



# EXTENDED CAMPUS

COLLEGE *of* PROFESSIONAL  
*and* CONTINUING STUDIES

## Travel Guide

### Geilenkirchen, Germany



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## OU Extended Campus Welcome Letter

470<sup>th</sup> ABS/DPE □ Attn: University of Oklahoma • Unit 3485 • APO AE 09104 • Phone (011)  
49-2451-63-2208 • [apgeilenkirchen@ou.edu](mailto:apgeilenkirchen@ou.edu)

Dear Professor:

*“Guten Tag!”* Hello and welcome to Geilenkirchen, Germany! Geilenkirchen is located on the German and Netherlands border, approximately 40 miles west of Cologne, home to the NATO Air Base. This base provides surveillance and control of aircraft throughout Europe. A blend of 18 countries and cultures are represented at the base. While it is a rewarding and learning experience, life on the NATO Base is much different from an American Air Base. Your students’ backgrounds are as diverse as the area and although the majority of your students will be American, you may have students from other countries in the classroom as well.

Being a NATO environment, U.S. support facilities are limited. You will spend EUROS, not US Dollars. With the Belgian and the Netherlands borders close by, we recommend a rental car to make your stay more enjoyable. Neighboring bases in the Netherlands offer U.S. support facilities. For additional information refer to the Geilenkirchen Site Guide.

We have plenty of rainfall in Germany. We often have cold weather and we occasionally have snow. As you have guessed, the weather is somewhat unpredictable, and from September to May you will definitely need a coat and an umbrella. In fact, an umbrella and a light jacket may come in handy even in the summer.

We look forward to assisting you during your teaching assignment at Geilenkirchen. Once again, *“Willkommen”* to you and best wishes for a safe trip to the land of “sausage, beer, and castles!”

Sincerely,

***Taylor Corum***

Taylor Corum

Geilenkirchen Site Director

## Geilenkirchen Site Office & Personnel Data

### Civilian Address:

Geilenkirchen NATO Base Bldg. 89 Education Center Geilenkirchen-Teveren 52511

### APO Address (US Domestic Mail):

470<sup>th</sup> ABS

Attn: University of Oklahoma Unit 3501

APO, AE 09104

### Office Phone Numbers

From a commercial/civilian phone:

- From United States            011 +49 2451-63-2208
- From Europe                    00 +49 2451-63-2208
- Within Germany                02451-63-2208
- Within Geilenkirchen        2451-63-2208

From a military/DSN phone (throughout Europe): 458-6098

### Email

Taylor Corum: [apgeilenkirchen@ou.edu](mailto:apgeilenkirchen@ou.edu)

### Fax

From United States            011-41-2451-64-674

### OU Office Hours

Geilenkirchen: Monday – Thursday: 0900 – 1500

Friday by appointment only

### Education Services Officer (ESO)

TBA

Phone: 2451-63-2214

### Advanced Programs Site Coordinator

Chad Manos

Phone: 405-325-1959

Fax: 405-325-5709

## European Contract Support Office

### Mailing Address

The University of Oklahoma ATTN: (enter name)

CMR 469, General Delivery APO, AE 09227

## Street Address

The University of Oklahoma Mannheimer Strasse 132  
67657 Kaiserslautern, Germany

## Contract Support Office Contacts:

Dr. Peggy Lerner, Director: [apeudirector@ou.edu](mailto:apeudirector@ou.edu)  
Home phone: (49) 176-95672618  
Jessica Smith: [apeuprograms@ou.edu](mailto:apeuprograms@ou.edu) or [apeuadmin@ou.edu](mailto:apeuadmin@ou.edu)  
Office Phone (from United States) 011-49-631-7500-7415

## Arrival and Departure

### Arrival at Dusseldorf Airport

#### Disembarkation

Most planes taxi to the terminal; however, in the event there is airport construction, a bus may take you from the plane to the terminal. Once out of the plane, walk through the airport hallway, and follow the flow of passengers headed for Immigration/Passport Control.

#### Passport Control

At Passport Control, stand in line for **Non-European** community passengers (line which **does not** have an “EU” sign). Your passport will be checked. TDY orders should be handy, in case the passport control officer asks to see them.

#### Baggage Claim

Follow the signs for Baggage Claim (picture of baggage). An information board lists the arriving flights and the number of their baggage carousels. Baggage carts are available and free to all passengers.

#### Customs Clearance

After claiming your baggage, look for the Ausfahrt/Exit Customs signs. Walk through the “Nothing to Declare” line. Continue through the sliding doors into the Arrival Hall.

