Central Mail Service Routes

Central Mail Services sorts campus mail by department, not by name. Please include on the envelope the name of the person the mail piece is being sent to, their department and the building they are located in. In the list below all building names are bolded and all departments within a building are listed below the building name. See example below for the correct way to address campus mail:

Example:

<table>
<thead>
<tr>
<th>FROM:</th>
<th>Your Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO:</td>
<td>Recipient Name</td>
</tr>
<tr>
<td>DEPT:</td>
<td>Central Mail Services</td>
</tr>
<tr>
<td>BLDG:</td>
<td>Dykstra Hall</td>
</tr>
</tbody>
</table>

If a mail piece is addressed incorrectly, the delivery of the mail piece will be delayed. All incorrectly addressed mail must be looked up by Central Mail Services. If there is not enough information available to do a look up, the mail piece may be returned to you for correction.

Mail that is in a brown campus mail envelope with an off campus address (i.e. Olathe campus) will be returned for a complete USPS mailing address. This mail requires postage.
### ROUTE 1

<table>
<thead>
<tr>
<th>Location</th>
<th>Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holton Hall (Building Sort)</td>
<td>4</td>
</tr>
<tr>
<td>Eisenhower Hall</td>
<td>4</td>
</tr>
<tr>
<td>Beach Art Museum</td>
<td>4</td>
</tr>
<tr>
<td>Thompson Hall (Building Sort)</td>
<td>4</td>
</tr>
<tr>
<td>Nichols Hall</td>
<td>4</td>
</tr>
<tr>
<td>Calvin Hall</td>
<td>4</td>
</tr>
<tr>
<td>Kedzie Hall</td>
<td>4</td>
</tr>
<tr>
<td>Fairchild Hall</td>
<td>5</td>
</tr>
<tr>
<td>Anderson Hall</td>
<td>5</td>
</tr>
<tr>
<td>McCain Auditorium (Building Sort)</td>
<td>7</td>
</tr>
<tr>
<td>Holtz Hall (Building Sort)</td>
<td>7</td>
</tr>
</tbody>
</table>

### ROUTE 2

<table>
<thead>
<tr>
<th>Location</th>
<th>Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Umberger Hall</td>
<td>7</td>
</tr>
<tr>
<td>Bob Dole Hall (building sort)</td>
<td>8</td>
</tr>
<tr>
<td>Pittman Hall (Building Sort) Davenport</td>
<td>8</td>
</tr>
<tr>
<td>Call Hall (Building Sort)</td>
<td>8</td>
</tr>
<tr>
<td>Weber Hall (Building Sort)</td>
<td>8</td>
</tr>
<tr>
<td>Waters Hall</td>
<td>8</td>
</tr>
<tr>
<td>Shellenberger Hall (Building Sort)</td>
<td>9</td>
</tr>
<tr>
<td>Willard Hall</td>
<td>9</td>
</tr>
<tr>
<td>Hale Library/Farrell (Building Sort) all campus libraries’ mail sorts here</td>
<td>9</td>
</tr>
<tr>
<td>Dickens Hall</td>
<td>9</td>
</tr>
<tr>
<td>Bluemont Hall</td>
<td>10</td>
</tr>
<tr>
<td>Justin Hall</td>
<td>10</td>
</tr>
<tr>
<td>Chem/Biochem Bldg</td>
<td>11</td>
</tr>
<tr>
<td>Leadership Studies</td>
<td>11</td>
</tr>
<tr>
<td>International Student Center</td>
<td>11</td>
</tr>
</tbody>
</table>

### ROUTE 3

<table>
<thead>
<tr>
<th>Location</th>
<th>Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Court Building (Building Sort)</td>
<td>11</td>
</tr>
<tr>
<td>East Stadium</td>
<td>11</td>
</tr>
<tr>
<td>K-State Alumni Center (Building Sort)</td>
<td>11</td>
</tr>
<tr>
<td>Parking Services</td>
<td>11</td>
</tr>
<tr>
<td>Union (Building Sort)</td>
<td>11</td>
</tr>
<tr>
<td>Seaton Hall</td>
<td>12</td>
</tr>
<tr>
<td>ECS Building</td>
<td>12</td>
</tr>
<tr>
<td>Durland/ Rathbone/ Fiedler Halls</td>
<td>12</td>
</tr>
<tr>
<td>Power Plant</td>
<td>13</td>
</tr>
<tr>
<td>Leasure Hall</td>
<td>13</td>
</tr>
<tr>
<td>Burt Hall</td>
<td>13</td>
</tr>
<tr>
<td>Ward Hall (Building Sort)</td>
<td>13</td>
</tr>
<tr>
<td>Cardwell Hall</td>
<td>13</td>
</tr>
<tr>
<td>Military Science Building</td>
<td>13</td>
</tr>
</tbody>
</table>

