



# Disability Access Guide

# THOMAS M. COOLEY LAW SCHOOL

## 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 does have 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 thru Friday.
- **Temple Building:** The closest handicap parking available is the surface parking lot right next to the Temple building. There is also metered street parking on South Capitol Avenue right 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:

- **Featherstone Building:**  
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.

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## EMERGENCY INFORMATION

### Fire or other building evacuations:

- Go to the nearest stairwell by following the "Exit" signs.
- Individuals with mobility difficulties should remain in the stairwell until emergency personnel arrive.
- Notify your Professor or Floor Marshal that you will remain in the stairwell. Your Professor or 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 this sign:
- Stay in the shelter area until the "all clear" signal is given.



## EXAM AND OTHER ACCOMMODATIONS

It is Cooley 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 (Chapter VI) 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 four campuses.

# THOMAS M. COOLEY LAW SCHOOL

## 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 Goldie Adele, Coordinator of Student Services and Diversity Programs.

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

### GRAND RAPIDS

#### Access to building is from the main entrance on Commerce Avenue

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

### AUBURN HILLS

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

- The lower-level, 1<sup>st</sup>, and 2<sup>nd</sup> 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.

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## ANN ARBOR

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

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

## CONTACT INFORMATION

*All Emergency Calls 911*

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

### GRAND RAPIDS CAMPUS STAFF

#### Student Services:

#### Enrollment Coordinator

Julie Renbarger, x6731  
Office: 2<sup>nd</sup> floor, room 233  
[renbargj@cooley.edu](mailto:renbargj@cooley.edu)

#### Academic Resource Center:

#### ARC Coordinator

David Tarrien x9617  
Office: 2<sup>nd</sup> floor, room 232  
[tarriend@cooley.edu](mailto:tarriend@cooley.edu)

#### Operations:

Access Control Desk x6821

### ANN ARBOR CAMPUS STAFF

#### Student Services

#### Coordinator of Student Services and Diversity Programs

Goldie Adele x2843  
Office: 8<sup>th</sup> floor,  
Cooley Center  
[adeleg@cooley.edu](mailto:adeleg@cooley.edu)

#### Academic Resource Center

Jeanette Buttrey x8770  
Office: 2<sup>nd</sup> floor, room 267  
[buttreyj@cooley.edu](mailto:buttreyj@cooley.edu)

#### Operations:

Access Control Desk x8700

### AUBURN HILLS CAMPUS STAFF

#### Student Services:

#### Enrollment Coordinator

Angela Tyszka, x7787  
Office: 2<sup>nd</sup> floor, room 211  
[tyszkaa@cooley.edu](mailto:tyszkaa@cooley.edu)

#### Academic Resource Center:

#### ARC Coordinator

Kathy Gustafson x7741  
Office: 2<sup>nd</sup> floor, room 294  
[gustafsk@cooley.edu](mailto:gustafsk@cooley.edu)

#### Operations:

Access Control Desk x7729

# THOMAS M. COOLEY LAW SCHOOL

## LANSING CAMPUS STAFF

### **Student Services:**

#### **Coordinator of Student Services and Diversity Programs**

Goldie Adele, x2843

Office: 8<sup>th</sup> floor, Cooley Center

[adeleg@cooley.edu](mailto:adeleg@cooley.edu)

### **Academic Resource Center:**

#### **ARC Director**

Dr. Bob Funaro, x2643

Office: 9<sup>th</sup> floor, Cooley Center

[funarob@cooley.edu](mailto:funarob@cooley.edu)

### **Operations:**

#### **Access Control Desk:**

Cooley Center x3333

Brennan Library x3102

Temple Building x4125

Operations Support Desk x4444

**Updated: 5/5/2010**

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