#### Airport Pick-Up upon Arrival

The site director or a student intern will be at the airport to greet you when you arrive in Dusseldorf. He/she will assist you in exchanging money before escorting you from the airport to the hotel.

#### To Change Money

There are currency exchange windows and bank services throughout all major airports.

**Please exchange money at Dusseldorf Airport before departing for the hotel. There are several exchange kiosks in the airport. The Site Director can assist you with this while at the airport.** In Geilenkirchen, you may also use your ATM card to obtain Euros at any time. At your hotel, you may charge your meals to your room. You will NOT be able to obtain dollars. (Please keep in mind; you will not be able to exchange money at the bank on base.)

## **Departure from Dusseldorf Airport**

Please re-confirm **return** flight reservations well in advance of departure from Geilenkirchen.

## **Hotel Pick-Up upon Return Departure**

The site director or a student will transport you to the airport for your departure.

## **Check-In**

Information boards posted in the Departure Hall indicate the counter for each airline. US carriers conduct a security interview with each passenger before taking luggage and issuing a boarding card. Have your ticket and passport ready.

## **Passport Control**

Passports are checked at the same time you check-in at the airline counters. As you head for the boarding area and pass through Immigration, your passport will be checked, again.

## **Security**

Airport security is very tight. You will be interviewed about your luggage and/or your trip. All hand baggage may be x-rayed and/or hand searched. An additional security check is completed and random searches of passengers and luggage can also be expected.

## **NATO Base Entry Procedures**

- To enter the base, you are required to have both a temporary NATO ID and parking pass.
- You will need the rental car vehicle registration (in glove compartment or folded behind the window visor) and passport and TDY orders.
- **The Site Director will assist you with this procedure.**

## **Driving Directions**

### **From Rolduc Abbey to Geilenkirchen Nato Base:**

- From the Parking area, proceed to the roundabout.
- Right at the roundabout on to N299.
- Stay on this approx. 10 mins. until Landgraaf exit.
- Exit LANDGRAAF to the right.
- You will pass a SHELL gas station.
- Stay on this main road as it curves throughout the village. (This is Nieuwenhagerheidestraat, which turns into Kantstraat however the street signs are not readily visible.)
- At the fork, veer to your left as this is the main street.
- At the roundabout, take the first exit (right)
- After the roundabout, take a quick left onto Grensstraat.
- Follow this main road (L42) thru the villages, crossing the border into Germany, approx. 13 minutes.
- At the intersection of TEVEREN and Geilenkirchen, there is a yellow sign indicating the AirBase to the left.
- Stay on this main road. After driving approximately 5 miles, you will enter the village of Teveren and then arrive at the Main Gate of the NATO base.

- Throughout the area, there are yellow directional signs on the side of the road. The diagram of an airplane with NATO next to it indicates the GK NATO AIR BASE. There will be arrows indicating which direction to go in.

### **From City Hotel to Geilenkirchen NATO Base**

- Leaving the hotel, turn right onto Theodor-Heuss Ring.
- At the roundabout, go into the roundabout, continuing **straight** ahead on the other side. Follow this road straight and continue as it bends to the right.
- At the stop light, go **straight**. Follow the road up the hill.
- At the roundabout, take a **left**.
- Stay on this main road. After driving approximately 5 miles, you will enter the village of Teveren and then arrive at the Main Gate of the NATO base.
- Throughout the area, there are yellow directional signs on the side of the road. The diagram of an airplane with NATO next to it indicates the GK NATO AIR BASE. There will be arrows indicating which direction to go in.

### **From Front Gate to Gk Education Center/Classroom**

- Once you have shown your pass at the front gate, drive **straight**, you will be on NATO Avenue.
- On your right, you will pass the NATO flags and airplane tail.)
- Turn **Left** on Sentry Road.
- At Stop sign, go **straight**.
- At “T” intersection at Saceur Avenue, turn **right**.
- The Education Center is located on your left, **Building 89**.
- **Park** in front of Building 89.
- **Building 104** (the Classroom building) is behind building 89.
- You may walk thru building 89 **or** if it is locked, you will have to walk behind the building.

\*The Geilenkirchen-OU office telephone number is 02451-63-2208 if you need assistance.

