

Default Access by Classification.

If you do not have the default access listed for your classification, please contact Access Services by e-mail at access@case.edu, or phone at 216-368- CARD (2273). You may also visit us in our office in Crawford Hall, room 18. We are open Monday through Friday from 9:00am to 4:00pm.

Case Undergraduate Student

As an active Case undergraduate student, your ID card should have access to the following default areas with specific hours determined by the department or school in which the area is controlled: Carlton Basketball Court, Carlton Commons, Carlton Road Tennis Courts, Fribley Commons, Glennan 312, Glennan 317A, Juniper Basketball Court, Kelvin Smith Library, Mather Memorial G Restroom, Medical School Library, Nord 415 Computer Lab, Nord Hall Quad Side, NRV Garage doors & elevators, Olin Perimeter, Thwing, Veale Center., Wade Commons Fireside Lounge, MultiPurpose Room & Quiet Study rooms, White Perimeter.

Case Graduate Student

As an active Case graduate student, your ID card should have access to the following default areas with specific hours determined by the department or school in which the area is controlled: Carlton Basketball Court, Carlton Road Tennis Courts, Glennan 312, Glennan 317A, Juniper Basketball Court, Kelvin Smith Library, Mather Memorial G Restroom, Nord 415 Computer Lab, Nord Hall Quad Side, NRV Garage doors & elevators, Olin Perimeter, Thwing, Veale Center, White Perimeter.

Case Faculty or Staff member

As an active Faculty or Staff member your ID card should have access to the following default areas with specific hours determined by the department or school in which the area is controlled: Carlton Basketball Court, Carlton Road Tennis Court, Glennan 312 CR, Glennan 317A CR, Juniper Basketball, Kelvin Smith Library, Mather Memorial G Restroom, Medical School Library, Nord 415 Computer Lab, Nord Hall, NRV Garage doors & elevators, Olin, Thwing, Veale Center, White.

Cleveland Institute of Music (CIM) student

As an active CIM student, your ID card should have access to the following default areas with specific hours determined by the department or school in which the area is controlled: Carlton Basketball Court, CIM Annex Main Entrance, Cutter House, Juniper Basketball Court, Kelvin Smith Library, Nord 415 Computer Lab, Nord Hall Quad Side, Thwing, & Veale Center.

Cleveland Institute of Music (CIM) Faculty or Staff member

As an active CIM Faculty or Staff member, your ID card should have access to the following default areas with specific hours determined by the department or school in which the area is controlled: CIM Annex Main, Cutter House, Kelvin Smith Library, & Veale Center

Cleveland Institute of Art (CIA) student

As a currently active CIA student, your ID card should have access to the following default areas with specific hours determined by the department or school in which the area is controlled: Carlton Basketball Court, Juniper Basketball Court, Kelvin Smith Library, & Thwing.

Cleveland Institute of Art (CIA) Faculty or Staff member

As an active CIA Faculty or Staff member, your ID card should allow you to enter the Kelvin Smith Library.

F.A.Q'S

How do I get access to an area that is not listed?

Access to any building is only granted with proper written authorization. Please contact the person who is responsible for your presence in the locations that you need to access. For security purposes, you may not request your own access from Access Services.

How do I activate my employee's or student's ID card for our department?

You must request access from individuals within your department/school. Below you will find a list of people who are allowed to request building access from Access Services. Please e-mail or fax a request to the necessary authorized individual.

The request must include the cardholder's ID number. Case no longer uses Social Security numbers. Case students and employees have a 7 digit EMPLID number that can be found in HCM. Cardholders with Temporary or Contractor ID cards were issued an ID number when they received their IDs.

Who should I contact about gaining access to my department?

You should contact the person who is responsible for you having to gain access to the department/school. Below you will find a list of people who are authorized to grant access to the different schools here at Case.

AUTHORIZED REQUESTORS FOR CASE SCHOOLS

Case School of Engineering
College of Arts & Sciences
Mandel Center for Non-Profit Organizations
MSASS
Nursing School (Student Access)
Nursing School (Other)
School of Dental Medicine
School of Law
School of Medicine
Weatherhead School of Management & Dively Center

Paul Holter, Robert Knight
Kenneth Klika
Wendy Jelinek
William Haller
Anthony Saar, Stephanie Ciesla
Kathy Olinn, Susan Frey
Cynthia Archibald, Victoria Hirsch
Alice Hunt
Joe Corrao, Sharon Callahan
Laura Watt