MAIL SERVICES GUIDE FOR STUDENTS

Welcome To Auburn University!

MAIL SERVICES

GENERAL INFORMATION

Campus Mail Services Location
Campus Mail Services Center
1161 W. Samford Ave., Bldg. B
Auburn, AL 36849
Central Office: 334-844-4860.

RESIDENCE HALL ADDRESSES
Combination mailboxes require a combination code.
Include the student’s box number on all mail.

**Hill Residence Halls (combination)**
MAILROOM IN BURTON HALL // 334-844-3458

- Dunn 435 Duncan Drive
- Graves 439 Duncan Drive
- Leischuck 501 Duncan Drive
- Toomer 437 Duncan Drive
- Dobbs 345 West Samford Avenue
- Duncan 295 West Samford Avenue
- Hallfield 285 West Samford Avenue
- Boyd 280 P.O. Davis Drive
- Dowell 320 P.O. Davis Drive
- Hall M 282 P.O. Davis Drive
- Knapp 302 P.O. Davis Drive
- Sasnett 350 P.O. Davis Drive

**Quad Residence Halls (combination)**
MAILROOM IN QUAD CENTER // 334-844-4128

- Brown 246 Mell Street
- Dowdell 266 Mell Street
- Harper 226 Mell Street
- Glenn 262 Roosevelt Drive
- Lupton 300 Roosevelt Drive
- Owen 330 Roosevelt Drive
- Keller 329 Quad Drive
- Lane 301 Quad Drive
- Little 304 Quad Drive
- Teague 302 Quad Drive

**South Donahue Residence Hall (key)**
MAILROOM IN ROOM 1349 // 334-844-9580

Mailing address is 391 South Donahue Drive.

**Village Residence Halls (key)**
MAILROOM BY TRANSIT BUS STOP // 334-844-3449

- Aubie (H) 201 Wire Road
- Eagle (G) 201 Wire Road
- Magnolia (E) 201 Wire Road
- Oak (F) 201 Wire Road
- Plainsman (B) 201 Wire Road
- Talon (A) 201 Wire Road
- Tiger (C) 201 Wire Road
- Willow (D) 201 Wire Road

**Cambridge Residence Hall (combination)**
MAILROOM IN CAMBRIDGE HALL // 334-844-4869

Mailing address is 132 East Thach Avenue.

**Sample Residence Hall Format**

| Student Name | John Doe |
| Residence Hall Name | Dunn Hall |
| Student’s Box Number | Box 603 |
| Residence Hall St., Dr., or Rd. | 435 Duncan Drive |
| City, State, Zipcode | Auburn, AL 36849 |

Mail Services Business Hours

**FALL AND SPRING SEMESTER**

- Monday – Friday: 10:00 a.m. – 11:45 a.m.
- 12:45 p.m. – 4:45 p.m.

**SUMMER SEMESTER**

- Monday – Friday: 10:00 a.m. – 12:00 p.m.
- 12:30 p.m. – 4:00 p.m.

**CLOSED FOR AUBURN UNIVERSITY HOLIDAYS**

- Thanksgiving: Nov. 21-23
- Christmas: Dec. 25
- New Year’s Day: Jan. 1, 2019
- MLK Jr. Day: Jan. 21, 2019

auburn.edu/mailservices
Mail is received from the United States Postal Service (USPS) once daily at 7:00 a.m. Any packages that arrive after that time will be picked up for delivery the next business day.

UPS, FedEx, DHL, and any other carriers deliver between 10:00 a.m. and 2:00 p.m. daily. Carriers such as UPS and FedEx have no set time for delivery. Pick up packages at your area mailroom.

All packages are received and processed by 2:00 p.m. daily. Students receive an email notification of their package arrival. A student I.D. is required to pick up a package. Unclaimed packages will be returned after five days.

Student letters are sorted and placed in mailboxes throughout the day. Please be patient as sorting mail takes time due to the quantity of mail received each day.

Outgoing mail is accepted at each of the residence hall mailrooms and other locations on campus.

Packages and/or mail of any kind should not be sent to you more than three days prior to your arrival on campus and no less than one week prior to your last residential day of the school year.

Student magazines should be addressed correctly (name, box or room number “depends on your residence”, street, city, state, and zip). All incorrectly addressed magazines will be returned to sender or recycled.

If a package is small enough to be placed in a mailbox, we will do so. Make sure to check your mailbox frequently.

Your mailroom is responsible for the security of your mail. In order for us to provide security, we need your cooperation. Please make sure you lock your mailbox after each use. If you have any problems with locking your box, please contact your mail clerk for assistance.

Your individual mailbox key (in residence halls with keys) is provided for your use only. Do not give it to your roommate or friends.

When you move out of University Housing, you are required to complete a USPS online forwarding address form. Received mail is returned to sender if there is no forwarding address.

USPS online form: https://moversguide.usps.com