Student Mail Center Information

All student mailboxes are located in the lower level of the Benham-Pence Student Center. While enrolled at Wittenberg, all full-time students have access to a mailbox in order to receive mail and packages. Students are also invited to drop off outgoing, stamped mail as well as packages for UPS and FedEx pickup at the Student Mailroom; however, labels must be pre-paid by purchasing online and attached to packages before being brought to the Student Mailroom for shipment. If students need assistance weighing outgoing packages, they can request the assistance of a Student Mailroom employee. Postage stamps are not available for purchase at the mailroom but can be purchased at the University Bookstore.

Hours of Operation

Monday through Friday: 11 a.m. – 1 p.m. and 3 p.m. – 5 p.m.

Your Student’s New Mailing and Shipping Address

Please Note: Your student’s full name and campus box number must be included on all incoming mail/packages ensuring timely delivery and to avoid unnecessary delays. Your student’s mailing address will differ depending on the method that mail/packages are sent.

Mail/packages sent to you via the US Post Office:

Your Student’s First & Last Name  
Wittenberg University Box ____ (your campus box #)  
PO Box 6100  
Springfield, OH 45501

Mail/packages sent to you via FedEx or UPS:

Your Student’s First & Last Name  
Wittenberg University Box ____ (your campus box #)  
734 Woodlawn Ave  
Springfield, OH 45504

Student campus box numbers will not change the entire time they are at Wittenberg. No matter where they reside while at Wittenberg, their campus address/mailbox number remains the same. Mail is delivered Monday through Friday to student mailboxes. Students who receive a package will be sent an e-mail notification to their Wittenberg e-mail address. For more information about the Student Mail Room, please call 937-327-7443.

Your Student’s Mailbox Number and Combination

Student mailbox number and combination can be viewed on MyWitt at the “Address & Mailbox” tab on the Student page or “My Housing Info” link on the Incoming Students page.