Mail Center Guidelines

Location
The Mail Center is located in the lower level of the Sparks building. The Mail Center is staffed Monday through Friday 9AM-4PM. 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 will be assigned a mailbox. Students living in a fraternity will not receive a mailbox. If you switch from independent to fraternity housing you will forfeit your mailbox. Mailboxes are assigned in random order. Your mailbox number and combination will be emailed to you. It is a good idea to save that email for future reference.

How to have mail sent to you

<table>
<thead>
<tr>
<th>Independent Students</th>
<th>Fraternity Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your name</td>
<td>Your name</td>
</tr>
<tr>
<td>Mailbox number (NOT PO Box*)</td>
<td>Fraternity street address**</td>
</tr>
<tr>
<td>301 West Wabash Avenue</td>
<td>Crawfordsville, IN 47933</td>
</tr>
</tbody>
</table>

How to pick up your mail
Anything that fits in your mailbox (including packages) 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. **Please note that there is a delay from the time that packages are delivered to our warehouse to the time they are received and processed by the Mail Center. Packages delivered by a carrier in the morning will not be available for pickup until the afternoon, and those delivered in the afternoon will not be available until the next morning.** Those who live in fraternity houses will have their mail and packages delivered directly to the house, as 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 for sale at the bookstore. A single stamp will cover an average sized envelope going anywhere in the United States. You will need additional postage for larger or heavier envelopes, international mail, and all packages. If you wish to send a package you must bring it to the Mail Center ready for shipment. We do not provide complementary boxes and tape. Shipping fees can be paid in the bookstore. Outgoing letters can be dropped it in the mail slot in the Mail Center door.

UPS
If you wish to send something via UPS you may do so through the Bookstore. If you have a prepaid label you only need to seal your box or envelope, and securely attach the label on the front. You may then 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. UPS fees can be paid in the Bookstore.

Please direct any further questions to Kelsie in the Mail Center at merrietk@wabash.edu

* PO Box is a designation given by the post office for mailbox type boxes that are located inside the local branch of the post office. This is a similar sounding but completely different than our mailbox numbers. Mailbox number and PO Box cannot be used interchangeably.

** Please use the fraternity street address rather than the fraternity name. Using the fraternity name makes it MORE likely for mail to get misdelivered by the post office not less.