**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
- ELLIOTT HALL - 401 NORTH TALLEY
- JOHNSON EAST - 1601 N MCKINLEY
- JOHNSON WEST - 1601 N MCKINLEY
- KINGHORN - 1400 WEST NEELY
- LAFOLLETTE HALL - 1515 N MCKINLEY
- CLEVENGER - 1519 N MCKINLEY
- EDWARDS - 1521 N MCKINLEY
- KNOTTS - 1525 N MCKINLEY
- SHIVELY - 1531 N MCKINLEY
- NOYER HALL - 1601 WEST NEELY
- BAKER - 1603 W NEELY
- HOWICK - 1605 W NEELY
- KLIPPE - 1607 W NEELY
- WILLIAMS - 1609 W NEELY
- 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
- WOODWORTH - 1600 WEST RIVERSIDE

**STEP 2: APPLY THE HALL ADDRESS**

**OUTGOING MAIL**

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

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

Recipient's Name
Street Address
City, State, Zip

**INCOMING MAIL**

Recipient's Name
Street Address
City, State, Zip

2000 W University Avenue
Muncie, IN 47306

**STEP 3: CAMPUS SHIPPING METHODS**

- FedEx
  - FedEx Ship Center
    - M-F 7am-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
    - www.ups.com/tracking/tracking.html

- Main Post Office
  - M-F 8am-6pm SAT, 8am-Noon P:286-9623
  - www.usps.com/shipping/shippingonline.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 CENTRAL RECEIVING AT 285-1801 WITH YOUR TRACKING #

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