### ROUTE 4

<table>
<thead>
<tr>
<th>Location</th>
<th>Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dykstra Hall</td>
<td>13</td>
</tr>
<tr>
<td>Ackert Hall</td>
<td>14</td>
</tr>
<tr>
<td>Chalmers Hall</td>
<td>14</td>
</tr>
<tr>
<td>Lafene Health Center (1105 Sunset Ave)</td>
<td>14</td>
</tr>
<tr>
<td>Motor Pool</td>
<td>14</td>
</tr>
<tr>
<td>KSU Foundation Center</td>
<td>14</td>
</tr>
<tr>
<td>Ahearn Fieldhouse</td>
<td>14</td>
</tr>
</tbody>
</table>
Throckmorton Plant Science Center .................................................................15
Child Development Center ................................................................................15
Trotter Hall/Coles Hall .........................................................................................15
Mosier Hall ............................................................................................................15
BRI (Biosecurity Research Institute)/ Pat Roberts Hall ...........................................16
Edwards Hall ..........................................................................................................16
Bramlage ..................................................................................................................16
ROUTE 5 ....................................................................................................................16
Boyd Hall ..................................................................................................................16
Putnam Hall ..............................................................................................................16
Van Zile Hall ...........................................................................................................16
Haymaker Hall .......................................................................................................16
Ford Hall ...................................................................................................................16
Moore Hall ..............................................................................................................16
West Hall .................................................................................................................16
Goodnow Hall .......................................................................................................16
Marlatt Hall ..............................................................................................................16
Manufacturing Learning Center ..........................................................................16
National Gas Machinery Lab ..............................................................................17
Recreation Center .................................................................................................17
BIVAP/IGP .............................................................................................................17
KSU Research Foundation (Building Sort) ...........................................................17
KSU Salina ..............................................................................................................17
Topeka Courier .....................................................................................................17
ROUTE 1

Holton Hall (Building Sort)
Vice Provost Info Tech Svcs

Eisenhower Hall
History
Institute for Military History/20th Century Studies
  Securities Studies
Modern Language
  Studies in Twentieth Century Literature
  International & Area Studies
  Latin American Studies
Arts & Sciences
  Arts & Science Copy Center
  Health Professions Advising Office
  Pre-Law
  Pre-Med
  Interdiscipline Dept

Beach Art Museum

Thompson Hall (Building Sort)
Geology

Nichols Hall
Communication Studies, Theatre, and Dance (CSTD)
  Computer and Information Sciences
  Inst for Civic Discourse & Democracy (sort to Ahearn)

Calvin Hall
Management
  Accounting
  Marketing
    Center for Economic Education
Finance
Business Administration
  Business Administration Student Services
  World Bank Afghanistan Project

Kedzie Hall
Journalism/Huck Boyd National Center for Community Media
  Journalism Education Association
  KSDB Radio
ORION On-Line
Student Publications
  Collegian
  Royal Purple

Fairchild Hall
  International Programs
  Study Abroad
  NCN Institute (National Collegiate Network)
  Faculty Senate
  English Language Program
  Student Financial Assistance
  Veteran’s Office
  Graduate School
    Summer Undergraduate Research Opportunity Program (SUROP)
  Office of Research & Sponsored Projects (ORSP)
    Pre-Award Services (PAS (2 Fairchild Hall)
      K-State Childcare Access Means Parent in School
      Kansas Environment Leadership Program
    IACUC (Institutional Animal Care & Use Committee)
    IRB (Institutional Review Board)
    Human Subjects
    Vice Provost Research Accounting & Computing
    Grants & Contracts
    URCO (Univ Research Comp Office)
    National Ag Biosecurity Center (sort by building)
    KS Biomass Energy Resource Assessment
  Educational Advancement
    KSU Honor & Integrity System
    CATL (Center for Advancement of Teaching & Learning)

