ECE Graduate Student Mailbox Information and Rules

YOUR ADDRESS

- While attending graduate school in the ECE Department you may have education- and research-related mail delivered to your mailbox. Your address should be given out as follows:

  Your Name  
  ECE Department  
  University of California  
  Santa Barbara, CA 93106-9560

- The U.S. Postal Service has notified the ECE Department that graduate student mail WITH box numbers used in the address is causing large delays and problems in the Santa Barbara mail system. Because the addresses are read by computers the mailbox numbers are being seen as Post Office Boxes and being misdelivered to the downtown Santa Barbara post office. So do NOT include your mailbox number as part of your ECE address. Mail WITH a box number listed (especially if it is listed directly above the city, state, and zip line) may be delayed for weeks or longer!!

- Personal mail should NOT be sent to the ECE Department.

PICKING UP YOUR MAIL

- Mailboxes should be emptied weekly or more frequently. Boxes which have not been emptied will be purged and canceled at the end of each quarter, and mail will be returned to sender.

INCOMING MAIL

- University mail is delivered once per day (approximately 8:30 a.m.). Faculty and Staff mail is sorted and distributed. Graduate mail is then numbered and distributed (normally) before noon.
- Department files may be delivered at any time.
- Parcels arriving from Central Receiving may be delivered at any time.

PACKAGES AND FEDERAL EXPRESS

- Upon the arrival of a package or express mail a note will be put in your mailbox letting you know where to pick it up.

WHEN YOU LEAVE ECE

- Upon withdrawal or graduation from the ECE Department it is your responsibility to inform the Central Admin Office (rm. 4155) of your forwarding address. (The Post Office will not accept "Forwarding Address" forms with a University address.) If you fail to provide a forwarding address ALL mail will be returned to sender. WE WILL NOT HOLD MAIL!
- Upon completion of a degree please notify the Central Admin Office (rm. 4155) if you will be continuing on in ECE or if you will be delayed in leaving the department. Generally mailboxes are canceled at the end of the quarter in which you receive your degree.