

MU Campus Store

The MU Campus Store is where you'll find MU gear and spirit products, school and office supplies, Boots cosmetics, greeting cards, candy, beverages, convenience items and trade books. You may use cash, credit cards, check or your student account (see below). We also have an online store at <https://campusstore.manchester.edu/?q>

Not sure what to pack?!? Check out the student discount dorm room packages provided by the Campus Store at <https://www.ocm.com/mnc>

Textbooks/Course Requirements:

Click on this eCampus link to view textbooks/course requirements <https://manchester.ecampus.com/>

eCampus also offers year round online buybacks for textbooks/course requirements in addition to on site Campus Store buybacks at the end of the semester

Students can contact eCampus at <https://manchester.ecampus.com/help/help-desk> and secondary contact would be Heather Gochenaur, Campus Store Manager hkgochenaur@manchester.edu

Campus Store Student Account:

You can set up a Campus Store student account and deposit money to make available for school supplies, MU spirit wear, travel mugs & etc. This is a great option for parents who want to keep tabs on costs or students on a budget. You can set up an account in person or by mailing a check for the desired amount of deposit (payable to MU Campus Store; student's name should be printed on the memo line) to: Manchester University, Attn: Campus Store, 604 East College Ave., North Manchester, IN 46962.

Enclose a note with your check to specify if/how you'd like to restrict use of the funds. Students can draw from their account by presenting their student ID.

Mail:

Announcing, a newly created method to assist you in a quick access to your mailbox number, combination and directions for the year.

To obtain your MU mailbox number, combination and directions please log onto www.manchester.edu

First click on "Quick links" located at the top of page, second click on ChetNet, You will see Students, click on Students, then click on Students ChetNet , enter your Username and Password. Under the category to the far right More Resources click on NM Campus Resident Mailbox and you will see your MU mailbox number and combination.

You will have the same MU mailbox number and access to this information for the entire time you attend Manchester University.

The Campus Store processes all incoming and most outgoing student mail.

For ALL incoming mail and packages, please see the next page for how to address items. If not completed in this format those items will be delayed in processing.

Sending via: United States Postal Service, Fed Ex, UPS, DHL & any other delivery service address is below:

Manchester University
Student's name: 1st name & last name
1205 East Street
(MU mailbox number)
North Manchester, IN 46962

*****When you receive a package notification you cannot pick up your package until 11:00 am each day.
Because of the immense influx of incoming packages every morning.*****

Campus Store also offers students the ability to purchase stamps, ship package(s) using either USPS and or UPS but, we **cannot ship internationally**. We're also a drop site for return packages to USPS, UPS (which is our main shipper and package(s) get picked up Monday-Friday before 4:30) and Fed Ex (which we need to call for a pick up).

If you are sending anything to your student(s) via the United States Postal Service of value, please see the below facts to consider when sending item(s).

The below points are facts about our United States Postal service:

- 1.) Never send cash through the mail. A personal check or money order is a much safer option and Manchester College Financial Services dept. located in the Administration building will cash checks for students up to \$400.00 with a valid student ID or driver's license.
- 2.) Insurance is not automatically included in the price of postage and not all items can be insured. Generally the United States Post Office will only insure merchandise. Cash can never be insured and gift cards can only be insured under limited conditions.
- 3.) If you choose to mail a gift card place it in a padded envelope to ensure that it arrives safely at its destination. Rigid items do not hold up well on automated equipment when they are placed in a regular envelope. Check the terms of your gift card and keep your receipt. Many gift cards are replaceable by the issuer if lost or stolen.
- 4.) Coverage for loss or damage applies only to items that have been insured. When insuring items you should declare the full value as the United States Postal Service will reimburse you only up to the value declared. In the event of loss or damage proof of value must be submitted when filing a claim. The cost of insuring an article up to \$50 is \$1.85 and the cost for articles with values of \$50.01 - \$100 is \$2.35. A number is assigned to all insured articles and items insured for over \$200 require a signature at the time the Post Office delivers.
- 5.) Delivery Confirmation is also available through the United States Postal Service. Delivery Confirmation is free on Priority packages when postage is purchased online or when purchased at the retail counter. A Delivery Confirmation number provides visibility of your package as it travels to its destination through information provided on usps.com. This service is highly recommended when buying or selling items online as it allows the buyer to verify that the item was shipped and the seller to verify delivery of the item.

Questions

Call the Campus Store @ (260)982-5275 ask for either Heather Gochenaur Campus Store Manager hkgochenaur@manchester.edu or Karen Johnstone Textbook Buyer KLJohnstone@manchester.edu .