



EXTENDED CAMPUS

COLLEGE *of* PROFESSIONAL
and CONTINUING STUDIES

Travel Guide

Rota, Spain

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Welcome Letter

PSC 819, Box 56 • FPO AE 09645 • Phone 011 34 956 82 2799 • aprota@ou.edu

Dear Professor:

We are excited for your arrival in Rota, Spain. You can look forward to great weather, lots of sun, and a friendly local culture. You will be staying very close to some of the finest beaches in Spain and almost everything is within walking distance.

Please take the time to read through this travel guide to familiarize yourself with the area. Feel free to ask any questions or let me know if you need assistance. I will do my best to ensure that your short stay in Rota is as pleasant as possible.

I know that the students here in Rota are excited to get started and learn from your experience and what this course has to offer for their personal growth, development, and success in the Human Relations program.

Very Respectfully,

Fred Cookerly

Site Director
Rota, Spain

Rota Site Office and Personnel Data

Civilian Address

The University of Oklahoma
Navy Campus
Apartado 33
Base Naval
Rota, Cadiz 11000

APO Address (US Domestic Mail)

The University of Oklahoma
PSC 819, Box 56
FPO, AE 09645

Office Phone Numbers

- From United States: 011-34-956-82-2799
- From Europe: 00-34-956-82-2799
- Within Spain/Rota: 956-82-2799
- From a military/DSN phone (throughout Europe): 727-2799

Email

Fred Cookerly fred.s.cookerly-1@ou.edu
Rota Office aprota@ou.edu

Fax

Civilian: 011-34-956-82-2994
Military/DSN: 727-2994

Site Director Phone

Home phone:

- From United States: 011-34-643-399-358
- From Europe: 00-34-643-399-358
- Within Spain: 643-399-358

Cell phone (for emergency use only): 643-399-358

OU Office Hours

Monday-Thursday: 0900-1530 (9:00 am-3:30 pm)
Friday, US federal holidays: Closed

Education Services Officer (ESO)

Faye Messick
Civilian phone: 956-82-2798
Military/DSN phone: 727-2798

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

Home phone: Included in travel documents

Jessica Smith, Assistant Director: apeuprograms@ou.edu

Office Phone (from United States) 011-49-631-7500-7415

Office Fax (49) 631-7500-7416

Arrivals and Departures

Arrival at Jerez Airport

Disembarkation

All patrons must walk to the terminal when the plane taxis on the runway. Free baggage carts are available.

Passport Control

Passport control is undertaken in Madrid

Baggage Claim

Baggage claim is just inside the terminal as you enter after disembarking. If you have a checked bag it may not be on the same belt as the rest of your flight. Bags coming from the U.S. that have not cleared customs are generally on a different belt.

Customs Clearance

You will normally clear customs in Madrid.

Being Met at the Airport

You will exit the baggage claim area through the sliding doors into the arrival hall. In the unlikely event that you and the Site Director, who is meeting you, miss each other, listen to hear if you are paged and/or go to the information booth in the lobby right through the sliding doors. The Site Director will be waiting just outside the baggage claim area, and will provide transportation to your hotel, then onto base for rental car pickup.

To Change Money

Exchange money in Madrid or wait until you arrive at the Naval Station in Rota. The exchange rate is typically better at ATM machines.

Departure from Jerez Airport

Arrival at Airport

Most professors leave on 705 am flight from Jerez (XRY) to Madrid Barajas (MAD). If this is the case, the Site Director will pick up the professor at their hotel and transport to the Airport. Plan on pickup 2.5 hours before scheduled departure for travel and customs clearance. If Site director is unavailable, taxi should be scheduled for about 0430, the number is 956 82 2929 or ask at front desk. Taxi costs approximately 50 Euros and the drive is approximately one half hour. The Jerez airport does not open its doors until 0500 so there is no reason to arrive earlier; this allows time for customs clearance for check-through passengers.

Check-In

Information boards posted in the departure hall indicate the counter numbers 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. The most common airline is Iberia for international travel.

Please be advised of the new regulations for carry-on luggage and liquids in Europe. Check the Department of State website <http://travel.state.gov> for up to date regulations and restrictions.

