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 Mailing and Shipping Address

Mail/packages sent to you via regular postal mail:
Student First/Last Name
Wittenberg University Box _____ (campus box #)
PO Box 6100
Springfield, OH 45501

Mail/packages sent to you via FedEx or UPS:
Student First/Last Name
Wittenberg University Box _____ (campus box #)
734 Woodlawn Ave
Springfield, OH 45504

Your campus box number will not change the entire time you are at Wittenberg. No matter where you reside while at Wittenberg, your 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 Mailbox Number and Combination

Your 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.