

Kennesaw Campus Mail Drop Numbers

Department	Building	Mail Drop Number
Career Planning and Owl Advising	Academic Learning Center	4801
SMART Center, Supplemental Instruction & SASS	Academic Learning Center	4802
Interdisciplinary Research	Academic Learning Center	4803
Global Affairs	Academic Learning Center	4804
Honors College	Academic Learning Center	4805
Student Athlete	Academic Learning Center	4806
Owl Advising	Academic Learning Center	4807
Office of Undergraduate Research	Academic Learning Center	4808
Dean of Business	A.L. Burruss Building	0401
Accounting	A.L. Burruss Building	0402
Economics and Finance	A.L. Burruss Building	0403
Management and Entrepreneurship	A.L. Burruss Building	0404
Information Systems	A.L. Burruss Building	0405
Marketing and Professional Sales	A.L. Burruss Building	0406
Information Technology "C"	A.L. Burruss Building	0410
Undergraduate Business Advisement	A.L. Burruss Building	0411
Housing	ARC Town Hall	8000
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 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
Center for Distance Learning	Campus Loop Road Houses	5800
School of Conflict Management	Campus Loop Road Houses	5900
Plant Operations	Chastain Pointe	3601
Facilities, Planning and Design	Chastain Pointe	3602
Central Receiving and Distribution	Chastain Pointe	3603
Risk Management	Chastain Pointe	3603
Environmental Health and Safety	Chastain Pointe	0002
Campus Postal Services	Chastain Pointe	0004
Applied Computer Science	Chastain Pointe	0006
Costume Shop	Chastain Pointe	0007
Retail Annex - Bookstore/Market	Chastain Pointe	0008

Repository Library	Chastain Pointe	0009
AVTS Installation	Chastain Pointe	0012
College of the Arts/Dance	Chastain Pointe	0036
Institutional Research	Chastain Pointe	00301
College of the Arts/Marketing	Chastain Pointe	00302
Door Access/Lock Shop	Chastain Pointe	00309
Center for Sustainable Journalism	Chastain Pointe	00310
Youth Today	Chastain Pointe	00310
ROTC	Chastain Pointe	00311
Department of Emergency Management	Chastain Pointe	00312
School of Art and Design	Chastain Pointe	3604
Math (Faculty)	Clendenin Building	1102
Department of Statistics and Analytical 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
Ombuds	English Building	
Department of Technical Communication and Design	English Building	2703
Fifth Third Bank Stadium	Fifth Third Bank Stadium	3000
Interdisciplinary Studies	Horace W. Sturgis Library	2208
Library	Horace W. Sturgis Library	1701
University Archives	Horace W. Sturgis Library	1704
Dean of Students	James V. Carmichael Student Center	0501
Student Engagement	James V. Carmichael Student Center	0502
Bursar	James V. Carmichael Student Center	0105
CAPS New Student Orientation Programs	James V. Carmichael Student Center	0504
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
Fraternity and Sorority	James V. Carmichael Student Center	0509
Center for Student Leadership	James V. Carmichael Student Center	0511
Talon One Service Center	James V. Carmichael Student Center	0512

Student Centers	James V. Carmichael Student Center	0513
University Stores (Bookstore)	James V. Carmichael Student Center	0601
College of the Arts	Joe Mack Wilson Building	3101
College of the Arts (Annex)	Joe Mack Wilson Building	3102
Theatre	Joe Mack Wilson Building	3103
Zuckerman Museum	Joe Mack Wilson Building	3104
President	Kennesaw Hall	0101
Office of the V/P of Enrollment Services	Kennesaw Hall	0102
Academic Affairs	Kennesaw Hall	0104
Student Success and Enrollment Services	Kennesaw Hall	0106
Office of the Chief Business Officer	Kennesaw Hall	0107
VP of Administration	Kennesaw Hall	0108
Office of Grants and Contracts	Kennesaw Hall	0111
Educational Leadership	Kennesaw Hall	0114
Center Education Placement	Kennesaw Hall	0115
Registrar	Kennesaw Hall	0116
Student Success Services	Kennesaw Hall	0117
Financial Aid	Kennesaw Hall	0119
Dean 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
Graduation Coaches	Kennesaw Hall	0125
Teacher Education and Advisement Center (TEAC)	Kennesaw Hall	0126
Education Technology Center	Kennesaw Hall	0127
Student Disability Services	Kennesaw Hall	0128
Teacher Resource Activity Center	Kennesaw Hall	0131
Continuing 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
Center for Teacher Development in Science and Math	KSU Center	3305
Leadership and Professional Leadership	KSU Center	3306
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 and Orthotics	KSU Center	3309
First Transit	KSU Center	3310
Office of Creative Communications	KSU Center	3311

Parent Family Programs	KSU Center	3312
Academic Testing Center	KSU Center	3313
Intensive English Program	KSU Center	3314
HatchBridge Incubator Services	KSU Center	3315
Student Volunteerism & Service	KSU Center	3315
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	Pilcher Building	1802
Foreign Languages	Pilcher Building	1804
UITS-TOLV	Pilcher Building	1805
Dean's Office – College of Health and Human Services	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
Academy of Inclusive Learning and Social Growth	Prillaman Hall	4108
Public Safety	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
Dean of Science and Mathematics	Science Laboratory Building	1301
Dean of Office of the College Humanities and Social Sciences	Social Sciences Building	2201
Psychology	Social Sciences Building	2202
Geography and Anthropology	Social Sciences Building	2203
Sociology and Criminal Justice	Social Sciences Building	2204
Political Science and International Affairs, Conflict Management	Social Sciences Building	2205
History and Philosophy	Social Sciences Building	2206
Communications	Social Sciences Building	2207

HSS Interdisciplinary Suite	Social Sciences Building	2208
Social Science Lab Complex Building	Office of Research - Research Compliance	6500
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
The Commons	The Commons	4000
KSU Foundation	Town Point	9101
University Development	Town Point	9102
Alumni Affairs	Town Point	9102
University Events	Town Point	9102
University Relations	Town Point	9103
Analytics and Data Science Institute	Town Point	9104
Campus Services (Accounting)	Town Point	9105
Scholarship and Graduate Programs	Town Point	9106
Graduate Admissions	Town Point	9109
Siegel Institute for Leadership, Ethics and Character	Town Point	9109
Business Services	Town Point	9110
Admissions	Town Point	9111
Transfer Adult Admission Services	Town Point	9112
Legal Affairs	Town Point	9115
Education Abroad	Town Point	9116
Enrollment Services	Town Point	9118
Human Resources	Town Point	9120
Payroll	Town Point	9120
Internal Audit	Town Point	9122
Budget and Planning	Town Point	9123
Strategic Outreach and Diversity Initiatives	University College	2401
First Year Program	University College	2402
Student Affairs Assessment	University College	2403
Dual Enrollment Program	University College	2404
Director of Housing	University Village	6000
Housing	University Village	6001
Center for Young Adult Addiction and Recovery	University Village	6002
Visual Arts	Visual and Commercial Arts Building	2901
Honors College	Willingham Hall	2301
HSS Advising Center	Willingham Hall	2302
RRPG Pilot Program	Willingham Hall	2303
Division of Diverse and Inclusive Excellence	Willingham Hall	2304
Student Engagement and Belonging	Willingham Hall	2306
Veterans Resources Center	Willingham Hall	2305