

A photograph of a modern building with large glass windows and circular accents, set against a blue sky with bare trees. A red umbrella is visible in the foreground. The image is partially obscured by a large white triangle and a dark red diagonal shape.

Wittenberg University
Mail Department
Student
Mail Help

From your first day to graduation

Just Arriving?

Mailbox Location

The mailboxes are located on the lower level of the Benham Pence Student Center. *note this is the same building as the CDR (main dining hall)

Box number & combo

Every Wittenberg student gets a mailbox number that will stay with them through their undergraduate experience at Witt. The mailbox number and combination can be found in the profile fields section of the student's eRezLife *housing portal.

*Must have Wittenberg Credentials to login to the housing portal.

What address do you use?

Packages

{Student Name}
Wittenberg University [Mailbox #]
734 Woodlawn Ave
Springfield OH 45504

Letter mail

{Student Name}
Wittenberg University [Mailbox #]
PO Box 6100
Springfield OH 45501

Are You Graduating/Leaving Campus?

- Clean out your mailbox and collect any remaining packages you have.
- File a change-of-address form with the United States Postal Service, so that any inbound mail intended for you is redirected to your new address. You can find the form at: <https://moversguide.usps.com/mgo/disclaimer>
- If you've done business with anyone while at Wittenberg, you'll want to contact them and tell them you've moved. Some examples might include your doctor or dentist's office, your bank, Amazon, etc.

Other Mailroom Tips

Include your name & box number; avoid nicknames

Make sure you include your name **and** campus box number in the address, so that it is clear who the item is intended for. Packages or mail sent to you should use your name as it appears in self-service. Avoid using nicknames, as this can lead to lost mail and packages.

Don't send letters/packages directly to the halls & 'Burbs

Use either the PO Box or Woodlawn address when having things mailed to you. Wittenberg cannot secure or track items sent directly to Witten'Burbs houses.

Items cannot be delivered directly to residence halls!

The Student Mail Room does NOT have cold storage

When ordering perishable goods (especially frozen items & medicines), bear in mind that the Student Mail Office does not have cold storage. Pick up packages promptly, especially if the package is perishable.

Tracking numbers for important items

If you're having something very important sent to you, we recommend utilizing a service that offers a tracking number wherever possible.

Picking up your packages

- Any time a package arrives in the mail room for you an automated e-mail from the Mail Department sent to your Wittenberg email informing you when the item is ready for pick-up.
- To pick up your item you will need to bring your pick-up notification email. Packages will only be released to authorized individuals.
- If you have a problem with receiving a package for any reason, have questions, or need further guidance, do not hesitate to call or e-mail the mail department.

Ordering from Amazon?

If you are ordering from Amazon, consider using our campus Amazon Locker, the name is "Meea"



Contact Information

Coordinator, Michael Lindeman



Student Mail Room
Benham Pence Student
Center Lower Level



Phone Number
937-327-6300



Email Address
lindenmanm@wittenberg.edu



Our Website
[https://www.wittenberg.edu/administration/
businessservices/campus-
mail-room](https://www.wittenberg.edu/administration/businessservices/campus-mail-room)



Mail Department Office
Recitation Hall - Lower Level
3 W Campus Dr, 45504