



Preparatory & Continuing Education Division

# Memorandum

To: Prep Faculty  
From: Mary Ann Grof-Neiman  
Date: January 8, 2010  
Re: **Snow Closing** Information

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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](http://www.wkyc.com/weather/severe_weather/cancellations_closings).

You will find attached the Snow Closing Contact Lists for the Main Campus and all Preparatory Branches. Please inform your students of the above measures that we are taking to keep everyone informed of school and branch closings, so they may check for themselves as well. **Be aware that it is your responsibility to contact your students in the case of CIM or Branch closings.** Also, please feel free to call our office and report weather conditions in your vicinity, as it is a help to us in making the decision whether or not to close.

Please call me with any questions (216) 791-5000 ext 371, or email at [mag52@case.edu](mailto:mag52@case.edu).