## **Geilenkirchen Primary Lodging: Rolduc Abbey**

### **Website**

<http://www.rolduc.com/UK/hispitality-rolduc-abbey>

### **Location**

Heyendallaan 82, 6464 EP Kerkrade, The Netherlands

### **Mailing Address**

Heyendallaan 82  
6464 EP Kerkrade  
The Netherlands

### **Phone**

From United States:      011+31-45-546-6888  
From Europe:              00+31-45-546-6888

Within Germany                    0031-45-546-6888  
Within Netherlands                045-546-6888

**Check-In Time**

1800 (6:00 pm)

**Late Arrival Possible**

Yes, Site Director will arrange.

**Check-Out Time**

1000 (10:00 am)

**Typical Room Assignment and Cost Per Night**

Single: 55 Euros (Includes breakfast, and unlimited wifi connection) Double: 80 Euros

**Methods of Payment**

- Euros
- MasterCard/Eurocard
- VISA

**Beds in Typical Room Assignment**

Two single/twin beds (joined)

**Amenities in Typical Room Assignment**

- Wake up call from front desk
- Desk and chair
- Iron and ironing board (Upon request)
- Telephone from room
- Television (local programs and CNN)
- Toiletries (Soap, shampoo, etc.)
- Wash/face cloth

**Bathroom Facilities in Typical Room Assignment**

Private bath tub, shower, wash basin and toilet

**Electricity in Room**

220 volt only (transformer required for 110 volt appliances; plug adapter required for dual voltage appliances; standard European outlets/plugs)

**Facilities within Rolduc Abbey Hotel**

- Elevator
- Breakfast (Included in room cost)
- Restaurant & Bar (limited hours)
- Laundry service (Ask at front desk)

**Smoking Policy**

Smoking is allowed in designated areas of the facility.

**Distances from Rolduc Abbey Hotel to:**

- Education center/OU office 9 miles
- Class location 9 miles
- Primary breakfast facility in hotel
- Closest full-service restaurant in hotel

**Policies Regarding Reservations and Room Assignments**

Reservations are made by the Site Director 1 month in advance. Room assignment is made at check-in.

**Policies Regarding Accompanying Persons**

Military policies do not apply as this is a commercial hotel.

**Other Information**

Front Desk can aid in translation of train reservations and tickets.

**Geilenkirchen Secondary Lodging: City Hotel****Website**

[www.cityhotel-geilenkirchen.de](http://www.cityhotel-geilenkirchen.de)

**Location**

Geilenkirchen, Germany Downtown City Center Across from train station

**Mailing Address**

Theodor Heuss-  
Ring 15  
D-52511  
Geilenkirchen

**Phone**

From United States: 011 +49 2451-6270  
From Europe: 00+49-2451-6270  
Within Germany: 02451-6270  
Within Geilenkirchen 6270

**Fax**

From United States: 011-49-2451-627-300

**Check-In Time**

1600 (4:00 pm)

**Late Arrival Possible**

Yes, Site Director will arrange.

**Check-Out Time**

1000 (10:00 am)

## **Typical Room Assignment and Cost Per Night**

Single: 85 Euros

Double: 95 Euros

## **Methods of Payment**

- Euros
- MasterCard/Visa

## **Beds in Typical Room Assignment**

Two single/twin beds (separated) Fold out couch located in living room

## **Amenities in Typical Room Assignment**

- Table & chair
- Telephone (commercial/civilian)
- Television (local programs)
- Toiletries (soap, shampoo, etc.)
- Wash/face cloth
- Wireless internet is available for a fee, inquire upon check-in.
- Microwave and small refrigerator

## **Bathroom Facilities in Typical Room Assignment**

Shower and toilet, wash basin

## **Electricity in Room**

220 volt only (transformer required for 110 volt appliances; plug adapter required for dual voltage appliances; standard European outlets/plugs)

## **Facilities within City Hotel**

- Public civilian telephone
- Breakfast (Not included in room cost)
- Restaurant (limited hours)
- Laundry service
- Bar

## **Smoking Policy**

Smoking is allowed in designated areas of the facility only.

## **Distances from City Hotel To:**

- Education center/OU office 4 miles
- Class location 4 miles
- Primary breakfast facility in hotel
- Closest full-service restaurant in hotel
- Closest fast-food restaurant across the street

## **Policies Regarding Reservations and Room Assignments**

Reservations are made by the Site Director 2-4 months in advance. Room assignment is made at check-in

## Policies Regarding Accompanying Persons

Military policies do not apply as this is a commercial motel.

## Administrative Support at Geilenkirchen

Please refer to the Extended Campus Faculty Guide for an overview of the duties and responsibilities of OU Site Directors.

### Computer Support

Wireless internet is available in the Education Building. Inquire for password.