Passport Control

Follow the signs to the Departure Gate noted on your boarding card. If you check in before a gate is assigned, refer to the departure boards in the Departure Hall. Unless you are traveling to another destination in Spain, you will go through passport control.

Security

You will go through a security control area. Place all of your belongings on the conveyor belt for the X-ray. A security agent will use a metal detector and hand search. Notify the agent if you have a heart pace maker.

Boarding

Arrive at the gate 1 hour or more before your flight's departure time. Have your boarding card ready. For some flights, you will board directly onto the plane; for others, you will take a bus to the plane.

Special Note for Traveling through Madrid

Madrid Barajas Airport does not use the public announcement system for departure announcements or gate changes. Typically, gate assignments are not posted until 30 minutes prior to boarding time. You should be prepared to wait in a common area where you can see the departure board so that when posted, you have the maximum time to get to your gate.

Flights typically are not held for late arrivals, so it will be your responsibility to go to the Iberia counter to re-schedule for a later flight if you miss your connection. If you have missed your connection, please call the Site Director at 643-399-358 (from within Spain), or 0034-643-399-358 from outside Spain to arrange later transportation.

Lodging

On-base lodging is not available for visiting faculty at Rota NAS, Spain. All lodging arrangements must be made with local hotels. The Rota Site Director will take care of these arrangements for faculty. Please contact the Rota Site Director with any questions or special needs.

Primary Lodging: Aparthotel La Espadaña Rota

Mailing Address

Av. de la Diputacion, 150
11520 Rota, Cádiz (España)

Phone

- From United States: 011 +34 956-84-6103
- From Europe: 0034 956-84-6103
- From Spain: 956-84-6103

Check-in Time

Anytime

Late Arrival Possible

Yes

Check-out Time

Anytime

Typical Room Assignment/Cost per Night

Single/Double/Suite/Efficiency:

- 1 January- 30 June 85 euro/day (Breakfast Included)
- 1 July- 31 August 120 euros/day (Breakfast Included) *High Season
- 1 September- 31 December 85 euros/day (Breakfast Included)

Modes of Payment

- U.S. cash
- U.S. Traveler's Checks
- U.S. personal checks
- Euro cash

Bed

Queen-sized bed and sofa bed

Amenities in Typical Room Assignment

- Air conditioning
- Alarm clock
- Coffee maker with coffee
- Desk/chair
- Hair dryer
- Iron and ironing board
- Mini-fridge
- Microwave
- Radio
- Telephone
- TV with AFN and/or CNN
- Toiletries (soap, etc)
- VCR
- Washcloth
- Kitchenette

Bathroom Facilities in Typical Room Assignment

Private shower, wash basin and toilet

Electricity in Room

220 volt only

Facilities

- Small washing machine

Smoking Policy

No smoking in apartment preferred

Distances from Hotel to Base

- By foot: 20-30 minutes
- By car: 10 minutes

Policies Regarding Reservations/Room Assignments

Reservations are made by the Site Director.

Policies Regarding Accompanying Persons

Apartment will accommodate up to 3 adults (2 in bedroom, 1 on sofa bed).

Secondary Lodging: Hotel Playa De La Luz

Mailing Address

Avda. de la Diputación S/N
11520 Rota, Cádiz (España)

Phone

- From United States: 011 +34 956-81-0500
 - From Europe: 0034 956-81-0500
 - From Spain: 956-81-0500
- Fax: (34) 956 810 606

Check-in Time

1500 – 1800 (3:00 pm – 6:00 pm)

Late Arrival Possible

Yes, but if arriving after 1800, a credit card number is required to secure the reservation.

Check-in Time

1200 (12:00 pm)

Typical Cost per Night

Single/Double/Suite/Efficiency:

- Off-season: 65-75 euro/day
- High season: 75-170 euro/day

Modes of Payment

- Euro/Cash
- US Traveler's Checks
- MasterCard/Eurocard
- VISA
- American Express

Bed

Single, double, queen

Amenities in Typical Room Assignment

- Air conditioning
- Alarm clock
- Coffee maker with coffee
- Desk/chair
- Hair dryer
- Radio
- Telephone
- TV with European satellite access
- Washcloth/towels
- Toiletries (soap, etc)

Bathroom Facilities in Typical Room Assignment

Private tub, shower, wash basin and toilet

Electricity in Room

220 volts, with 110-volt socket usually available in bathroom for razor/hair dryer/etc.