Anderson Hall
  Office of Academic Personnel (old name: Unclassified Affairs and University Compliance
    204 Anderson Hall
    Dorothy Thompson Civil Rights Lecture Series
  Affirmative Action
    214 Anderson Hall
    Unclassified Affirmative Action
  Institutional Research & Analysis
    226 Anderson Hall
    Planning & Analysis
Office of Assessment (old name: Assessment & Program Review)
Summer School
Office of General Counsel (Attorney)
111 Anderson Hall
Provost
106 & 108 Anderson Hall
Office of the Provost & Senior Vice President
Vice Provost for Research
Vice Provost for Academic Services & Technology
Chief Academic Officer
Commencement Committee
Vice Provost Info Tech Svcs
Registrar
118 Anderson Hall
Transcripts (Out Going)
SIS (Student Information Systems)
Admissions
119 Anderson Hall
Transcripts (In Coming)
President
110 Anderson Hall
Assistant to the President
Government Relations
Landon Lecture
Political, Diplomatic & Military Lecture Series
General Richard B Meyers
Dean of Student Life (Institutional Advancement)
01, 104 & 122 Anderson Hall
Vice President for Institutional Advancement
All-University Open House
New Student Services
Academic Decathlon
After Prom Party – (unless has department listed)
Consumer Relations Board
President Lecture Series
Military Affairs
Vice Provost Info Tech Svcs
Administration & Finance
105 Anderson Hall
Internal Audit
5 & 6 Anderson Hall
Controllers
10, 21, 24, 102, 206, 209, 210, 211, 212, 216, 217, 218 & 220 Anderson Hall
Cashiers
Accounting Anderson Hall
Purchasing
Travel Desk
SPA (Sponsored Project Accounting)
Vouchers
Grants & Contracts
Perkins Loans
CACUBO (Central Assn of College & Univ Business Officers)

Diversity and Dual Career Development
   224 Anderson Hall
Multicultural Affairs
Multicultural Student Organizations
Minority Affairs
National PanHellenic Council (NPHC)
Big XII Conference
Workers of Wisdom

Budget
   207 Anderson Hall
Classified Senate

**McCain Auditorium** (Building Sort)

**Holtz Hall** (Building Sort)
   Career & Employment Service

**ROUTE 2**
**Umberger Hall**
   Extension
      Communication
      Distribution Center
      Ext Professional & Organizational Dev
      Ext Home Economics Program
      Ext Agriculture Programs
      Ext Business & Finance
      Ext Community Development
      Future Farmers of America (FFA)
      Huck Boyd Institute
      Informational & Educational Technology (IET)
      KS Ag Rural Leadership
      Kansas PRIDE Program
      Kansas Direct Program
Kansas 4-H Foundation
PRIDE Community Development Program

**Bob Dole Hall (building sort)**
- Educational Communications Ctr
- Telenet
- Media Relations & Marketing
  - News Services
  - Public Relations
  - In-View
- University Publications
- Photo Services

*(All mail for Institute for Academic Alliance goes to Human Ecology)*

**Pittman Hall (Building Sort) Davenport**
- Housing & Dining
- Kramer Dining
- Housing Food Stores
- Housing Maintenance
- The Bakery
- Frith Community Center
- Derby Dining

**Call Hall (Building Sort)**
- Animal Science & Industry (AS&I)
  - Dairy
  - Rapid Response Ctr
- International Meat & Livestock Program (IMLP)
- Food Science Institute (FSI)

**Weber Hall (Building Sort)**
- Animal Science & Industry (AS&I)
  - Coop Ext Animal Science & Industry
  - Equestrian
  - Kansas Artificial Breeding Service Unit (KABSU)
- Livestock & Meat Industry Council
- National Block & Bridle Club

**Waters Hall**
- Dean of Agriculture
  - Ag Experiment Station
  - Food & Feed Grains Institute
  - Agriculture Academic Programs
  - North Central Assn of Ag Experiment Station Directors
  - Kansas Water Resources Research Institute (KWRRI)
- Agriculture Alumni Assn
ESARP
KCARE (KS Center for Ag Resources and the Environment)
Peace Corps
International Ag Programs
Ag Diversity Program
R & E (Research & Extension)
MANNRS (Minorities in Ag Natural Resources & Related Sciences)

Economics
Ag Economics
Innovative Solution for Small Towns & Rural Communities Inc
Agribusiness
Local Government
Kansas Society of Farm Managers & Rural Appraisers
Authur Capper Cooperative Center
Ext Ag Economics

Sociology, Anthropology, & Social Work (SASW)
Osteology
Archeology
Criminal Justice
Gender & Society

Entomology
Insect Zoo

Political Science
African Studies Center
Certificate in the Arts & Sciences through Primary Texts (CASPT)
IR Search Committee
Public Administration

