

Kennesaw Campus Mail Drop Numbers

Department	Building	Mail Drop Number
Coles College of Business - Office of the Dean	A. L. Burruss Building	0401
School of Accountancy	A. L. Burruss Building	0402
Dept of Economics, Finance and Quantitative Analysis	A. L. Burruss Building	0403
Michael A. Leven School of Management, Entrepreneurship & Hospitality	A. L. Burruss Building	0404
Dept. of Information Systems	A. L. Burruss Building	0405
Department of Marketing and Professional Sales	A. L. Burruss Building	0406
UITS - Student Help Desk	A. L. Burruss Building	0410
Dept. of Career Planning & Development	Academic Learning Center	4801
SMART Center, Supplemental Instruction & SASS	Academic Learning Center	4802
Global Education	Academic Learning Center	4804
Honors College	Academic Learning Center	4805
Intercollegiate Athletics - Advising	Academic Learning Center	4806
Owl Advising	Academic Learning Center	4807
Office of Undergraduate Research	Academic Learning Center	4808
University Housing	ARC Town Hall	8000
Central Receiving and Distribution	BrandsMart Building	3603
SAFE Center	Campus Loop Road Houses	4800
Center for Cybersecurity Education	Campus Loop Road Houses	4900
Center for the Advancement of Military and Emergency Services (AMES) Research	Campus Loop Road Houses	5100
Student Health Services	Campus Loop Road Houses	5200
Department of Event and Venue Management	Campus Loop Road Houses	5300
Institutional Effectiveness/CETL	Campus Loop Road Houses	5400
Joel A. Katz Music and Entertainment Business Programs	Campus Loop Road Houses	5500
Family Enterprise Center	Campus Loop Road Houses	5600
Doug & Robin Shore Entrepreneurship Center	Campus Loop Road Houses	5601
Campus Services	Campus Loop Road Houses	5700
Digital Learning Innovation	Campus Loop Road Houses	5800
School of Conflict Management, Peacebuilding and Development	Campus Loop Road Houses	5900
Environmental Health and Safety	Chastain Pointe	0002
Campus Postal Services	Chastain Pointe	0004
Costume Shop & Intercollegiate Athletics	Chastain Pointe	0007
Retail Annex - Bookstore/Market	Chastain Pointe	0008
UITS - AVTS Installation	Chastain Pointe	0012

College of the Arts/Dance	Chastain Pointe	0036
College of the Arts - Marketing & Communications	Chastain Pointe	0302
Door Access/Lock Shop	Chastain Pointe	0309
Center for Sustainable Journalism	Chastain Pointe	0310
ROTC	Chastain Pointe	0311
Department of Emergency Management	Chastain Pointe	0312
Facilities - Plant Operations	Chastain Pointe	3601
Facilities - Design & Construction Svs	Chastain Pointe	3602
School of Art and Design	Chastain Pointe	3604
Dept. of Math (Faculty)	Clendenin Building	1102
School of Data Science & Analytics Science	Clendenin Building	1103
Wellness Center	Dr. Betty L. Siegel Student Recreation and Activities Center	0301
Department of Sports and Recreation	Dr. Betty L. Siegel Student Recreation and Activities Center	0302
English	English Building	2701
Office of Institutional Equity	English Building	2702
Department of Technical Communication and Design	English Building	2703
Fifth Third Bank Stadium	Fifth Third Bank Stadium	3000
Library	Horace W. Sturgis Library	1701
Museums, Archives, and Rare Books	Horace W. Sturgis Library	1704
Foreign Languages	Horace W. Sturgis Library	1804
UITS-TOLV	Horace W. Sturgis Library	1805
Department of Interdisciplinary Studies	Horace W. Sturgis Library	2208
HSS Interdisciplinary Suite	Horace W. Sturgis Library	2208
Dean of Students & SCAI	James V. Carmichael Student Center	0501
Cultural and Community Centers	James V. Carmichael Student Center	0502
Women's Resource Center	James V. Carmichael Student Center	0505
CARE Services	James V. Carmichael Student Center	0506
Student Activities and Media	James V. Carmichael Student Center	0507
University Dining (Retail)	James V. Carmichael Student Center	0508
Department of Fraternity & Sorority Life	James V. Carmichael Student Center	0509
Department of Student Leadership & Service	James V. Carmichael Student Center	0511
Card Services Offices/Talon One Service Center	James V. Carmichael Student Center	0512
Student Centers Operations	James V. Carmichael Student Center	0513

