Below you will find information on how to send your ITV class materials **directly from your department** to CSUB Antelope Valley, via the overnight courier service provided by the campus. Your department **will not** be charged.

**\* \* \* \* \* \* \* \* \* \***

**Courier Service to CSUBAV:**

Mail must be in drop-off locations by 2:30pm or delivered to Shipping and Receiving no later than 3:30pm, Monday-Friday.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Courier Service Drop-off Locations:   |  |  | | --- | --- | | **Building** | **Location** | | Administration Hall | Outside Human Resources | | Business Development Center | BDC Offices - Mailroom | | Dorothy Donahoe Hall | "D" Section |   **Note:**  Mail should be addressed **CSUBAV-ITV** and put in bin marked **“UPS or OVERNIGHT”** |

Antelope Valley will receive mail between 10:30am-12:00pm the next day. To guarantee next day delivery before 12:00pm, send mail 2 business days in advance.

ITV mail received from Antelope Valley will be sent directly to the Office of the Professor or Department Office; should the professor not have an office on campus.

Any questions regarding Mail Services (Facilities Management) should be directed to ext. 2296 or ext.2211.