Shellenberger Hall (Building Sort)
Grain Science
Ext Grain Science & Industry

Willard Hall
Art
Enrollment Center

Hale Library/Farrell (Building Sort) all campus libraries’ mail sorts here

Dickens Hall
Statistics
Statistics Lab
Philosophy
Bluemont Hall
Education
Catalyst Center
ARIO
Midwest Equity Assistance
Fling Hill’s Writing Project
Educational Leadership
Center for Science Education
Spec Ed Counseling & Stud Aff. (old name: Counseling & Education Psyc)
Center for Rural Education & Small Schools
Secondary Education
Equity & Access Project
CIMA (Center for Intercultural Multilingual Advocacy)
CURIN
Kansas Foundation for Agriculture in the Classroom
Kansas Foundation for Partnerships in Education
Office of Graduate Studies
Office of Licensure
Schools for Quality Education
Council for Public School Improvement
Special Education, Counseling & Student Affairs
ESL (English as a Second Language)
Psychology
ISBR

Justin Hall
Human Ecology (Dean’s Office)
Ext Human Nutrition
K-State Institute for Academic Alliances
FAC
FCS
Apparel, Textiles, & Interior Design
K-State Costume & Textiles (Historic Costume & Textile Museum)
Human Nutrition
Athletics Training Education Program
Sensory Analysis
Hair Care
Master of Public Health Program
FNP (Food Nutrition Program)
KNACK Online
Hospitality Management, & Dietetics (HMD)
Family Studies & Human Services
Mail Addressed as Campus Creek
Speech & Hearing Center
PATH Project
Stonehouse Preschool
Army Youth Program
Survey of Personal & Financial Wellness
Conflict Resolution
Women Managing the Farm
All-Hazards Behavioral Health Program
Great Plains Idea
KSSSLHA (Kansas State Student Speech Language Hearing Association)
Campus Creek Complex
Family Center

Chem/Biochem Bldg
Chemistry
King Hall sorts to Chemistry

Leadership Studies

International Student Center

ROUTE 3
College Court Building (Building Sort)
Continuing Education
Spanish via Satellite

East Stadium
Computing & Telecommunication Services
Telecommunications
CNS
Vice Provost Info Tech Svcs

K-State Alumni Center (Building Sort)
Alumni Association

Parking Services

Union (Building Sort)
K-State Student Union
Greek Affairs
PanHellenic Council
Printing Services
Seaton Hall
Architecture, Planning, & Design (Dean’s Office)
   Center for Planning & Design Innovation
   Paul Weigel Library (Mail sorts to Hale Library)
   Krider Visual Resource & Learning Center
   Environmental Design
   Chang Gallery
Architecture
Architecture Engineering & Construction Sciences
Landscape Architecture/Regional & Community Planning
   Plot Services/ ASLA
Interior Architecture
Biological & Agricultural Engineering
   National Institute for Land Management Training
   ATM (Agricultural Technology Management)
   KELP (Kansas Environmental Leadership Program)
   CECS (College of Engineering Computing Sciences)
Institute for Environmental Research
Extension Agricultural Engineering
Women in Engineering & Science Program
   GROW (Girls Researching Our World)
   NSF Advance
   MAPS (Multicultural Academic Program Success)
   EXCITE (Exploring Science, Technology & Engineering)
   WMW (Women Mentoring Women)
   STEP (Stem Talent Expansion Program)
Geography
   NRES (Natural Resources & Environmental Sciences)
   South Asia Center

ECS Building
   Counseling Service
   English

Durland/ Rathbone/ Fiedler Halls
Dean of Engineering
   Mid-America Engineering Guidance Council
   Steel Ring
   Multicultural Engineering Program
Electrical & Computer Engineering
   Solar Car Program
Chemical Engineering
   Systems Design & Optimization
Civil Engineering
   Fiedler Library (Mail sorts to Hale Library)
  Ctr for Transportation Research & Training
Mechanical & Nuclear Engineering
   SMART Lab
Industrial & Manufacturing Systems Engineering (IMSE)
   KSU Society of Women Engineering
Engineering Experiment Station
   Engineering Copy Center
Engineering Development

**Power Plant**
   Custodial, Utilities, Grounds, & Physical Plant Operations

**Leasure Hall**
   American Ethnic Studies/Women’s Studies
   Cooperate Fish & Wildlife Research Unit/Biology
   Center for Aging/KSU Honors Program
   FACE of Kansas

