



BALL STATE UNIVERSITY

MAILING: HOW TO's

Ball State University receives hundreds of packages and pieces of mail, everyday. Utilizing this mailing guide for addressing incoming and outgoing mail will aid in ensuring that packages get to their destination on time.



STEP 1: CHOOSE YOUR HALL ADDRESS

DEHORITY HALL - 1500 W RIVERSIDE

Botsford/Swinford - 1601 N MCKINLEY
Johnson East

Schmidt/Wilson - 1621 N MCKINLEY
Johnson West

KINGHORN - 1400 WEST NEELY

LAFOLLETTE HALL - 1515 N MCKINLEY
BRAYTON- 1517 N MCKINLEY
CLEVINGER - 1519 N MCKINLEY

NOYER HALL - 1601 WEST NEELY
BAKER- 1603 W NEELY
HOWICK - 1605 W NEELY
KLIPPLE- 1607 W NEELY
WILLIAMS - 1609 W NEELY

NORTH RESIDENCE HALL - 1635 N MCKINLEY

NORTHWEST HALL - 1701 N MCKINLEY

PARK HALL - 1550 WEST RIVERSIDE

STUDEBAKER EAST - 1301 WEST NEELY

STUDEBAKER WEST - 1401 WEST NEELY
DAVIDSON HALL
PAINTER HALL
PALMER HALL
WHITCRAFT HALL

WOODWORTH - 1600 WEST RIVERSIDE

HOUSING & RESIDENCE LIFE CENTRAL OFFICE - 1525 N MCKINLEY AVENUE



STEP 2: APPLY THE HALL ADDRESS

OUTGOING MAIL

Your Name
Hall Name, Room #
Ball State University
Hall Street Address
Muncie, IN 47306

Place
Stamp
Here

Recipients Name
Street Address
City, State, Zip

**DO NOT USE
BALL STATE'S
MAIN ADDRESS**

~~2000 W University Avenue
Muncie, IN 47306~~

**FOR YOUR
ADDRESS**

INCOMING MAIL



STEP 3: CAMPUS SHIPPING METHODS



FedEx Ship Center
M-F 9am-7:30pm
Sat. 9am-2:30pm P:281-8802
Tracking #'s start with 9...
www.fedex.com/apps/fedextrack



UPS Customer Center
M-F 10am-7:30pm - P:289-3797
Tracking #'s start with 1Z...
www.ups.com/tracking/tracking.html



Main Post Office
M-F 8am-6pm, SAT. 8am-Noon P:286-9623
Tracking #'s start with 9...
www.usps.com/shipping/trackandconfirm.htm

The companies listed in this section are the main parcel carriers for your packages. The contact information provided above may help if you have questions regarding shipping or delivery.

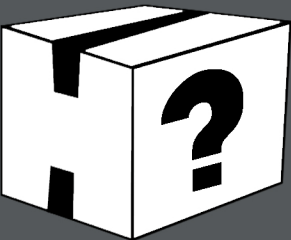
@BALL STATE POST OFFICE

STAMPS • ENVELOPES • FLAT RATE MAILERS • POST CARDS • BOXES • TAPE

***THE BALL STATE POST OFFICE DOES NOT RECEIVE PACKAGES
ADDRESSED FOR CAMPUS DELIVERY***

LOST PACKAGE?

- 1.) CHECK YOUR HALL'S FRONT DESK
- 2.) CHECK WITH ADJACENT HALLS
- 3.) SEARCH TRACKING INFORMATION ONLINE
- 4.) CALL HRL AT 285-8000 WITH YOUR TRACKING # AND INFORMATION



BALL STATE
UNIVERSITY

Purchasing Services
Central Mail & Receiving
3401 N Tillotson Avenue
Muncie, IN 47304
M-F 7:30am-4:30pm
765-285-1801