Mail

Mail service is available right in your home at Northwest. Mail and packages are delivered directly to your residence hall at Northwest.

Mail is typically delivered by 2:00PM Monday-Friday and most Saturdays. If Northwest has a home football game on Saturdays, mail can sometimes be delayed to allow staff to attend the game.

Residents must use their key to get their mail. Desk Attendants are not permitted to hand mail over the counter. If you lose your mail key, report it to the Desk Attendant immediately.

Outgoing mail is picked up from your residence hall front desk. Simply drop your parcels in the mail slot, and it's good to go. To ensure your mail goes out the same day, it is best to drop off outgoing mail by 10:00AM. If you are out of stamps, stop your hall front desk and the Desk Attendant can sell them to you.

Most packages will come directly to your front desk. However, some packages that are destined for the High Rises (Franken, Dieterich, Phillips, and Millikan Halls) will be delivered to the Station front desk. In these cases, a notification will be placed in your mailbox in your residence hall and notification will be sent to your campus email address.

Remember, Northwest relies heavily on your campus email account to send out important information, so remember to check regularly.

If you need to mail a package, Northwest can also meet this need at the Mail/Copy Center. The Mail/Copy center, located by the power plant, is a fully operational postal service and also provides a wide variety of copying services for students and staff.