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## *WMU CAMPUS*

### *Scheduled Mail Delivery and Pickup Times*

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<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
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#### Moore Hall

Academic Support	5303	8:55:00 AM
Women's Studies	5365	8:55:00 AM
Philosophy	5328	8:55:00 AM
Comparative Religion	5320	8:55:00 AM
Africana Studies	5311	8:55:00 AM
Anthropology	5306	8:55:00 AM
Academic Skills	5302	8:55:00 AM

#### Unified Clinics

Center for Disability Services (CDS)	5321	8:59:00 AM
University Substance Abuse Clinic	5361	8:59:00 AM
Unified Clinics	5361	8:59:00 AM

#### Friedman Hall

Educable - Tech Media Services	5357	9:00:00 AM
Dean, College of Arts & Science	5308	9:00:00 AM
Political Science	5346	9:00:00 AM
WMUK Radio	5351	9:00:00 AM
Arts & Science Advising	5309	9:00:00 AM
Direct Encounter	5327	9:00:00 AM
History	5334	9:00:00 AM
Economics	5330	9:00:00 AM
Graduate College-VP Research Diversity Program	5340	9:00:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
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East Walwood Hall

Medieval Institute	5432	9:04:00 AM
Western News	5433	9:04:00 AM
Old English Newsletter	5432	9:04:00 AM
NonProfit Leadership & Administration	5440	9:04:00 AM
Medieval Studies	5432	9:04:00 AM
Medieval Review	5432	9:04:00 AM
Medieval Institute Publications	5432	9:04:00 AM
Health Care Administration	5440	9:04:00 AM
Cistercian Studies	5415	9:04:00 AM
University Relations	5433	9:04:00 AM
Building Bridges	5440	9:04:00 AM
School of Public Affairs & Administration	5440	9:04:00 AM

