center is located in the lower level of the Sparks Center. The Mail Center is staffed Monday through Friday from 8:00 a.m. to 4:30 p.m. If you have a mailbox, you are able to access that any time that the Sparks Center is unlocked.

Who gets a mailbox? Anyone living on campus in independent housing. Fraternity mail is delivered directly to the fraternity house by the US Postal Service. Independent men are assigned mailboxes in random order. You will get your mailbox number and combination emailed to you, and you will keep the same mailbox throughout your time at Wabash.

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 address
Crawfordsville, IN 47933

For Courier Services like UPS, Fed Ex, DHL, etc.: Courier services do not recognize 301 West Wabash Avenue as a site for deliveries. Independent men who order anything that will be shipped by UPS, Fed Ex, DHL, or other delivery services **must use this address:**

Your Name
402 Jennison Street
Crawfordsville, IN 47933

How to pick up your mail: Letters will be placed in your mailbox. If you receive a package, we will record its arrival and send you an email alerting you when you are able to pick it up in the Mail Center. **Just because your tracking information says the package has been delivered does not mean that you have a package in the mail room — you must wait for the email we will send you.** Students who live in fraternity houses will have their mail delivered directly to the house; it does not come through 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. Once your mail is ready to be sent out, you can drop it in the outgoing box outside of the Mail Center if it already has postage on it. If you need postage, please ask for Kelsie in the Bookstore and she can assist you. You will be able to pay for your postage in the Bookstore.

Sending packages through 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 off at the Bookstore. If you would like to pay for UPS shipping, you may bring your sealed box or envelope to the Bookstore 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