



EXTENDED
CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES



WIESBADEN



Wiesbaden, Germany Travel Guide

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Wiesbaden Welcome Letter

Bldg. 1023 East, Basement Room # 11, APO, AE 09096, apwiesbaden@ou.edu

Dear Professor,

It is a pleasure to welcome you to Wiesbaden, home of the United States Army Europe Headquarters and several tenant units including 5th Signal Command and 66th Military Intelligence Brigade. Located along the Rhine River and twenty minutes away from Frankfurt International Airport, Wiesbaden boasts of its thriving cultural, economic, and business influences as well as its renowned luxury casinos, spas, and tourist attractions. Should you wish to venture into the city and experience the culture during your stay, the pedestrian zone's shops, restaurants, and the surrounding parks make for a pleasant experience. We will provide you a list of our favorite spots in Wiesbaden.

Your class will be held on Clay Kaserne, the main installation previously known as the Wiesbaden Army Airfield. Dating back to the 12th century, this area was the designated national festival grounds and once housed a track for elite horse racing competitions. In the early 1900s, the land was converted to an airfield and was later used by American forces to support the Berlin Airlift.

We will make the necessary arrangements for your stay. Primary billeting is located at the Wiesbaden Army Lodge located on the gated Hainerberg housing area approximately 5 miles from the classroom on Clay Kaserne. Please see page 7 in this guide for further details on hotel accommodations.

You will be met by one of the Wiesbaden Site Directors at the airport. We will assist you in obtaining a temporary installation access pass and a privilege card upon your arrival. A rental car will be reserved for you at the rental company located at the military shopping facility. To drive onto any of the military installations, you will need your passport, an installation access pass, and a stateside or international drivers' license.

For your stay in Germany, please be prepared for highly variable weather. An umbrella and a windbreaker with layers are generally appropriate. Comfortable walking shoes are essential if you wish to see Wiesbaden by foot.

Please let us know how we may be of assistance to you as you prepare for class and throughout the week.

Sincerely,



Lindsey Tye and Wade Jackson

Wiesbaden Office & Personnel Information

Wiesbaden Office Personnel:

Area Site Director: Lindsey Tye

Assistant Site Director: Wade Jackson

Physical Address

Wiesbaden Education Center
Building 1023E, Room 011
Clay Kaserne- Army Airfield

Phone: +49 611-143-548-1309*

Email: apwiesbaden@ou.edu

Office Hours: M-F: 08:00 am – 4:30 pm (Hours may vary during class week)

GPS Address

Wiesbaden Education Center
Am Flugplatz Erbenheim
65205 Wiesbaden

Mailing Address

Wiesbaden Education Center
ATTN: University of Oklahoma
Unit 29623, Box 46
APO, AE 09005

Wiesbaden Office Phone Numbers

Within Germany: 0611-143-705-1309

Military/DSN: 548-1309

From United States: 011-49-611-143-548-1309

From Europe: 00-49-611-143-548-1309

After Hours Contacts

Lindsey Tye Cell: +49 0160-922-35587

Wade Jackson Cell: +49 0172-616-3061

Contract Support Office Contacts

Peggy Lerner, Director: apeudirector@ou.edu

Taylor Austin, Assistant Director: apeuprograms@ou.edu

Teri Bonilla, Office Manager: apeuadmin@ou.edu

Office Phone Number: 0631-750-07415

Education Services Officer (ESO)

Cristine Weisbecker

Phone: 0611-143-548-1300

Email: cristine.g.weisbecker.civ@mail.mil

Advanced Programs Site Coordinator

Chad Manos

Phone: (405) 325-1959

Email: chaddles@ou.edu

Arrival and Departure

Frankfurt Airport: Terminal 1 & Terminal 2

Note: Both terminals are connected by the free Skytrain and all signs and staff are multi-lingual.

Disembarkation

Free baggage carts are available; these carts can be taken on the escalators. Follow the signs for Baggage Claim (in English; also picture of baggage and *Gepäckausgabe* in German)

Passport Control

At the *Paßkontrolle* (Passport Control), get in the correct line for NON-European Community passengers; have your passport ready.

