

## Access Guide to the Student Support Office

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### Location of the Student Support Office

The Student Support Office is located on level 6 and can be accessed from Square 4 or Square 3. It is situated opposite Human Resources, and adjacent to the Estates corridor. The key facilities are as follows:

Level	Room / No.	Access info
6	▪ Main Student Support Office (4N.6.2)	<ul style="list-style-type: none"><li>• Level 6 can be accessed lift (H5) or (L8).</li><li>• Information on accessible toilets is given separately in the table below.</li></ul>

### Access to the Student Support Office from the main squares

**From SQUARE 4:** enter the building from the 4NW corner (the Campus Shop corner).

- **On foot via stairs** - go straight through small lobby (passed H5 lift); across large lobby and up flight of stairs and the left to level 6. Turn right along the corridor. The Student Support Office is located off this corridor on the right, immediately beyond the turning into the Estates corridor.
- **By wheelchair via lift** - take lift (H5) in small lobby to level 6; bear right out of lift and then left into main corridor. ; continue round to corridor on the right past the Estates corridor. The Student Support Office is located off on the right, immediately beyond the turning into the Estates corridor.

**From SQUARE 3:** enter the building from 3NE corner.

- **By foot or by wheelchair via lift** - follow corridor round to lobby and take lift (H5) from lobby to level 6. Continue as described above.

### Accessible toilet facilities

Level	Location	Access information
6	From Student Support Office turn right along the corridor and continue past Payroll & Pensions Office. The toilet is located on the left.	<ul style="list-style-type: none"><li>▪ Unisex toilet with left-handed transfer</li><li>▪ Wash basin accessible from toilet</li><li>▪ Toilet height 480 mm.</li></ul>

### Departmental Disability Liaison Officer (DDLO)

Every department has a [designated DDLO](#) who has an awareness of disability issues, knowledge of the subject area and the structure of the department.

### Location of nearest accessible parking

Disabled drivers (students, staff and visitors) coming to the school should visit the university guidance on [accessible parking](#).