

# Mail

**Ferguson Center Mailroom hours:** Monday-Friday, 8:00 a.m. - 4:30 p.m.

**Services Accepted:** United States Postal Service, FedEx, UPS, & DHL

Student mail should be addressed as follows:

*Missouri Valley College*

*Student Name*

*500 E. College Street*

*Marshall, MO 65340*

Do not include room numbers or residence halls in the address. All letters/packages are received and distributed from the mailroom. Delivery services will not deliver to any other location on campus.

When a student receives a package or mail, they will receive an email from the mailroom stating they have a pick-up. The mailroom will make three (3) attempts to contact the students before the item is returned to sender. It is the responsibility of the student to pick up the package or mail within two (2) weeks.

Tracking Your Incoming Package

Here is a list of the most commonly used carriers and links to their package tracking websites:

- U.S. Postal Service – <http://www.usps.com>
- UPS – <http://www.ups.com>
- Federal Express – <http://www.fedex.com>
- DHL – <http://www.dhl.com>

The mailroom does NOT offer outgoing services.

Please visit <https://www.moval.edu/mailroom> for more policies and procedures.