

# 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.

## 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 delivered to the mail room.

## How to have mail sent to you

### Independent Students

(Your name with class year)  
301 West Wabash Avenue  
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 that has been installed in the hallway adjacent to the Mail Center in the Armory. You will receive an email when there is mail or packages 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 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, they are not processed in the mail enter.

## 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 bookstore ready for shipment. We do not provide complementary boxes and tape. Shipping fees can be paid in the bookstore.

## 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 Brianne Hyten in the Mail Center at [hytenb@wabash.edu](mailto:hytenb@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.*