



# Disability Access

# WESTERN MICHIGAN UNIVERSITY 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.

#### 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.

#### Tampa Bay:

- The handicap parking is located at the main entrance in front of the portico.

## **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 Western Michigan University Cooley Law School 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.

## CLASSROOM ACCESS

### LANSING

#### **Classrooms at the Cooley Center**

- For classrooms 301 and 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.
- 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. All patrons should use the main entrance on the northeast corner; this entrance is equipped with an ADA compliant power door operator button, which serves the door south of the revolving door.

#### **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 4th floor when we resume using it for class. Also 5th floor restroom doors have door stops that can be flipped down to hold the doors open (which is how they seem to be most of the time)
- Lansing Library: 1<sup>st</sup> 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 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 Campus Director or Enrollment and Student Services Coordinator.
- There are handicap accessible restroom on all floors.

### 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 WMU-Cooley Law School numbers go through the WMU-Cooley Law School switchboard:  
(517) 371-5140

#### **GRAND RAPIDS CAMPUS STAFF**

##### **Student Services:**

##### **Enrollment Coordinator**

Danielle Hall (517) 371-5140 x6986

Office: 2<sup>nd</sup> floor, ESS Suite

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

##### **Academic Resource Center:**

Professor David Tarrien, x6917

Office: 3<sup>rd</sup> floor, room 320

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

**Operations: Mike Forebeck x6944**

**Access Control Desk x6821**

#### **AUBURN HILLS CAMPUS STAFF**

##### **Student Services:**

##### **Enrollment and Academic Services Coordinator**

Ieisha Humphrey

Office: 224

(248) 751-7800 X 7787

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

##### **Academic Resource Center:**

Professor Tammy Asher

Office; 2<sup>nd</sup> floor, room 241

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

**Operations: Brian Feagan x7730**

**Access Control Desk x7729**

#### **LANSING CAMPUS STAFF**

##### **Student Services:**

##### **Enrollment Coordinator**

Ieva Inglis (517) 371-5140 X2282

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

##### **Academic Resource Center**

Professor Jeanette Buttrey

Office: 6<sup>th</sup> floor, room 642

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

**Operations: Mike Gibson X2113**

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

Cooley Center x3333

Brennan Library x 3102

Operations Support Desk x4444

#### **TAMPA BAY CAMPUS STAFF**

##### **Student Services:**

##### **Enrollment Coordinator**

Brianne Myers

ESS Suite room 112

(813) 419-5100 x5155

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

##### **Academic Resource Center:**

Professor Katherine Gustafson

Office: 1<sup>st</sup> Floor, room 115

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

**Operations: Gordan Scheffer x 5110**

**Access Control Desk x5103**