### Education Center

Education Center computer lab is available upon request and /or appointment basis. Weekdays only. Printing possible, if fewer than 10 pages.

### OU Office

Professors may plan with the Site Director to use the computer for course-related tasks during regular office hours when equipment is not needed by the Site Director.

### Audio/Visual Support

All A/V equipment is shared with other schools and **must be reserved in advance.**

| Equipment              | Availability              |
|------------------------|---------------------------|
| Overhead Projector     | Shared with other schools |
| VCR and monitor        | Shared with other schools |
| Flip chart stand/paper | Shared with other schools |

### Materials and Supplies

Please return unused materials and supplies for the use of the next professor since supplies are limited.

| Equipment                                     | Availability  |
|---|---|
| Keys to facilities                            | Education Center will provide a Key Monitor, to open and lock the classroom. Professors will not be issued a key. |
| Dry board markers                             | In classroom/building monitor   |
| Office supplies (paper, clips, staples, etc.) | Limited quantities are available from Site Director.  |
| Course materials                              | Faculty must bring their own texts and course materials   |
| Special Requests                              | Faculty must notify SD in advance for any special requests.   |

### Photocopying

Copies of all materials except exams should be made through the Advanced Programs Student

Materials Services. On-site copying by professors, if available, is for emergencies only.

### **Geilenkirchen Classroom Facilities**

**Location**

Geilenkirchen (GK) Education Center

Bldg. 104 on NATO base Geilenkirchen, Germany

Distance from primary lodging: 9 miles Distance from secondary lodging: 4 miles

**Facilities near Classroom**

| <b>Facility</b>             | <b>Location</b>   |
|-----------------------------|---|
| Men’s and women’s restrooms | Bldg. 89 & Bldg. 104  |
| Snack vending machine       | unavailable   |
| Break area                  | Bldg. 104   |
| Snack bar/restaurant        | On Base: Rotodome Bldg. 70<br>Monday- Friday 0600-1030 & 1100-1330<br>NATEX Bldg. 70<br>Monday-Friday 0730-1800<br>Saturday 1000-1700<br>Sunday 1100-1700 |
| Smoking area                | Outside   |

**Building Security**

“Monitor” opens and locks building. (A student will be assigned as monitor.)

**Other Classroom Policies and Procedures**

Room assignments are coordinated through the Education Services Officer. Instructor and students are responsible for the condition of the classroom. In case of an emergency:

- Military police                    2451-63-4819
- Ambulance                            110
- Fire                                        110

**Transportation between GK City Hotel and GK Education Center Classroom**

| <b>Mode of Transportation</b> | <b>Distance</b>  |
|-------------------------------|--|
| Walking                       | 4 miles (not advisable, as there are no street lights on the road at night.) |
| Taxi                          | 02451 9329888  |

| Mode of Transportation | Distance  |
|------------------------|---|
| Rental car             | JFC Brunssum pick up/drop off<br>Airport service- 160 Euros<br>Weekly Rental- 140 Euros<br>Includes GPS, Automatic, Base Access<br>Rental made by site director |

### **Additional Information**

#### **Emergency Phone Numbers**

##### **Ambulance**

Military: Ext. #4444

Civilian: 110

##### **Fire**

Military: Ext. #3333

Civilian: 110

##### **Civilian Police/Emergency**

110

Military Police 02451-63-4819

#### **Medical Facilities**

##### **US Military**

NATO AWACS Base, Geilenkirchen, GE (approximately 24 miles from the education center)

Authorized use on a per visit charge; costs are usually reimbursable through stateside medical insurance.

Phone: 0049-2451-99-3200

##### **Host Nation Hospital - Heinsberg Hospital Heinsberg, Germany**

Full payment required Phone: 02452-5081

#### **Dental Facilities**

##### **US Military Dental Clinic**

NATO AWACS Base, Geilenkirchen, GE

Full payment, copy of TDY orders and passport required. Phone: 0049-2451-993535

#### **Using Your Medical/Dental Insurance**

In most cases, outpatient visits must be paid in advance and bills submitted to insurance companies for reimbursement. In-patient care is billed directly to the insurance company—no advanced payment is necessary.

## Resources

- Geilenkirchen AB sites: <http://www.e3a.nato.int/>
- Geilenkirchen city sites: <http://www.web-toolbox.net/geilenkirchen/geilenkirchen-en.htm>
- City of Maastricht: <http://en.wikipedia.org/wiki/Maastricht>
- City of Aachen: <http://en.wikipedia.org/wiki/Aachen>
- City of Aachen (official) <http://www.aachen.de/EN/index.html>