



Disability Access Guide

THE THOMAS M. COOLEY LAW SCHOOL

DISABILITY ACCESS GUIDE

PURPOSE

The purpose of this guide is to provide access and related information to students, faculty, staff, and the general public.

PARKING

Lansing:

- **Cooley Center:** The closest parking to the Cooley Center can be found in the South Capitol Parking Ramp (320 South Capitol Avenue), which is immediately south of the Cooley Center. The South Capitol Parking Ramp has side-lift van accessible parking spaces.
- **Library:** Metered handicap parking near the Library can be found on South Washington Square directly across the street from the library. This parking space is not side-lift van accessible. Meters are enforced from 8:00 a.m. – 6:00 p.m., Monday through Friday. There are handicap parking spaces in the lot next to the library. This lot is for staff with permits until 5:30 p.m. on weekdays. This lot has side-lift van accessible spaces.
- **Temple Building:** The closest handicap parking available is the surface parking lot next to the Temple building. There is also metered street parking on South Capitol Avenue outside the Temple Building. In addition, there is a parking ramp directly across the street from the Temple Building (Tower Parking) which can be accessed either through Allegan or South Capitol Avenue. Upon arrival at the Temple Building, use the side elevator at the south end of the front stairs to access the first floor of the building.

Grand Rapids:

- There is handicap parking in Area Lot 5 (surface parking) at 111 Ionia Street, one block west of Cooley's campus.
- The closest available parking is the City parking ramp immediately south of Cooley's campus on Commerce Avenue. This parking ramp accepts cash or credit card for payment.
- There is also metered street parking in front of Cooley's campus on Commerce Avenue.

Auburn Hills:

- Handicap spaces are available in the parking lot outside the building. Use the main entrance to enter the building.

Ann Arbor:

- Handicap parking spaces are available in the parking lot outside the building. Use the

main entrance to enter the building.

Tampa Bay:

- Handicap parking spaces are available in the parking lot outside the building. Use the main entrance to enter the building.

EMERGENCY INFORMATION

Fire or other building evacuations:

- Go to the nearest stairwell or exit by following the “Exit” signs.
- Individuals with mobility difficulties should remain in the stairwell until emergency personnel arrive.
- Notify your professor or the Floor Marshal that you will remain in the stairwell. Your professor or the Floor Marshal will report your location to the emergency control center.

Tornado or storm shelter warning:

- Go to the nearest storm shelter. Look for rooms and areas with a “Severe Weather Shelter Area” sign.
- Stay in the shelter area until the “all clear” signal is given.

EXAM AND OTHER ACCOMMODATIONS

It is Cooley’s policy to provide appropriate academic adjustments, auxiliary aids and services, or exam modifications (which the law school commonly calls “accommodations”) to qualified students with disabilities as determined on a case-by-case basis through a meaningful interactive process that includes input from the student and that gives appropriate consideration to the student’s request.

Deadlines:

Please refer to the disability section (Appendix B) of the Cooley Student Policy Manual for information on deadlines regarding accommodation requests.

ACADEMIC RESOURCE CENTER

The Academic Resource Center provides one-on-one and small-group academic assistance, seminars, and related resources for students seeking assistance on how to deal with academic challenges of law school. Services cover multiple choice testing, essay writing, outlines, and assisting students with reading and related issues. The center has an office at each of Cooley's five campuses.

CLASSROOM ACCESS

LANSING

Classrooms at the Cooley Center

- For classrooms 301 and 401 in the Cooley Center, wheelchair accessible entrances are on the east corner of the classrooms.
- For classroom 501 in the Cooley Center, wheelchair accessible entrances are available on the southeast and southwest corner of the classroom.
- For classroom 404 in the Cooley Center, a ramp providing wheelchair access is immediately outside the classroom.
- Other classrooms are accessible through the main entrance.

Entering the Cooley Center in Inclement Weather

The southeast entrance is the closest entrance to the Cooley Center from the South Capitol parking ramp. For security purposes, this entrance has restricted access. Any request to use this entrance must be made to Ieva Inglis, Enrollment and Student Services Coordinator.

Temple Building Access

For access to the Temple Building, use the elevator to the first level. This elevator is located at the south end of the building, next to the front stairs.

Library

The library is accessible from the main entrance on South Washington Square.

Restrooms

The following restroom facilities at the Lansing campus are fully handicap accessible:

- Cooley Center: 3rd and 4th floor
 - Temple Building: 1st, 2nd, and 6th floors
- All restrooms at the Temple Building have handicap accessible stalls except the 3rd floor. There are NO public restroom facilities available on the lower-level of the Temple Building.
- Lansing Library: 1st floor restrooms are accessible.

GRAND RAPIDS

The Grand Rapids campus is accessible from the main entrance on Commerce Ave.

- Each floor is accessible, including the library.
- The 4th and 5th floor restrooms are accessible.

AUBURN HILLS

The Auburn Hills campus is accessible from the main entrance of the building.

- The lower-level, 1st, and 2nd floors are accessible via elevator.

- The library is accessible via a proximity card which must be requested through the Enrollment and Student Services Coordinator.
- The lower-level restrooms are accessible.

ANN ARBOR

The Ann Arbor campus is accessible from the main entrance of the building.

- The 1st and 2nd floor classrooms are accessible via the main entrance.
- All restrooms are accessible.

TAMPA BAY

The Tampa Bay campus is accessible from the main entrance of the building.

- Classrooms are accessible from the main entrance.
- All restrooms are accessible.

CONTACT INFORMATION

All Emergency Calls 911

All Cooley numbers go through the Cooley switchboard: (517) 371-5140

ANN ARBOR CAMPUS STAFF

Student Services:

ESS Coordinator

Tanesha Watkins, x8771
Office: 1st floor, room 147
watkint@cooley.edu

Academic Resource Center:

Faculty Specialist

Jeanette Buttrey, x8770
Office: 1st floor, room 159
arc@cooley.edu

Operations: x8719

Access Control Desk: x8700

AUBURN HILLS CAMPUS STAFF

Student Services:

ESS Coordinator

Angela Tyszka, x7787
Office: 2nd floor, room 211
tyszkaa@cooley.edu

Academic Resource Center:

Faculty Specialist

Heather Dunbar, x7791
Office: 2nd Floor, 292
dunbarh@cooley.edu

Operations: x7730

Access Control Desk: x7729

GRAND RAPIDS CAMPUS STAFF

Student Services:

ESS Coordinator

Julie Renbarger, x6731
Office: 2nd floor, room 233
renbargj@cooley.edu

Academic Resource Center:

ARC Coordinator

David Tarrien, x6917
Office: 3rd floor, room 316
tarriend@cooley.edu

Operations: x6944

Access Control Desk: x6821

LANSING CAMPUS STAFF

Student Services:

ESS Coordinator

Ieva Inglis, x2282
Office: 2nd Floor, Cooley Center
inglisi@cooley.edu

Academic Resource Center:

Faculty Specialist

Jeanette Buttrey, x2608
Office: 9th Floor, Cooley Center
arc@cooley.edu

Operations: x2113

Access Control Desk:

Cooley Center x3333
Brennan Library x 3102
Temple Building x4125
Operations Support Desk x4444

TAMPA BAY CAMPUS STAFF

Student Services:

ESS Coordinator

Brianne Myers x5155
Office: 1st Floor, room 112
myersb@cooley.edu

Academic Resource Center:

Faculty Specialist

Katherine Gustafson x5107
Office: 1st Floor, room 333
gustafsk@cooley.edu

Operations: x5110

Access Control Desk: x5103