

Loyola University Chicago

Mail Center Operations

Mail Services Guide for LSC and WTC Resident Students

The Loyola Mailroom on LSC is located in the Facilities Building at

6317 N. Broadway St.

All resident students on LSC must use the mailing address below:

First Name, Middle Initial, Last Name

Dorm Name

6317 N. Broadway St.

Chicago, IL 60660

Never use your dorm address!

Incoming Mail and Packages: All resident students are required to retrieve their mail in person (presenting student ID and electronically signing for the package) from the mail room during business hours. Only the addressee should come to pick up items to avoid crowding in the mail room.

Normal Hours of Operation*

Monday – Friday during the Fall and Spring: 9:00-7:00

Summer Hours: M-F 9:00- 5:30

*Unless otherwise posted in the mailroom on some occasions, at the beginning of

holidays. If the student moves out (off campus – including during the summer term), mail/packages will be returned to sender.

In order to ensure timely and accurate mail delivery, all resident students who will be leaving their on-campus residences (for return home after the school year, moving off campus, studying abroad, etc.) are required to contact any institution that may be sending them mail or packages to update them with their new address. Mail and packages that are received once the student is no longer living on campus will be returned to sender without exception.

The Loyola Mailroom on WTC (for students living in Baumhart Hall) is located at:

26 E. Pearson St. (in lower level)

All resident students on WTC must use the mailing address below:

First Name, Middle Initial, Last Name

26 E. Pearson St.

Room #: ____

Chicago, IL 60611

resident students only and kept secured on campus during holidays. If the student moves out (off campus), mail/packages will be returned to sender.

In order to ensure timely and accurate mail delivery, all resident students who will be leaving their on-campus residences (for return home after the school year, moving off campus, studying abroad, etc.) are required to contact any institution that may be sending them mail or packages to update them with their new address. Mail and packages that are received once the student is no longer living on campus will be returned to sender without exception.

The LSC Mailroom is serviced by the Rogers Park Post Office, located at 1723 West Devon Avenue, Chicago, Illinois 60626. USPS mail is received there,