Baggage Claim

Continue to follow the signs for Baggage Claim. An information board lists the arriving flights and the number of their baggage carousels.

Customs Clearance

After claiming your baggage, look for the *Exit/Ausgang* and *Zoll/Customs* signs. The Customs Clearance area exits into the public portion of the terminal.

Airport to Base

With prior arrangements, the site director will meet you at the airport once you have retrieved your bags and escort you to base for in-processing.

Rental Car

A rental car will be arranged for you by the Wiesbaden OU Site Director and will be picked up at the military base. See more information on page 9.

To Change Money

If you have not brought European money with you then you will need some before you get to a bank in Wiesbaden. There are money exchange counters in Arrival Hall B as well as throughout the airport.

Lodging:

Primary Lodging: Wiesbaden Army Lodge at Hainerberg Housing Area

Address: Mississippi Str. 45, 65189 Wiesbaden, Germany

Website: <http://army.dodlodging.net/propertys/Wiesbaden-Lodge>

Phone: 011-49-611-723-7600; Within Germany: 0611-723-7600

Check-in time: 1400 (2:00 pm)

Check-out time: 1100 (11:00 am)

Reservations/Room assignment policies:

Reservations are made by the OU Site Director. If late arrival is anticipated, please let the OU Site Director and/or the Army Lodging know so the room “will be held for a late check-in”. Failure to call and cancel or adjust prior to 1800 on the date of arrival will result in no-show or cancellation charges.

Typical room assignment:

Junior Suite \$45/night

Typical amenities and hotel features:

- Double bed
- Microwave & refrigerator
- Private bath/shower
- TV, telephone and internet
- Breakfast: Coffee and continental breakfast
- ATM Machine in Lobby
- Free Self Service Laundry rooms
- Electricity: 220 volt only, standard European outlets
- Smoking policy: No smoking allowed

Distance from hotel to classroom: 5 miles

Accompanying person’s policies:

Spouses and guests will not have installation access and can no longer stay at the Wiesbaden Army Lodge without access. Alternate accommodation will need to be made. Please contact the OU Site Director regarding these concerns prior to travel.

Driving Directions from Army Lodging to Classroom

- Take the 1st right onto B455
- Merge onto Berliner Strasse/B455 via the ramp to Mainz-Kastel/WI -Erbenheim
- Take the exit toward WI-Erbenheim-Sud

- Turn right onto Zum Friedhof/K634
- At the roundabout, take the second exit
- Arrive Wiesbaden Army Airfield - AM Flugplatz Erbenheim Bldg. 1023 E.
- Education Building is located adjacent to the Main Street Café

Secondary Billeting: The Penta Hotel

Address: Abraham-Lincoln-Straße 17, 65189 Wiesbaden

Website:

Telephone: 0611 797700

From United States: +49 611 797700

Within Germany: 0611 797700

Email: reservations.wiesbaden@pentahotels.com

Check-in time: 3:00 pm

Late arrival possible: Yes. Must be requested.

Check-out time: 12:00 am or earlier

Modes of payment:

Cash; Visa, MasterCard, Discover, American Express

Typical room assignment:

Single, 99 euros /night. With breakfast, 116 euro/night

Standard room:

One twin bed

Typical amenities and hotel features:

- Cable Satellite TV- German
- Free High Speed Wireless Internet
- Telephone
- Hairdryer
- Laundry Service Receive

No microwave or refrigerator is provided. There are restaurants with in walking distance and a restaurant on site as well as restaurants on Clay Kaserne to pick up food after evening classes.

Bathroom facilities: Shower

Electricity: 220 volt only, standard European outlets

Distance from hotel to classroom: 3.5 miles

Reservations/Room assignment policies:

Reservations are made by the OU Site Director. If late arrival is anticipated, please let the OU Site Manager know so the room will be held. Failure to call and cancel or adjust prior to 1800 on the date of arrival will result in no-show or cancellation charges.

