

Mail Services Locations and Hours of Operation**Location**

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. All services are via recharge for university business mail. Personal mail is not accepted.

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, Level B, are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (excluding university holidays). For Outgoing Express Mail cut-off time please contact Mail Services. The cut-off time for same-day messenger service delivery is 3:30 p.m.

Mail Services Intracampus Mail Boxes

Campus mail and university business mail to be recharged, which is deposited in Mail Services light blue mailboxes, are picked up Monday through Friday (excluding university holidays) at the following locations:

Campus

1. Westwood Plaza, across from UCLA Police Station
2. Young Dr. East between Lu Valle Commons and Public Policy
3. Young Dr. East at Dickson Plaza (across from Murphy Hall)
4. Covell Commons area near BruinCard office
5. Inside Murphy Hall, Level A, parking lot entrance

Center for the Health Sciences

6. Tiverton Dr. (north side of Marion Davies Clinic, near out-patient drop-off)
7. 760 Westwood Plaza, Semel Institute for Neuroscience and Human Behavior

MacDonald Research Laboratory (MRL)

8. Inside MRL, front entrance

Westwood Village

9. Ueberroth Building at rear entrance
10. Weyburn Dr. adjacent to turn-around at rear entrance to Rehabilitation Center

Medical Plaza/Ronald Reagan Medical Center

11. Between Medical Plaza 100 and Medical Plaza 200, south of Ronald Reagan 150 Medical Plaza entrance

Wilshire Center (10920 Wilshire Blvd.)

12. Wilshire Center Lobby