

Campus Business Services Campus Closure – COVID19 Response Updated June 15, 2021

Due to the campus closure and remote instruction, and in an effort to make health & safety a priority, please see current details and guidelines pertaining to CBS units. Please note that face masks and proper social distancing are required when visiting any CBS location by appointment or for order pick-up.

- **UCR Bookstore:** Reopening Monday, June 21. Summer session hours: Mon – Thurs 10am to 2pm, Fri Closed. Masks required and reduced occupancy will be in place. 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:** Closed until further notice. When location can safely reopen, it will be in our new location at 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 will work remotely (on site as needed) to support 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>. For general questions, please call x22273 or 21237 or email servicestation@ucr.edu
- **Mail Services:** As an essential function, inbound/outbound mail is still being processed daily between 8am and 5pm. Adjusted delivery routes are in place for departments in need of service. Front lobby/post office open for department pick-up and drop-off, however scheduling with the Mail Services team is encouraged. Departments should call x26245 or email mailservices@ucr.edu to schedule pick-up appointments and/or have their department added to the delivery schedule.
- **Receiving Services:** As an essential function, processing of inbound/outbound shipments and campus deliveries is occurring daily between 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. Public sales at ScotSurplus will reopen the 1st Tuesday of the month during summer session (next sale July 6, 2021) from 11am to 4pm. Masks required and limited occupancy will be in place. Surplus, Shredding and e-Waste pick-ups are still available. Please visit <https://cbs.ucr.edu/shredding-e-wasterecycling> to schedule a shredding or e-Waste pick-up. To make an appointment or 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 still available for Copier Program repairs and service.* For general questions, please call x24318 or 25097 or email printingrequest@ucr.edu
- **Auxiliary Design Services:** Staff working to support critical design and digital content needs. For urgent design or poster printing needs, please email auxiliarydesign@ucr.edu or visit <https://cbs.ucr.edu/auxiliary-design-services>
- **CBS Administration:** Limited CBS leadership will be working on campus during closure and most will be working remotely. Our administration office, Corp Yard Building B, will be closed and locked. Please contact a member of the CBS leadership team (contact info below) with any questions or concerns.

We appreciate your support as we work through this unprecedented time on our campus and globally. We will continue to keep the campus updated as operations change and we're able to safely reopen all location and return services to pre-COVID levels. A comprehensive communication plan with fall hours and service updates will be sent later this summer.

For specific questions and contact information, please see next page:



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Thank you,

Mike Clemons, Director

Campus Business Services