Facilities

- Ice machine
- Lounge/TV area
- Swimming pool
- 24 hour desk service
- Bar/restaurant

Smoking Policy

Non-smoking rooms available

Distances from Hotel to Base:

- By foot: 20-30 minutes
- By car: 10 minutes

Policies Regarding Reservations/Room Assignments

Reservations are made by the Site Director. Room reservations and special requests should be forwarded in advance.

Policies Regarding Accompanying Persons

Any additional person accompanying the faculty member must be added to the reservation at cost. Prior notification must be given for reservations, especially in the summer months.

Rental Car Information

The Site Director will arrange for use of a rental car. Vehicles with automatic transmissions are rare in Spain. The Site Director will send an email asking rental car preferences. If you require a car with an automatic transmission, please reply as such.

Rental cars are available from the Jerez Airport. If you wish to book your own rental car, please clear this with the OU Europe Director and the Extended Campus Travel Coordinator. If approved, Macci may make reservations. In rare instances, you may be asked to make them yourself. This option is not recommended as most people do not wish to or should not drive following a possibly sleepless, transatlantic flight. However, if you chose to rent from the airport, please carefully inspect the car and mark any damage before accepting it.

Please note that professors are not authorized to purchase fuel on base/post. Fuel must be purchased locally. You are authorized to receive reimbursement for gas in conjunction with your teaching-related mileage in the area; keep your receipt.

If you choose not to drive, taxis and buses are available and relatively inexpensive.

Base Access and Privilege Documents

By contract, we must have those who are here to teach go through the established procedure for access. These procedures, because of current security needs, necessarily change with or without notice to us. We appreciate your understanding that we are informing and preparing ourselves for your in-processing to the best of our ability. As well, you must be supported with privileges so that health care, legal assistance and other services can be provided in cases of emergency. We are advised to notify the travel and contract support offices, if anyone attempts to opt out of this. We are living in times of very high security concerns and we must follow these guidelines or we will not be in contract compliance.

The Site Director will arrange for your base access pass for the length of the course. Rota is a Spanish military base. Hence, the Spanish Military control access to the base. This pass, along with your passport, will give you access to the base and limited access to some facilities. Upon your arrival, we will also register the rental car with base security enabling you to drive on base.

You will not have access to the Commissary or Base Exchange. There are several local supermarkets to meet your shopping needs. You will have limited access to other facilities such as the library and base restaurants.

Administrative Support at Rota

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

Computer Support

Location	Available Services
OU office	1 laptop available to be checked out
Library	Internet and computers available
Hotel internet access	Available in all contracted hotels

Audio/Visual Support

Equipment	Availability
LCD projector	Available with notice
DVD/VCR player	Available with notice
Television/Monitor	Available with notice
Flip-chart paper + stand	Available with notice
Projector stand	Available with notice

Materials and Supplies

When materials and supplies are available, please return unused materials and supplies for the use of the next professor since supplies are limited.

Equipment	Availability
White board	In classroom
White board markers	Available from Site Director
Overhead pens	Limited supply
Flip chart paper	Available from Site Director
Office supplies (paper, clips, staples, etc.)	Available from Site Director
Course materials	Faculty must bring their own texts and course materials

Classroom Facilities

Primary Classroom Facility

Location

Navy College Office Classroom
Bldg. 3293

Typical Classroom Assignment

- Tables and chairs
- Dry board/white board
- Furniture may be moved if replaced to original arrangement
- Eating and/or drinking in classroom officially allowed in classroom
- Air conditioner
- Maximum number of students accommodated: 30

Facilities near Classroom

Facility	Location
Restrooms	First and second floors
Vending machine	First floor
Break area	First floor
Snack bar and fast food	Near main gate
Fast food restaurants	At air terminal
Set lunch menu Mon-Fri	La Plaza
Smoking area	Outside building

Audio/Visual Equipment

All AV equipment is shared and must be reserved in advance.

