

Mail Center Guidelines

Location

The Mail Center is located on the main level of the Armory. The Mail Center is staffed Monday through Friday 11 AM-2 PM. Mail Center staff utilize an automated locker system to facilitate the delivery of mail and packages. The locker system is available when the Armory is unlocked from 6:00 AM to 8:00 PM seven days a week. If you would like access to the locker system outside of those hours, please call security at 765-361-6000.

Who Uses the Mail Center?

Anyone living on campus in independent housing will have mail and packages routed through the Mail Center. Students living in a fraternity will generally not have mail or packages delivered to the mail room.

How to Have Mail Sent to You

Please have all mail and packages addressed using your name as it appears in the Wabash directory.

Independent Students

(Your name with class year)
402 Jennison Street
Crawfordsville, IN 47933

Fraternity Students

Your name
Fraternity street address*
Crawfordsville, IN 47933

How to Pick Up Your Mail

We utilize a "smart locker" system to aid in mail and package pick up. Staff will load mail and packages into the locker system in the hallway adjacent to the Mail Center in the Armory. You will receive an email when there is a package or mail for you to pick up. Follow the instructions in the message to retrieve your items. **Please note that there is a delay from the time that packages are delivered to the Mail Center to the time they are placed in the smart locker system. Packages delivered by a carrier in the morning will not be available for pickup until the afternoon, and those delivered in the afternoon may not be available until the next morning.** Please wait until you receive the email from Wabash-packages@wabash.edu before you try to retrieve your items. Mail and packages addressed to fraternity houses will usually be delivered directly to the house; but is sometimes delivered to the Mail Center. If it comes to the Mail Center, we will process it the same way we process independent student mail.

How to Send Mail

If you wish to send outgoing mail through the United States Postal Service, fully addressed envelopes with postage already attached can be dropped off at the mail room. Envelopes and stamps are available for sale at the Bookstore. One stamp is typically enough postage to send an average envelope anywhere in the United States. You will need additional postage for larger or heavier envelopes, international mail, and all packages. We are not able to take payment of any kind in the mail room

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 or top. You may then drop off your package at the Bookstore. Otherwise, you may bring your sealed box or envelope to the Bookstore, and we can create a label for you, charging the cost of shipping plus one dollar per package. We do not provide boxes or tape, but the Bookstore does sell packing tape. Shipping fees will be paid in the Bookstore before the package will be released to the courier.

FedEx, DHL, Others

If you wish to send something via FedEx, DHL, or another courier, you will have to coordinate with them on your own; the college does not have a regularly scheduled pick up with any couriers other than UPS and the US Mail (sometimes written United States Postal System or USPS).

Please direct any questions to David Morgan at morgand@wabash.edu.

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