West Walwood Hall

Development/Foundati on	5403	9:04:00 AM
Alumni Association	5404	9:04:00 AM
Advancement Services	5403	9:04:00 AM
VP Research & Sponsored Programs - Main	5456	9:04:00 AM
Human Subject Institutional Review Board (HSIRB)	5456	9:04:00 AM
Research & Sponsored Programs	5456	9:04:00 AM
Graduate College	5442	9:04:00 AM
WMU Foundation	5403	9:04:00 AM
Annual Fund	5403	9:04:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
	Friends of East Campus	5404	9:04:00 AM
	Gift Processing	5403	9:04:00 AM
	Lavanway Scholarship Committee	5403	9:04:00 AM
	McKee Alumni Center	5403	9:04:00 AM
	Planned Giving	5403	9:04:00 AM
	President's Circle	5403	9:04:00 AM
	Student Alumni Association	5403	9:04:00 AM
	McKee Alumni Center	5404	9:04:00 AM
	Gary Fund	5403	9:04:00 AM
	Donor Records	5403	9:04:00 AM
<b>Sprau Tower</b>			
	Spanish Department	5338	9:08:00 AM
	Language Lab	5341	9:08:00 AM
	Communication	5318	9:08:00 AM
	Foreign Language & Literature	5338	9:08:00 AM
	Asian/Middle Eastern Languages	5338	9:08:00 AM
	English	5331	9:08:00 AM
<b>East Hall</b>			
	Archives	5307	9:10:00 AM
<b>Gilmore Theatre</b>			
	Theatre	5360	9:14:00 AM
<b>Police Station</b>			
	Police Station	5418	9:15:00 AM
<b>Miller Auditorium</b>			
	Plaza Arts Circle	5344	9:18:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
<b>Sindecuse Health Center</b>			
	Sindecuse Health Center	5445	9:22:00 AM
	University Substance Abuse Services	5445	9:22:00 AM
	Women's Resources & Services	5445	9:22:00 AM
<b>Richmond Center for the Arts</b>			
	Art	5213	9:23:00 AM
<b>Trimpe</b>			
	Faculty Senate	5332	9:26:00 AM
	Institutional Equity	5405	9:26:00 AM
<b>Ellsworth</b>			
	CELCIS-Career English Language Center for International Students	5223	9:29:00 AM
	Extended University Programs/Continuing Education	5230	9:29:00 AM
	Conferences & Seminars	5280	9:29:00 AM
	Self Instructional Programs	5231	9:29:00 AM
	Division of Multicultural Affairs	5233	9:29:00 AM
	Career & Student Employment Services	5225	9:29:00 AM
	Distance Education	5232	9:29:00 AM
	Career & Placement Svcs	5224	9:29:00 AM
	Kalamazoo & Statewide Programs	5238	9:29:00 AM
	Office of International Student Services-4th Floor	5246	9:29:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
	American Studies	5373	9:29:00 AM
	Evaluation Center	5237	9:29:00 AM
	Study Abroad	5245	9:29:00 AM
	Office of International Affairs	5245	9:29:00 AM
	Haenicke Inst for International Studies	5245	9:29:00 AM
<b>Kohrman</b>			
	Aviation Advising	5461	9:30:00 AM
	Family & Consumer Sciences	5322	9:30:00 AM
<b>Bernhard Center</b>			
	WMU Bookstore	5407	9:35:00 AM
	Ombudsman	5408	9:35:00 AM
	BC Planning	5408	9:35:00 AM
	Valley I Dining	5264	9:35:00 AM
	Valley II Dining	5265	9:35:00 AM
	BC Dining	5409	9:35:00 AM
	Burnham Dining	5366	9:35:00 AM
	Advocacy Transfer/Military Affairs	5284	9:35:00 AM
	Upholstry Shop	5215	9:35:00 AM
	Davis Dining	5459	9:35:00 AM
	Campus Planning	5215	9:35:00 AM
	Draper Dining	5375	9:35:00 AM
	Catering	5408	9:35:00 AM
	Aux Enterprises	5215	9:35:00 AM
<b>Dalton Center</b>			
	Performing Arts	5374	9:35:00 AM
	School of Music	5434	9:35:00 AM
	Dance	5417	9:35:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
	Dean, College of Fine Arts	5421	9:35:00 AM
<b>Wood Hall</b>			
	Psychology	5439	9:40:00 AM
	Chemistry	5413	9:40:00 AM
	SAMPI	5442	9:40:00 AM
	Science Education	5443	9:40:00 AM
	Science Studies	5444	9:40:00 AM
	Geography	5424	9:40:00 AM
	Environmental Studies	5419	9:40:00 AM
	Biology	5410	9:40:00 AM
<b>Faunce</b>			
	Student Activities & Leadership	5356	9:47:00 AM
	Residence Life	5312	9:47:00 AM
	WIDR Radio (1st Floor)	5350	9:47:00 AM
	VP Student Affairs	5348	9:47:00 AM
	Western Herald (1st Floor)	5363	9:47:00 AM
	Financial Aid	5337	9:47:00 AM
	Dean of Students	5326	9:47:00 AM
	LBG Student Services	5326	9:47:00 AM
	University Counseling & Testing	5323	9:47:00 AM
<b>Henry Hall</b>			
	Academic Planning and Institutional Data	5253	9:48:00 AM
<b>Seibert Administration Building</b>			
	Board of Trustees	5219	9:50:00 AM
<b>Everett Tower/Rood Hall</b>			
	Physics	5252	9:57:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
	Geosciences	5241	9:57:00 AM
	Math	5248	9:57:00 AM
	Statistics	5278	9:57:00 AM
<b>Sangren</b>			
	Educational Technology	5234	9:58:00 AM
			9:58:00 AM
	Educational Studies/Special Education	5258	9:58:00 AM
	Office of Teacher Certification	5260	9:58:00 AM
	Dean, College of Education	5229	9:58:00 AM
	Counseling Education & Counseling Psychology	5226	9:58:00 AM
	Field Placement	5240	9:58:00 AM
	Dorothy McGinnis Reading Clinic & Center	5255	9:58:00 AM
			9:58:00 AM
	Kercher Center for Social Research	5227	9:58:00 AM
	Teaching, Learning & Leadership	5276	9:58:00 AM
	Sociology	5257	9:58:00 AM
<b>UCC-University Computer Center</b>			
	OIT- Telecommunications	5358	9:58:00 AM
	Micros & More	5279	9:58:00 AM
	Telecommunications	5261	9:58:00 AM
	Office of Information Technology	5206	9:58:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
<b>McCracken</b>			
	Chemistry-Mckracken	5414	10:00:00 AM
	Paper Pilot Plant- Mckracken	5437	10:00:00 AM
			10:00:00 AM
	Kanley Chapel	5428	10:00:00 AM
		5435	10:00:00 AM
<b>Lee Honors College</b>			
	Lee Honors College	5244	10:06:00 AM
<b>Seibert Administration Building</b>			
	Accounting Services	5207	10:08:00 AM
	Accounts Payable	5208	10:08:00 AM
	Human Resources	5217	10:08:00 AM
	Payroll	5250	10:08:00 AM
	Budget	5221	10:08:00 AM
	Perkins Loans	5251	10:08:00 AM
	Legal Affairs & General Counsel, VP For	5423	10:08:00 AM
	Provost & VP Academic Affairs	5204	10:08:00 AM
	Legislative Affairs	5247	10:08:00 AM
	VP for Business & Finance	5203	10:08:00 AM
	Corporate Reporting & Taxation	5220	10:08:00 AM
	Financial Services- Investments and Endowment Management	5235	10:08:00 AM
	Off ice of the President	5202	10:08:00 AM
	Cashiering	5282	10:08:00 AM
	Grants & Contracts	5425	10:08:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
	WMU Make a Difference Project	5216	10:08:00 AM
	Institute for Leadership Transformation/Center for Community Asset Building	5427	10:08:00 AM
	Business Services/Internal Audit	5222	10:08:00 AM
	Information Center	5209	10:08:00 AM
	Customer Account Services	5210	10:08:00 AM
	Admissions & Orientation	5211	10:08:00 AM
	Office of the Registrar	5256	10:08:00 AM
	First Year Experience	5263	10:08:00 AM
<b>St. Aiden's Chapel</b>			
	Children's Place	5228	10:10:00 AM
	Disabled Student Resources & Services	5277	10:10:00 AM
<b>Fetzer Center</b>			
	Fetzer Center	5239	10:12:00 AM
<b>Schneider Hall</b>			
	Management	5429	10:17:00 AM
	Finance & Commercial Law	5420	10:17:00 AM
	Dean, Haworth College of Business	5457	10:17:00 AM
	Computing Services	5458	10:17:00 AM
	Business Info Systems	5412	10:17:00 AM
	Marketing	5430	10:17:00 AM
	Accountancy	5402	10:17:00 AM
	Advising & Student Development	5411	10:17:00 AM
	Media Services	5431	10:17:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
	Office of Business Development Services	5457	10:17:00 AM
	Duplicating Services	5416	10:17:00 AM
<b>Welborn</b>			
	Printing Pilot Plant- Welborn	5362	10:22:00 AM
	Upjohn Center for the Study of Geographical Change	5388	10:22:00 AM
	Lewis Walker Institute of Race & Ethnic Relations	5236	10:22:00 AM
<b>Rec Center</b>			
	Health, Physical Education & Recreation	5426	10:23:00 AM
	University Recreation, Parks & Facilities	5447	10:23:00 AM
<b>Parking Services</b>			
	Parking Services	5418	10:25:00 AM
<b>Read Field House</b>			
	Intercollegiate Athletics	5406	10:28:00 AM
<b>Lawson Ice Arena</b>			
	Lawson Ice Arena	5335	10:29:00 AM
<b>Power Plant</b>			
	Power Plant	5349	10:35:00 AM
<b>Waldo Stadium</b>			
	Football	5422	10:35:00 AM
	Softball	5446	10:35:00 AM
	Athletic Ticket Office	5460	10:35:00 AM
<b>ROTC</b>			
	Military Science	5249	10:40:00 AM

