

The Post

The Post serves as the campus mail center; specific hours of service are posted at the customer service window. In addition to sending U.S. mail, inter-office, and campus-resident mail, Students, Faculty, and staff may purchase postage stamps and services offered by Federal Express, and U.P.S. at The Post.

- In order to obtain and maintain a campus box, Students must be enrolled, reside in University owned housing, and possess a valid CBU Card.
- Mail addressed to Students who reside in University-owned housing designated for traditional, undergrad Students is delivered to The Post.
- Students who do not reside in on-campus housing are not eligible to be assigned a campus mailbox.
- Two (2) Students are assigned to each post box. Post box assignment is done on a random basis.
- United States Law prohibits tampering, destruction, or removal of the mail addressed to others.
- In order to assist with sorting and to ensure delivery, items sent to campus residents from off campus should be addressed as follows:
Student's Name
8432 Magnolia Avenue, Box _____ (assigned box number)
Riverside, CA 92504
- Items sent internally do not require postage. However, in order for mail to be properly sorted, each piece must contain the recipient's name and campus box number. Mail that is not deliverable and does not contain a return address will be discarded.
- Mail that is incorrectly distributed should be brought to the attention of The Post staff. Removing another individual's mail is a violation of University Policy and U.S. Postal regulation.
- Official University correspondence addressed to Students is placed in assigned campus boxes.
- Students are responsible for removing the contents of assigned campus boxes on a weekly basis. (Mail removal compliance is monitored regularly. Failure to comply will result in The Post forwarding mail to the Student's home address; if a home address is not available, mail will be returned to sender).
- Students who receive items that require a signature and/or are too large to fit within a campus box will receive a Mail Notice form. Such items may be obtained during normal business hours at the customer service window by presenting a Mail Notice form and a valid CBU Card.

- Mass mailings (memos, fliers, etc.) consisting of five (5) pieces or more and intended for on-campus distribution, must be sorted in numerical order (by campus box number) prior to submission to The Post. Unsorted materials may be returned to sender.
- Campus boxes must be completely closed and locked after each use.
- Students are responsible for informing The Post when the use of a campus box is no longer desired. The Post will forward mail for one (1) year after a Student officially closes a campus box.
- Students who do not reside on campus during the summer months are required to complete and submit a Summer Address form prior to departure from campus.
- Fliers, advertisements, and other items intended for general distribution through The Post must be approved by the Student Services Office.

For additional information regarding services offered by The Post, contact the mail and printing services manager at 951.343.4203.