

Student Mail Center
Section Supervisor: Jennifer Stone
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Location: Hopper Hall 1st floor
Phone: 229 249-2694
Window Service Hours:
Monday–Thursday: 8am–5pm • Friday: 8am–2:30pm

Campus Mail Service assigns VSU Boxes to each student living in a residence hall. The cost for the box is included in the fees at registration and is for **personal use only**. All box holders must check each semester to verify the box number and combination which are located on banner.

VSU Box Combinations Online!

Go to: <http://www.valdosta.edu>

1. Click on Registration & Advising
2. Login | Student ID & PIN
3. Student & Financial Aid
4. View Campus Mail Box
5. Choose Term

Campus Mail Service attempts to reassign VSU Boxes each semester but extenuating circumstances (student not active on the housing roster at the time of the assignments) may prevent the reassignment.

Email Alert for Packages!

An email notice will be sent to the box holder's VSU email if an item requires a signature or is too large to fit in the VSU Box. These items can be obtained through the Student Mail Center Service Window with a valid ID. Please be able to provide the date you received the email notice.

Box holders are requested to use the proper address format given below. Mail and Parcels must match the box holder's assigned to the box. If an item is not appropriately addressed in the student's name and address it may result in the item being returned to the sender.

Example of The correct address is:

Student Name
VSU (assigned box number)
Valdosta State University

1500 N Patterson St
Valdosta, GA 31698

If you find an item is shipped by a vendor using a family member's name please alert the Student Mail Center as soon as possible. A high incidence of cell phone related packages received over the past year do not contain the student's name or box number on the shipping label making it difficult to confirm the correct recipient.

Moving or Moved Off Campus?

More than ever this is a very important process! Check your Banner address for the most up to date information and accuracy!

If you have moved off campus you will need to provide the Student Mail Center your new address or any mail addressed to your "former" VSU Box will be returned to sender. Please email [Jennifer Stone](mailto:jennifer.stone@vsu.edu), Section Supervisor for the Student Mail Center your new mailing address. Make sure you check with the USPS Website to check your new address. Not everyone provides it in the correct format. <http://zip4.usps.com/zip4/welcome.jsp> Include your full name, VSU Box number and new address to keep your mail moving forward.

Please note: Your mail will be forwarded for one year unless you move back on campus. Your VSU Box will be activated the first move-in day of the semester and your forwarding will stop.

Instructions for using VSU box combinations:

1. Turn dial LEFT 4 turns, stopping at the first number.
2. Turn RIGHT, passing 1st number one time, stopping at 2nd number.
3. Turn LEFT, stopping at 3rd number.
4. Turn the dial to the RIGHT to unlatch the door.
5. Reset lock by turning dial twice to the left. Leaving the box without resetting the lock leaves your mail vulnerable to pilfering