University Stores (Bookstore)	James V. Carmichael Student Center	0601
College of the Arts - Office of the Dean	Joe Mack Wilson Building	3101
Dept. of Theatre & Performance Studies	Joe Mack Wilson Building	3103
Zuckerman Museum	Joe Mack Wilson Building	3104
Office of the President	Kennesaw Hall	0101
Office of the Provost and V. P. of Academic Affairs	Kennesaw Hall	0102
Academic Affairs	Kennesaw Hall	0104
Bursar - Fiscal Services	Kennesaw Hall	0105
Student Affairs	Kennesaw Hall	0106
Office of the Chief Business Officer	Kennesaw Hall	0107
Office of the VP of Administration	Kennesaw Hall	0108
Office of Research	Kennesaw Hall	0111
Department of Educational Leadership	Kennesaw Hall	0114
Bagwell College of Education - Clinical Experiences, Placements & Partnerships (CEPP)	Kennesaw Hall	0115
Enrollment Services - Registrar & Records	Kennesaw Hall	0116
Counseling & Psychological Services	Kennesaw Hall	0117
Coles - Undergraduate Advising Center	Kennesaw Hall	0118
Enrollment Svcs. - Financial Aid	Kennesaw Hall	0119
Office of the Dean - Bagwell College of Education	Kennesaw Hall	0120
Elementary and Early Childhood Education	Kennesaw Hall	0121
Secondary and Middle Grades Education	Kennesaw Hall	0122
Department of Inclusive Education	Kennesaw Hall	0124
Bagwell Advising & Student Success Center (TEAC)	Kennesaw Hall	0126
School of Instructional Technology & Innovation - iTEACH Center	Kennesaw Hall	0127
Student Disability Services	Kennesaw Hall	0128
Teacher Resource Activity Center (TRAC)	Kennesaw Hall	0131
College of Professional Education	KSU Center	3301
A.L. Burruss Institute of Public Services	KSU Center	3302
Small Business Development Center (SBDC)	KSU Center	3303
KSU Employee Fitness Center	KSU Center	3304
Georgia Youth Science & Technology Centers, Inc. Math	KSU Center	3305
Office of Executive Programs (EMBA)	KSU Center	3306
Masters of Accounting (MAcc)	KSU Center	3307
Museum of History & Holocaust Education	KSU Center	3308
Master of Science in Prosthetics & Orthotics	KSU Center	3009
First Transit	KSU Center	3010

Office of Creative Communications	KSU Center	3311
Parent & Family Programs	KSU Center	3312
Academic Testing Center	KSU Center	3313
HatchBridge - Incubator Services	KSU Center	3315
Student Volunteerism and Service	KSU Center	3316
Athletics	KSU Convocation Center	0201
Health, Physical Education and Sports Science	KSU Convocation Center	0202
Mathematics	Mathematics and Statistics Building	1601
School of Music	Music Building	3201
Owl's Nest	Owl's Nest	7901
Paulding Instructional Site	Paulding Instructional Site	9999
Leadership Integrative Studies - Academy for Inclusive Learning & Social Growth	Pilcher Building	1802
Dean's Office - College of Health and Human Services - Academy for Inclusive Learning & Social Growth	Prillaman Hall	4101
Nursing Department	Prillaman Hall	4102
Human Services	Prillaman Hall	4103
Exercise Science and Sports Management	Prillaman Hall	4104
Building Services	Prillaman Hall	4105
WCHHS Advisement Center	Prillaman Hall	4107
Public Safety (Non-Emergencies)	Public Safety	2001
Department of Public Safety (DPS) Administration Building	Public Safety	7000
Molecular and Cellular Biology	Science and Mathematics Building	1201
Ecology, Evolution and Organismal Biology	Science and Mathematics Building	1202
Chemistry and Biochemistry	Science and Mathematics Building	1203
Physics (Faculty)	Science and Mathematics Building	1204
Office of the Dean - Science and Mathematics	Science Laboratory Building	1301
Office of Research - Research Compliance	Social Science Lab Complex Building	6500
Office of the Dean - College Humanities and Social Sciences	Social Sciences Building	2201
Dept. of Psychological Science	Social Sciences Building	2202
Geography and Anthropology	Social Sciences Building	2203
Sociology and Criminal Justice	Social Sciences Building	2204
School of Government International Affairs	Social Sciences Building	2205
History and Philosophy	Social Sciences Building	2206
Communications	Social Sciences Building	2207
Online Learning Services	Technology Annex	1903

Information Technology/Help Desk	Technology Annex	1904
Enterprise Systems and Services	Technology Services	3501
Information Technology "A"	Technology Services	3503
University Dining	The Commons	4000
Enrollment Services - Orientation & Transition Programs	Town Point	0504
KSU Foundation	Town Point	9101
Univ. Development, Alumni Affairs, University Events	Town Point	9102
Office of Strategic Communications & Marketing	Town Point	9103
Campus Services (Accounting)	Town Point	9105
Office of the Dean - Graduate College	Town Point	9106
Graduate Admissions	Town Point	9109
Fiscal Services	Town Point	9110
Risk Management	Town Point	9110
Payroll	Town Point	9110
Enrollment Services - Admissions	Town Point	9111
Legal Affairs	Town Point	9115
Human Resources	Town Point	9120
Internal Audit	Town Point	9122
Budget and Planning	Town Point	9123
AAF - Academic Support Initiatives	University College	2401
Strategic Planning, Assessment, & Analysis - Division of Student Affairs	University College	2403
Housing	University Village	6001
Center for Young Adult Addiction and Recovery	University Village	6002
School of Art and Design	Visual and Commercial Arts Building	2901
Honors College	Willingham Hall	2301
HSS Advising Center	Willingham Hall	2302
RRPG Pilot Program Leadership in Academics (HOLA) Program	Willingham Hall	2303
Division of Diverse and Inclusive Excellence	Willingham Hall	2304
Military and Veterans Services	Willingham Hall	2305
Student Engagement and Belonging	Willingham Hall	2306