

ASBURY UNIVERSITY CAMPUS POST OFFICE

Dear Family & Friends,

We want to mention some things that may be helpful regarding the Asbury University Campus Post Office. To begin, we would like to make sure that you were aware that each traditional undergrad student has been assigned their own mailbox. We are located on the first floor of the Hamann-Ray Building and operate in conjunction with the EAGLE OUTLET. Students can send and receive mail / packages through the Campus Post Office. Our hours of operation are Monday – Friday, 8 a.m. to 5 p.m. The building is also unlocked in the evenings for students to access their mailboxes. All letters and small packages that will fit into the mailbox will be placed there; larger packages can be picked up at the check-out counter of the EAGLE OUTLET. Students will not be able to pick up packages or purchase postage when the EAGLE OUTLET / POST OFFICE is closed.

For security and privacy reasons, we suggest the following:

- **Never send cash through the mail**
- **Always keep your mailbox locked**
- **Do not share your combination with anyone**

Please use this format when addressing letters or packages to your student:

< STUDENT FIRST AND LAST NAME >

ASBURY UNIVERSITY

1 MACKLEM DRIVE

CPO BOX <BOX NUMBER >

WILMORE, KY 40390

Students can receive their box assignment and combination information at the check-out counter of the EAGLE OUTLET.

Should you have questions or concerns, our contact information is:

859-858-3511 ext. 2263

cpo@asbury.edu