- Laptop
- VCR/DVD and monitor
- Flip chart stand and paper

Building Security

After hours security is the responsibility of the Site Director and Faculty. In case of an emergency:

- Military police 2000 or 2001
- Ambulance 3300 (emergencies)
- Fire 911 on base; 95682 2911 off base

Other Classroom Policies and Procedures

Room assignments: Room assignments are coordinated through the education services officer.
Maintenance and clean up: Instructor and students are responsible for the condition of the classroom.

Transportation between Hotels and Primary Classroom Facility

Mode of Transportation	Distance
Walking	20-30 minutes
Rental car	15 minutes
Military shuttle bus	n/a
Civilian bus	n/a
Taxi	15 minutes, 5-10 Euro

Mode of Transportation	Distance
OU Site Director	Site Director is available to assist faculty in case of inability to rent a car/drive manual transmission.

Secondary Classroom Facility

Location

Various classroom assignments

Facility Owner

Naval Station
Rota, Spain

Typical Classroom Assignment

- Large classroom that accommodates 20-30 students
- Dry board/white board
- Furniture may be moved in some classrooms
- Eating and/or drinking in classroom is officially allowed in classroom

Facilities near Classroom

- Restrooms
- Vending machine

Audio/Visual Equipment

All A/V equipment is reserved in advance.

- Laptop
- VCR/DVD and monitor
- Flip chart stand and paper

Building Security

After hours security is the responsibility of the Site Director and Faculty. In case of an emergency:

- Military police 2000 or 2001
- Ambulance 3300 (emergencies)
- Fire 911 on base; 95682 2911 off base

Other Classroom Policies and Procedures

Room assignments: Room assignments are coordinated through the Site Director, and based on availability.

Maintenance and clean up: Instructor and students are responsible for the condition of the classroom.

Transportation between Hotels and Secondary Classroom Facility

Mode of Transportation	Distance
Walking	20-30 minutes
Rental car	15 minutes
Military shuttle bus	Not available
Civilian bus	Not available
Taxi	15 minutes, 5-10 Euro (reimbursable)
OU Site Director	Site Director is available on the first day of class for registration and to provide transportation/guidance.
Student(s) in class	Students sometimes offer to provide transportation to and from class.

Library

Location

Bldg 3299
Phone ext. 2418

Hours

Monday - Thursday: 9:00AM - 7:00PM
Friday: 09:00AM-6:00PM
Saturday: Closed
Sunday: 9:00AM -2:00PM

American Holiday: 9:00AM - 2:00PMType of Library

Base library

Lending Length

2 weeks

In Case of Emergency

Ambulance

- Off-base: 112
- Military: 911
- Military off-base: 956-822-911

Fire

- Off-base: 112
- Military: 911

- Military off-base: 956-822-911

Police

- Off-base: 112
- Military: 2000
- Military off-base: 95682-2000

Medical Facilities

US Military

Bldg 1892

Emergency Department: (ED) is open 24/7, 365 days a year, to support your emergent and urgent care needs.

On base 727-3307

Off Base: 956-82-3307

Authorized use on a per visit charge; emergency costs are usually reimbursable through stateside medical insurance, such as BC/BS through OU; carry your insurance card with you.

Dental Facilities

US Military Dental Clinic

Bldg 1802

Phone: Ext 3733/3734

Full payment, copy of TDY orders and passport are required.

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

- Rota military site: https://www.cnic.navy.mil/regions/cnreurafswa/installations/ns_rota.html
- Jerez tourist site: <http://www.andalucia.com/cities/jerez.htm>
- Province of Cadiz: <http://www.andalucia.com/province/cadiz/home.htm>
- Jerez airport: <http://www.andalucia.com/travel/airports/jerez.htm>
- Travel sites for Spain:
 - <http://www.travelinginspain.com/>
 - <http://www.in-spain.info/>
- Currency exchange info: <http://www.oanda.com/convert/fxhistory>
- Things to do in Rota: <http://www.andalucia.org/en/contact-us/cadiz/rota/>

Books on travelling around the Rota area are also available; ask the Site Director for more information.