**Burt Hall**
   Biotechnical Core Facility
   Electronic Design Lab

**Ward Hall (Building Sort)**
   Nuclear Engineering
   Nonlethal Environmental Evaluation & Remediation Ctr
   KINEX (Kansas Industrial Extension)
   Hazardous Substance Research Ctr
   Pollution Prevention

**Cardwell Hall**
   Physics
      High Energy Physics
      JR McDonald Lab
      Center for the Understanding of Origins
   Mathematics

**Military Science Building**
   Military Science (ROTC)
   Aerospace Studies (AFROTC)

**ROUTE 4**
Dykstra Hall
   Facilities
       Financial Planning
       Storeroom
       All Shops
       Ahearn Sports Complex
       Fac Vet Med
       Motor Pool (Federal Mail to be date stamped)

Ackert Hall
   Biology

Chalmers Hall
   Biochemistry
   Center for Basic Cancer Research

Lafene Health Center (1105 Sunset Ave)

Motor Pool
   Garage
   Ks Forest Service
   KACEE (Kansas Assoc for Conservation & Environmental Education)

KSU Foundation Center
   KSU Foundation
       Endowment Center
       Controllers
   Office of Educational Innovation and Evaluation
   Computing and Network Services
   National Academic Advising Association/NACADA/ACRES
   Office of Information Systems/Laser/Oracle
   Office of Mediated Education
       Data & Information
   Kansas Child Care Training Opportunity/KCCTO
       Flint Hill Resource & Referral Agency (FHRRA)
       Army Child Care in Your Neighbor (ACCYN)
   Vice Provost Info Tech Svcs

Ahearn Fieldhouse
   Community Health Institute
   Kinesiology
       Life Program
   Inst for Civic Discourse & Democracy (ICD)
   Center for Engagement & Community Development (CECD)
KCRI

Throckmorton Plant Science Center
Agronomy
  Soil Testing Lab
  Evapotranspiration Lab
  Genetics Program
  USDA/Grain Marketing Research Center (*Postage Required off campus*)
  KS Foundation Seed
  Wind Erosion Research
  Kansas Crop Improvement Assoc
  Weather Data Library
  Safety Coordinator
Horticulture, Forestry, & Recreational Resources
  Kansas Turfgrass
  Golf Course Management
  KSU Gardens
  Butterfly Conservatory
  KCSAAC (Kansas Center for Sustainable Agriculture & Alternative Crops)
Plant Pathology
  Wheat Genetic Resource Ctr
  Great Plains Diagnostic Network
  Gene Expression Facility
  IGROW (International Genome Research on Wheat)
NE Area Extension
  Extension Field Operations (Metro Area Office)

Child Development Center

Trotter Hall/Coles Hall
  Dean of Vet Med
  Comparative Medicine Group (CMG) – Animal Resource Facility (ARF)
  Institutional Animal Care & Use Committee (*Dept & Bldg Must Match*)
  ITC (Instructional Technology Center)
  Public Health

Mosier Hall
  Vet Med Teaching Hospital (VMTH)/Clinical Sciences
  Anatomy & Physiology
    Biomedical Sciences
  Diagnostic Medicine/Pathobiology
    Toxicology Rabies Lab
    Food Animal Health Management Center
  Pathology & Microbiology
International Food Safety Network
Feedlot Production Management

**BRI (Biosecurity Research Institute)/ Pat Roberts Hall**

**Edwards Hall**
- Human Resources
- Public Safety
- Environmental Health & Safety
- KSU Police

- FACTS (Farmers Assistive Counseling Training Services)
- KAMS (Kansas Ag Mediation Service)
- Kansas Rural Family Helpline
- Women Managing the Farm (WMF Conference)
- Programs for Workplace Solutions
- Employee Relations

**Bramlage**
- Athletics

**ROUTE 5**
- Boyd Hall
- Putnam Hall
- Van Zile Hall
- Haymaker Hall
- Ford Hall
- Moore Hall
- West Hall
- Goodnow Hall
- Marlatt Hall

- Manufacturing Learning Center
  - MAMTC
  - Advanced Manufacturing Institute (AMI)
National Gas Machinery Lab

Recreation Center
  Rec Complex

BIVAP/IGP
  Bioprocessing & Industry Value Added Program
  Wheat Research Center
  Ag Products Utilization Forum
  Grain Industry Alliance
  Phibro Animal Health
  KSU Biomaterials Lab
  Power & Control Installations Inc.

KSU Research Foundation (Building Sort)
  KEC (Kansas Entrepreneurial Center)
  NISTAC (National Institute for Strategic Acquisition & Commercialization)

KSU Salina

Topeka Courier