

Student Policies & Procedures

Mail Services

The campus mail system is a complete nonprofit operation designed to serve the mailing needs of the students, faculty, and staff of Baylor University. The system consists of a network of personnel that processes outgoing/incoming U.S. Postal Service (USPS) mail, package shipments, and campus mail at the Mail Services Center in the Bill Daniel Student Center.

Campus Mail

Campus mail is processed at no charge (no postage required) to the Baylor user and is defined as personal or Baylor-related letters or packages of reasonable size that are mailed from one location on campus to another and are not commercial in nature. Care should be taken to deposit campus mail in the campus mail service mail drops and not in the blue U.S. Postal Service mailboxes. Letters may be deposited at the campus mailroom in the Bill Daniel Student Center or at various mail drops strategically located on campus. Campus mail is picked up and distributed to the respective campus addresses on a daily basis. Large mailings of 25 or more pieces should be sorted by box number order and rubber banded before depositing into campus mail. Business or commercial mailings are not permitted in campus mail.

Official U.S. Postal Service Mail

Official USPS mail (requiring postage) is also processed daily through the campus mail system. Campus mail drops can be utilized for USPS mailings as well as for campus mail. However, blue U.S. Postal Service mailboxes are located at strategic locations on campus and should be utilized when convenient. These mailboxes are serviced daily by the U.S. Postal Service; pickup times are displayed on each mailbox. Delivery of mail carrying the name of the student, 1 Bear Place XXXXX, Waco, TX and a 76798-XXXX zip code is made daily by the U.S. Postal Service.

Packages/Stamps

Packages may be mailed from the University by utilizing United Parcel Service (UPS), FedEx, express mail, etc. These services are offered in the Mail Services Center.

Mail Forwarding

It is the responsibility of each student to have mail forwarded when checking out of the residence hall system. Forwarding information is available in the Mail Services Center. Mail is forwarded for 60 days from date of notification.

Mailboxes

The mail center provides an individual locked mailbox (3 1/2" x 5 1/2") for each student living in a residence hall. The box is provided at no charge and remains unchanged from semester to semester as long as the student resides in any of the residence halls and adequate notice is given of residency. Students moving to/from Brooks or East Village will not be able to keep the same box number due to on-site mailboxes.

Mailing Address

Each mailbox carries a mailing address in the following format:

Name of Student
1 Bear Place XXXXX
Waco, TX 76798-XXXX

The first number 6, 7 or 8, in the box number designates a student. The last four digits in the box number and the last four numbers of the zip code are identical to expedite delivery and facilitate mail processing. **For delivery of packages**, include student name, 1 Bear Place XXXXX, Waco, TX 76798-XXXX.

Assignment of Box Numbers

After confirmation is given that a student will be living in a residence hall, a box number is assigned; and box numbers will be listed in BearWeb during the first week of August. When the student arrives on campus, a mailbox key is issued to the student for a specific mailbox located in the Bill Daniel Student Center, Brooks, or East Village. Students not receiving notification of box numbers prior to arriving on campus should go to the Mail Services Center to receive their mailbox assignments.

Mailbox Keys

Each student is issued one mailbox key. If the key is lost, the student is charged \$5 for a replacement key. All replacement keys must be obtained from the Mail Services Center. Refunds are not given once the replacement key is issued.

When moving out of the residence halls, students should return their mailbox keys to the Mail Services Center in a specially printed envelope provided by the Mail Services Center. Failure to return the key at the time the student checks out of the residence hall will result in a \$25 fine.

Contact Information:

Bill Daniels Student Center Mail Center
1 Bear Place 97080
Waco, TX 76798-9080
Office 254.710.1310 or 1318
Fax 254.710.1257

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