

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:

| | |
|-------|------------------------------|
| FROM: | <u>Your Name</u> |
| TO: | <u>Recipient Name</u> |
| DEPT: | <u>Central Mail Services</u> |
| BLDG: | <u>Dykstra Hall</u> |

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 | 4 |
| Holton Hall (Building Sort)..... | 4 |
| Eisenhower Hall | 4 |
| Beach Art Museum | 4 |
| Thompson Hall (Building Sort) | 4 |
| Nichols Hall | 4 |
| Calvin Hall | 4 |
| Kedzie Hall | 4 |
| Fairchild Hall | 5 |
| Anderson Hall | 5 |
| McCain Auditorium (Building Sort)..... | 7 |
| Holtz Hall (Building Sort)..... | 7 |
| ROUTE 2 | 7 |
| Umberger Hall | 7 |
| Bob Dole Hall (building sort) | 8 |
| Pittman Hall (Building Sort) Davenport | 8 |
| Call Hall (Building Sort)..... | 8 |
| Weber Hall (Building Sort)..... | 8 |
| Waters Hall | 8 |
| Shellenberger Hall (Building Sort)..... | 9 |
| Willard Hall | 9 |
| Hale Library/Farrell (Building Sort) all campus libraries' mail sorts here..... | 9 |
| Dickens Hall | 9 |
| Bluemont Hall | 10 |
| Justin Hall | 10 |
| Chem/Biochem Bldg | 11 |
| Leadership Studies | 11 |
| International Student Center | 11 |
| ROUTE 3 | 11 |
| College Court Building (Building Sort)..... | 11 |
| East Stadium | 11 |
| K-State Alumni Center (Building Sort)..... | 11 |
| Parking Services | 11 |
| Union (Building Sort)..... | 11 |
| Seaton Hall | 12 |
| ECS Building | 12 |
| Durland/ Rathbone/ Fiedler Halls | 12 |
| Power Plant | 13 |
| Leasure Hall | 13 |
| Burt Hall | 13 |
| Ward Hall (Building Sort)..... | 13 |
| Cardwell Hall | 13 |
| Military Science Building | 13 |
| ROUTE 4 | 13 |
| Dykstra Hall | 14 |
| Ackert Hall | 14 |
| Chalmers Hall | 14 |
| Lafene Health Center (1105 Sunset Ave)..... | 14 |
| Motor Pool | 14 |
| KSU Foundation Center | 14 |
| Ahearn Fieldhouse | 14 |

| | |
|---|----|
| 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 (KWRRRI)
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

ARIOS

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