

FAQ's

Courier Service

1. Does the university have a courier service?
 - A. Yes! Courier service offers same-day transportation of mail and packages across campus.
2. What are the service hours for the courier service?
 - A. Academic Year hours are Monday-Friday from 12:30 p.m. to 3:30 p.m.
Summer hours are Monday-Friday from 12:30 p.m. to 2:30 p.m.
3. How do I schedule a Courier to be picked up?
 - A. To request courier service, please visit JAGGAER to fill out a courier request form.
4. Can I schedule a Courier to pick up for a later date?
 - A. Yes, Courier Service can be scheduled for a later date by indicating the date of the desired pick up in the Courier Request Form in JAGGAER.
5. What types of items will the courier pick up?
 - A. Courier Service can be used to transport mail, bulk mailings, mail tubs, packages, and recyclables, such as toner cartridges and batteries, across campus.