Mail Center Information

Student Mailbox Location: Centennial Hall
Hours: Accessible 24-hours a day
Mail Center Office Location: 435 South Randall Rd
Office Hours: Monday through Friday, 8:00 until 5:00pm

The mailboxes are located in the northeast section of Centennial Hall for all students that reside in halls other than Centennial Hall. All students that are residents of Centennial hall can pick up their mail in the boxes that are located near the South entrance of the building. Resident students automatically receive a campus mailbox. All students must go to the main Mail Center (435 S. Randall Rd) to obtain their mailbox number and key. It is very important for all students to check their campus be receiving important campus information via their on-campus mailbox.

Letter mail is distributed to the student mail boxes by 3:00pm daily. Students will be notified by email when packages are available for pick up. Packages can be picked up Monday through Friday during regular business hours.

Additionally, services that are available at the Aurora University Mail Center include; U.S.P.S mailing of domestic and international packages, UPS services, stamp sales, and the sales of packaging materials.

Mailbox keys are assigned at no additional charge. If a key is not returned to the Mail Center 30 days after leaving campus, a $20.00 replacement fee will be assessed to the student. Whether permanently moving off-campus or leaving for summer break (the only break during which the mail will be forwarded), we recommend that you leave a forwarding address will the Mail Center. If you do not leave a forwarding address, your mail will be returned to sender. Mail will be forwarded for a period of ninety days. We encourage you to notify your correspondents of your new address as soon as possible, upon leaving the university.

When addressing mail to a resident student or on-campus office, please use the following format:

**Students:**
Aurora University
Student Name
PMB#
347 S. Gladstone Ave.
Aurora, IL 60506

**University or Departments:**
Aurora University
Department Name or Attention Line
347 S. Gladstone Ave.
Aurora, IL 60506

For more information, please contact:

Vanessa Gaddy
Mail Center Manager
630-844-7823
vgaddy@aurora.edu