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**
  - BRAYTON - 1517 N MCKINLEY
  - CLEVENGER - 1519 N MCKINLEY
  - EDWARDS - 1521 N MCKINLEY
  - KNOTTS - 1525 N MCKINLEY
  - SHIVELY - 1531 N MCKINLEY
- **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

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**

**STEP 3: CAMPUS SHIPPING METHODS**

**FedEx**  
FedEx Ship Center  
M-F 8am-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/trackingandconfirm.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.

**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 #

**MAILING: HOW TO’s**

**@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*

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