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
- NOYER HALL - 1601 WEST NEELY
  - BAKER - 1609 W NEELY
  - HOWICK - 1605 W NEELY
  - KLIPPEL - 1607 W NEELY
  - WILLIAMS - 1609 W NEELY
- ELLIOTT HALL - 401 NORTH TALLEY
- PARK HALL - 1550 WEST RIVERSIDE
  - STUDEBAKER EAST - 1301 WEST NEELY
  - STUDEBAKER WEST - 1401 WEST NEELY
  - DAVIDSON - 1403 W NEELY
  - PAINTER - 1405 W NEELY
  - PALMER - 1407 W NEELY
  - WHITCRAFT - 1409 W NEELY
- JOHNSON EAST - 1601 N MCKINLEY
- NORTH RESIDENCE HALL - 1635 N MCKINLEY
  - WOODWORTH - 1600 WEST RIVERSIDE
- JOHNSON WEST - 1621 N MCKINLEY
- KINGHORN - 1400 WEST NEELY

**STEP 2: APPLY THE HALL ADDRESS**

**OUTGOING MAIL**

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

Recipient's Name
Street Address
City, State, Zip

**INCOMING MAIL**

DO NOT USE
BALL STATE'S
MAIN ADDRESS
2000 W University Avenue
Muncie, IN 47306
FOR YOUR ADDRESS

**STEP 3: CAMPUS SHIPPING METHODS**

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

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

Main Post Office
M-F 8am-6pm, SAT, 8am-Noon P:286-9623
www.usps.com/shipping/trackandconfirm.htm

**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

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.