Driving Directions from The Penta Hotel to Classroom

The Penta Hotel is located outside the Hainerberg post gate and is within walking distance to the Exchange and Commissary. Bus stop 28 is directly outside the hotel which will travel to Clay Kaserne. The GPS provided by OU Wiesbaden will have the driving directions pre-programmed for professors.

Rental Car Information

Rental Car arrangements will be made by the Site Director. We will escort you to pick up the rental car at the rental car company on post. GPS may be available. Prior approval will be needed to rent a car from the Frankfurt Airport.

See Advanced Programs Faculty Guide, page 18 for more information regarding rental car insurance policies. <https://pacs.ou.edu/about/ou-north-america-and-europe/faculty-staff-resources/>

As a reminder, please do not use your personal credit card, use your OU Travel Card. Accept the LDW loss damage waiver (or CDW) at the higher deductible rate, not the zero-deductible rate. Professors are not authorized to purchase fuel on the military post. Fuel must be purchased off post. Only teaching-related mileage is reimbursable.

Installation Access & Privileges

Please bring two copies of a passport-approved photo for your privilege pass.

Because of security and contact requirements, there are established procedures for obtaining access & privileges in Europe. These procedures vary from site to site and sometimes change unexpectedly. Upon your arrival, our first priority is to get you the required documentation required for your stay. These documents are not optional. If for some reason we are unable to finish in-processing on Monday, please keep Tuesday morning available.

Wiesbaden Classroom

To locate the classroom

Once you enter the gate, proceed towards the Education Center, building 1023 E. The education center is located adjacent to the Main Street Cafe and behind the library. The OU office and classrooms are located on the basement level.

Classroom Amenities

- Internet capability
- Tables and chairs- cannot be rearranged
- One medium sized dry-erase board
- Smartboard projector screen with laptop connection capability. *If using an apple computer, please travel with your own apple VGA adapter.

Facilities near classroom:

- Restrooms: At end of the hallway in the basement
- Break area: Only the area outside of classroom building
- Snack bar/fast-food restaurant: Main Street Cafeteria adjacent to building
- Library located in Building 1029

Building security:

The Professor will sign for the classroom and building key from the OU Site Director and will be responsible for securing the classroom and building every evening. All windows and doors must be closed and locked every night.

Other classroom policies/procedures: At all times, leave the classroom ready for other schools to use. Instructor and students are responsible for the condition of the classroom. Bring your own beverages & food in sealable containers. Remove trash after class.

In case of any emergency call: 114 on any DSN phone or 0611-705-114 from any civilian phone within Germany. The Military police will direct the emergency actions from that phone number. If you have a non-emergency question, the Provost Marshall can be reached at DSN 337-5096 or CIV 0611-705-5096.

Distance between Lodging and Classroom

- Rental car: 5-10 minute drive
- Military shuttle bus: Regular Bus schedule before 4 pm
- Taxi: 5-10 minute ride

Administrative Support at Wiesbaden

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

Computer Support

The Army Lodge has wifi and LAN connections. The library on the airfield also has computers available for use. The OU Site directors can help you fill out the paperwork to get access to use the library computers.

Wiesbaden Library

Location: Building 1029

Phone: 548-9821

Hours:

- Monday: Closed
- Tuesday-Saturday: 1000 - 1800 (10:00 am – 6:00 pm)
- Sunday: Closed
- German Holidays: Closed

Other resources:

- Computers with internet access
- Photocopying, 10 cents per copy

In Case of Emergency while at Wiesbaden

Emergency Phone Numbers

Military police: 0611-705-114 or 337-114
Civilian police: 110
Fire: 112

Medical Facilities

US Military Clinic
Phone: 06371-9464

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

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

- OU Wiesbaden: <https://pacs.ou.edu/military/military-student-services/ou-europe/ou-europe-wiesbaden-germany/>
- Wiesbaden Army Garrison: <http://www.wiesbaden.army.mil/>
- City of Wiesbaden: <http://english.wiesbaden.de/index.php>