Mail Services Locations and Hours of Operation

Locations

1. 555 Westwood Plaza, Level B, provides the following full services: administration, billing, postage stamp sales, bulk mail and list services, messenger service, campus mail, incoming mail, outgoing U.S. mail including Express, Certified, Registered, and other USPS ancillary services, and international mail. Outgoing Express Mail cut-off time is 3:00 p.m. All services are via recharge for University business mail. Personal mail is not accepted.

2. Medical Plaza, Room B-103, provides U.S. mail and campus mail window service on a limited basis.

3. 10920 Wilshire Blvd., Ste. 150, provides window service for personal U.S. mail and personal mailbox rental. Recharge metering of University business mail is also available.

(Note: Ackerman Union, Level A, is operated by the Associated Students of UCLA and does not provide University business mail options. Only non-reimbursable personal use postage may be purchased at this location.)

Hours of Operation

All services at 555 Westwood Plaza are available Monday through Friday from 8:00 a.m. to 5:00 p.m (excluding University holidays). The cut-off time for same-day messenger service delivery is 3:30 p.m. Contact all other locations for their specific hours of operation.

Mail Services Intracampus Mail Boxes

Campus mail and University business mail to be recharged, which is deposited in Mail Services mail boxes, are picked up at approximately 1:30 p.m., Monday through Friday, at the following locations:

Campus

1. Ackerman Union, adjacent to Westwood Plaza turn-around
2. Young Dr. East between Lu Valle Commons and Public Policy
3. Young Dr. East at Dickson Plaza (across from Murphy Hall)
4. Portola Plaza near Math Sciences
5. Covel Commons area near Bruincard office
6. Inside Murphy Hall, Level A, parking lot entrance

Center for the Health Sciences

1. Tiverton Dr. (north side of Marion Davies Clinic, near out-patient drop-off)
2. Westwood Plaza at Jules Stein Eye Institute turn-around

MacDonald Research Laboratory (MRL)

1. Inside MRL, front entrance

Westwood Village

1. Ueberrroth Building at rear entrance
2. Weyburn Dr. adjacent to turn-around at rear entrance to Rehabilitation Center

Medical Plaza

1. Parking Lot 1, Level 1, adjacent to elevators

Wilshire Center (10920 Wilshire Blvd.)

1. Wilshire Center, Suite 150