

CAMPUS STORE MAIL SERVICE FAQ

What address should be used to send mail/packages to students on campus?

IMPORTANT: Please use a FIRST AND LAST NAME!

Update your online vendor accounts and inform your friends and family to use the following address format when sending mail and packages to campus for you:

[First Name] [Last Name]
1 University Avenue
[Your Messiah Email Username]*
Mechanicsburg, PA 17055

***Your First and Last Initial + 4-Digit Number**

For example, if Flex Falcon's Messiah email address is ff1909@messiah.edu, the correct address to use for Flex's mail is:

Flex Falcon
1 University Avenue
FF1909
Mechanicsburg, PA 17055

PLEASE NOTE: Items received without sufficient information may be returned to the sender.

What address should be used to send mail/packages to employees?

[First Name] [Last Name]
1 University Avenue
[Department]
Mechanicsburg, PA 17055

How do I know when I have mail or a package?

The Campus Store will notify you by email from donotreply@slingshotedu.com. You must bring your student ID and/or the email with you to claim your mail or package. The email must come from the Campus Store's logistics system, NOT from USPS, UPS, FedEx, Amazon, etc. Carriers often send notices before the store receives/processes deliveries.

Will my Messiah ID card be required to pick up mail and packages?

Yes. You will be asked to present your Messiah University ID Card when picking up mail and packages.

When is the best time to pick up my mail/packages?

1. The Campus Store is busiest immediately after class periods end, before and after Chapel, and at lunchtime. Other times tend to be slower.
2. Remember that we are also open Saturdays during the school year with the exception of breaks and holidays.

3. See the current week's store hours at www.messiahugear.com. Hours may change for special events.

How do I pick up mail or packages outside of the Campus Store's business hours?

When classes are in session, the store's normal business hours are 9:00 AM-4:00 PM Monday-Friday and 11:00AM-3:00PM on Saturdays. Store hours are updated weekly at www.messiahugear.com. If these hours do not coordinate with your schedule, you can forward your pickup notification to a friend to authorize them to pick up items on your behalf.

How can I use the Amazon smart locker to receive my Amazon packages?

During the checkout process in Amazon, click your delivery preferences to see if your item(s) are eligible for placement in a smart locker. If eligible, the option will appear under the shipping address. Select "See nearby pickup locations". Messiah's smart locker's name is PERCH and appears as "Amazon Hub Locker-Perch, 1 College Ave, at EISENHOWER CAMPUS CENTER, Mechanicsburg...". Putting the word PERCH in your Amazon address is not sufficient.

NOTE: Not all Amazon items can be shipped to a smart locker. This is not something which is controlled by Messiah University and the Campus Store.

There are a limited number of lockers which serve the entire campus community. If the lockers are full when your package arrives, it will be rerouted through the logistics system and must be picked up at the Campus Store.

How should I address items that I'd like to send through Campus Mail?

Messiah Students: First and Last Name. Add the student's Messiah email address if the student shares the same name as another student.

Messiah employees: First and Last Name and/or Department Name.

Where do I drop off Campus Mail to send?

1. Use the black drop box in front of the Campus Store 24/7.
2. Hand it to an associate at the customer service counter during Campus Store hours.

Where can I drop off outgoing mail/packages?

Purchase postage or price shop USPS and UPS shipping options at the customer service counter.

If the mail or package is properly addressed with adequate postage or shipping label attached, you can use the black box in front of the Campus Store 24/7.

Does the Campus Store sell postage stamps?

Yes. Postage stamps as well as UPS and USPS shipping services can be purchased at the Campus Store.

What if I have more questions?

You can e-mail the Campus Store at: campusstore@messiah.edu