Ball State University receives hundreds of packages and pieces of mail every day. 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
  - BRATTON - 1517 N MCKINLEY
  - CLEVENGER - 1519 N MCKINLEY
- NOYER HALL - 1601 WEST NEELY
  - BAKER - 1603 W NEELY
  - HOWICK - 1605 W NEELY
  - KUPPIL - 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

**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

**RECIPIENT’S 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**

- **STAMP**
  - Envelopes
  - Flat Rate Mailers
  - Post Cards
  - Boxes/Tape

**STEP 3: CAMPUS SHIPPING METHODS**

- FedEx
- UPS

- **Main Post Office**
  - M-F 9am-6pm
  - SAT, 8am-Noon
  - P: 286-9623
  - www.usps.com/shipping/trackandconfirm.htm

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

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.

**LOST PACKAGE?**

1.) **CHECK YOUR HALL’S FRONT DESK**
2.) **CHECK WITH ADJACENT HALLS**
3.) **SEARCH TRACKING INFORMATION ONLINE**
4.) **CALL HRL AT 285-6000 WITH YOUR TRACKING # AND INFORMATION**