



Preparatory & Continuing Education Division

Memorandum

To: Prep Faculty
From: Mary Ann Grof-Neiman
Date: November 22, 2008
Re: **Snow Closing** Information

With winter drawing upon us, it is time to start thinking about snow closings. Although the CIM Prep department would always prefer not to cancel classes or events, we are dedicated to safety first. We will always attempt to cancel events at the earliest feasible time. Once a decision has been made, the following will happen:

1. The CIM website at <http://www.cim.edu> will have closings listed on the first page.
 2. The CIM Weather Hotline at **216-795-3170, ext. 676**. (You must enter extension 676 in the automated system to receive the most up-to-date information). Please do not leave a message on this extension.
 3. Channel 3 News (WKYC) will be notified. Check iAlert closings listed on TV or on their website, which is http://www.wkyc.com/weather/severe_weather/cancellations_closings.
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