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
<b>Transportation</b>			
	Transportation	5339	10:41:00 AM
	AFSCME-Local 1668	5304	10:41:00 AM
<b>Health &amp; Human Services (CHHS)</b>			
	Physician's Assistant Department	5254	10:45:00 AM
	Blindness & Low Vision Studies	5218	10:45:00 AM
	Social Work	5354	10:45:00 AM
	Gerontology	5354	10:45:00 AM
	OT-Occupational Therapy	5333	10:45:00 AM
	Speech Pathology & Audiology	5355	10:45:00 AM
	Holistic Health Care	5212	10:45:00 AM
	SPADA (Speciality Program for Alcohol & Drug Abuse)	5212	10:45:00 AM
	Health & Human Services-Dean	5243	10:45:00 AM
	Bronson School of Nursing	5345	10:45:00 AM
<b>Physical Plant</b>			
	Maintenance	5324	10:45:00 AM
	Recycling	5324	10:45:00 AM
	Landscape	5324	10:45:00 AM
	Transportation Services/Garage	5339	10:45:00 AM
	Grounds	5324	10:45:00 AM
<b>Montague House</b>			
	AAUP	5401	10:50:00 AM

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<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>MAILSTOP</i>	<i>PICKUP/ DELIVERY TIME</i>
EWB	Custodial	5325	10:51:00 AM
Walwood	Overflow		2:00:00 PM
Ellsworth	Overflow		2:30:00 PM
Seibert	Overflow		2:30:00 PM

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