



Campus Business Services
Summer/Fall Status Update
Updated August 9, 2021

As we plan for fall reopening, while maintaining health & safety a priority, please see current details and guidelines pertaining to CBS units. Please note that in accordance with campus policy, face masks/coverings are required for unvaccinated individuals. *Per campus guidelines (7/29/21) masks must be worn in all CBS indoor locations, regardless of vaccination status.*

- **UCR Bookstore**: Open. **Summer session hours: Monday – Thursday 10:00am to 2:00pm, Friday Closed. Fall quarter hours (beginning September 1): Monday – Friday 8:00am to 5:00pm.** Online shopping available 24/7 at <https://ucr.bncollege.com>. For general questions, please call **x24213 or 24456** or email sm8106@bncollege.com
- **Highlander Service Station**: **Officially reopens Wednesday, September 1 for regular operating hours of 8:00am to 5:00pm Monday – Friday.** Our new location is on the southeast corner of the UCR Bookstore building. For academic printing or copying needs, please email printingrequest@ucr.edu. For general questions, please call x24443 or 24444 or email servicestation@ucr.edu
- **Card Services**: Staff supporting essential card related services and data. R'Card needs may be handled by appointment and/or with contactless delivery by visiting <https://ucrcard.ucr.edu>. **Walk-in card assistance will be available beginning September 1** (please see Highlander Service Station hours above for details). For general questions, please call **x22273 or 21237** or email servicestation@ucr.edu
- **Mail Services**: **Open Monday – Friday from 8:00am to 5:00pm.** Adjusted delivery routes are in place for departments in need of service and subject to building/office accessibility. **Front lobby/post office officially reopens to the campus and local community on Wednesday, September 1.** Departments are encouraged to make appointments until that time. Please call **x26245** or email mailservices@ucr.edu to schedule pick-up appointments and/or have department added to the delivery schedule.
- **Receiving Services**: **Processing of inbound/outbound shipments and campus deliveries Monday – Friday from 8am and 5pm.** Delivery of items on campus is based on accessibility to the building/department that ordered. **Receiving Services is still providing the following items/services: gas cylinders, research related alcohol and IDT.** Please visit



<https://cbs.ucr.edu> to order (forms under 'Receiving Services' menu). Will call pick-ups are also available at the loading dock in the Corporation Yard. For general questions, please call **x23134** or email receivingservices@ucr.edu

- **ScotSupply:** As part of the CBS re-organization plan, this unit was **closed** at the end of FY20. In order to properly support important research on campus, limited items and services from ScotSupply have been retained and are now part of Receiving Services. Please refer to the ordering information in the Receiving section.
- **ScotSurplus:** Staff are available by appointment to meet campus needs. Walk-ins for campus staff and departments will reopen Wednesday, September 1 for regular operating hours of 8:00am to 5:00pm Monday – Friday. **Public sales are being held the 1st Tuesday of the month during summer session from 11am to 4pm, and will increase to the 1st and 3rd Tuesday of the month beginning in September.** Public sales are credit card or department recharge only. **Surplus, Shredding and e-Waste pick-ups is available.** Please visit <https://cbs.ucr.edu/shreddinge-wasterecycling> to schedule a shredding or e-Waste pick-up. To schedule a Surplus pick-up, please call **x25543** or email scotsurplus@ucr.edu
- **Digital Print Services:** For academic printing or copying needs, please email printingrequest@ucr.edu. For UCR business cards, letter head, or posters please visit <https://cbs.ucr.edu> to order (forms under 'Digital Print Services' menu). **Technician available for Copier Program repairs and service.** For general questions, please call **x24318 or 25097** or email printingrequest@ucr.edu
- **Auxiliary Design Services:** Limited staff are currently working on site and the remainder providing support remotely. **The ADS office (Bannockburn H-101) will officially reopen Wednesday, September 1 for regular operating hours of 8:00am to 5:00pm Monday – Friday.** For design or poster printing needs, please email auxiliarydesign@ucr.edu or visit <https://cbs.ucr.edu/auxiliary-design-services>
- **CBS Administration:** Our administration office, Corp Yard Building B, will **officially reopen on Wednesday, September 1 for regular operating hours of 8:00am to 5:00pm Monday – Friday.** Please contact a member of the CBS leadership team (contact info below) with any questions or concerns.



For specific questions please contact:

Mike Clemons, Director

Michael.clemons@ucr.edu

951.827.9185 office

951.315.4695 cell

Erica Henderson, Assistant Director – Highlander Service Station and Mail Services

Erica.henderson@ucr.edu

951.827.1210 office

951.318.9461 cell

Amy Everett, Administrative Assistant

Amy.everett@ucr.edu

951.827.5392

Mike Gonzales, Logistic Services Supervisor - Receiving and ScotSurplus

Michael.gonzales@ucr.edu

951.827.5543

Justin Kuo, Sr. Graphic Artist – Auxiliary Design Services

Justin.kuo@ucr.edu

951.827.2275

Tabitha Rosser, General Manager – UCR Bookstore (Barnes & Noble)

Tabitha.rosser@ucr.edu

951.827.4446

Thank you,

Mike Clemons, Director

