When listing some of the services of the SUU Post Office most of the common Post Office services come to mind, packages, letters, priority mail, even FedEx, and UPS. All of these things are included in the services the SUU Post Office provides. However, there are some services that the SUU Post Office is able to provide that other city Post Offices do not offer. Because the SUU Post Office is designed to serve the campus, faculty and staff of Southern Utah University the Post Office on campus has a bulk mail department. Often times departments on campus will have hundreds or even thousands of letters to go out around the country to advertise upcoming events, inform and include alumni in activities, and deliver tickets for upcoming events. Due to this bulk mailing that happens on campus the SUU Post Office is able to print large quantities of mail and postage simply based on a list of destinations and addresses provided by the department doing the bulk mailing. For example; if the Utah Shakespearean Festival is sending out the new play schedule for the upcoming season and has a list of names and addresses of individuals who purchased tickets last year, all the USF would have to do is send their list of individuals to Dave Brown at the SUU Post Office along with the blank envelopes stuffed with the new schedules. The SUU Post Office would then be able to print the names and addresses of all the desired individuals onto the envelopes and have them out in no time!

This is a valuable service because not only does the SUU Post Office provide this service to departments on campus but often is approached by others to help with mailings outside the University because of reputation. Individuals who are getting married, throwing a baby shower, or sending out graduation announcements have simply come by and dropped off the list of people who they would like to send the mail to, along with the blank, stuffed envelopes and the SUU Post Office does the rest!! No hassle with labels or trying to get your home printer to feed envelopes correctly. So bring your large mailings by the SUU Post Office and let us do the work for you!! If you have questions about bulk mailings feel free to come by too!

SUU Post Office Hours & Schedule

SUU Post Office & Mail Services
HOURS: 8 am– 4 pm, Monday thru Friday
Sharwan Smith Center 138, SUU Campus
Phone: 435-586-7998
Fax: 435-865-8266
Email: barclay@suu.edu

SUU Post Office & Mail Services Bulk Mail
HOURS: 8 am - 4pm, Monday thru Friday
Sharwan Smith Center 138, SUU Campus
Phone: 435-586-7998
Fax: 435-865-8266
Email: brown_da@suu.edu
A common question that we hear at the SUU Post Office when mail is being dropped off is, “Will that go out today?” This is a great question and to help everyone understand the mail flow we have at the SUU Post Office we would like to explain just how the mail works at our Post Office. Each morning at 8:00 all the mail that has been collected from the previous day is compiled by the main Cedar City Post Office and picked up by SUU Post Office workers. At 8:30 each morning the mail arrives back at the SUU Post Office and sorting begins. The Cedar City Post Office collects all of the SUU mail but does not sort it for the different departments and offices. Mondays and Tuesdays after a three-day weekend are the busiest for the SUU Post Office because of the increase in quantity of mail. Each day at 10:00 am the sorting is finished and the delivery of mail starts. The SUU campus is divided into 5 routes called runs. 1. Upper Campus (General Building, Science Building, Braithwaite Gallery, Old Main, and Hunter Conference Center), 2. Middle Campus (Library, ELC, Business Building, and Administration Building), 3. Sharwan Smith Center, 4. Outer Campus (Head Start, P.E. Athletics, Facilities, Alumni, and Shakespeare Festival) and 5. Eccles and Housing. Each run takes a different amount of time depending on the amount of mail that is collected for each department. After the mail is delivered and collected between 10:00 and 11:00 am each morning it is sorted again. On campus khaki pouches and pink envelopes are given to departments for the next day, off campus and out of state letters are given postage and placed in outgoing trays. Stamped letters and other packages that have already been given postage (letters, birthday cards, Netflix...) all go in separate outgoing mail bins. Each day at Noon the department mail that has been given postage by the SUU Post Office is taken downtown. Later, FedEx is collected at 3:00pm and UPS at 4:00pm. At 4:00pm each day ALL the USPS mail that the SUU Post Office has received for the entire day is taken down to the Cedar City Post Office and put on trucks bound for different destinations. If you have personal mail that you are paying for postage and you get it to the SUU Post Office before it closes at 4:00pm your mail will make it out to the Cedar City Post Office that day! If you have specific questions about mail feel free to ask one of the student workers at the front counter, they would be happy to help you!

More Efficient Mail Delivery

Another common concern we get at the SUU Post Office is the concern departments have with getting the correct mail in a timely manner. Often times at the Post Office we will receive an letter addressed to:
Southern Utah University
351 W University Blvd.
Cedar City, UT 84720
With this address there are really almost 100 different departments of offices that this letter could go to. One way to ensure that letters are given to the correct department is to make sure that those sending you mail know to place your name and specific department in the address line or even a department code such as REG for registrar or ADMSN for Admissions. This would ensure that mail is not sent to an incorrect department before arriving at the desired destination.

Another idea for helping mail arrive at the desired destination more quickly is to bring your mail down to the SUU Post Office. If you have on-campus pink or khaki letters that are ready to go and your mail has already been picked up for the day bring your letters down to us at the SUU Post Office and the recipients will receive them the next morning rather than having to wait an extra day for us to pick them up from your office (And it’s a good reason to stretch your legs and get away from your desk!!)

A final suggestion for speeding up the mailing process is to separate your types of mail before bringing it to the SUU Post Office. For example if you have some international letters, make sure they are not mixed in with the in country, outgoing letters. Likewise with campus mail. Making sure your mail is separated will allow the workers at the SUU Post Office to more quickly assign the correct postage to your mail and get it on its way out! If you have further questions about speeding up mail services please ask!!!