



EXTENDED  
CAMPUS

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COLLEGE *of* PROFESSIONAL  
*and* CONTINUING STUDIES



WIESBADEN

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**Wiesbaden, Germany Travel Guide**

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## Wiesbaden Welcome Letter

Bldg. 1023 East, Basement Room # 11, APO, AE 09096, [apwiesbaden@ou.edu](mailto:apwiesbaden@ou.edu)

Dear Professor,

It is a pleasure to welcome you to Wiesbaden, home of the United States Army Europe Headquarters USAREUR and several tenant units including 2nd Signal Brigade and 66<sup>th</sup> 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,



Angelique Hall & Wade Jackson

## Wiesbaden Office & Personnel Information

### Wiesbaden Office Personnel:

**Area Site Director:** Angelique Hall

**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](mailto:apwiesbaden@ou.edu)

**Office Hours:** Monday 0800 – 1500 & Tuesday - Friday 0800-1600  
(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

**Angelique Hall Cell:** +49 0151 11204965

**Wade Jackson Cell:** +49 0172-616-3061

### Contract Support Office Contacts

**Peggy Lerner, Director:** [apeudirector@ou.edu](mailto:apeudirector@ou.edu)

**Jessica Smith, Assistant Director:** [apeuprograms@ou.edu](mailto:apeuprograms@ou.edu)

**Office Phone Number:** 0631-7500-7415

## **Education Services Officer (ESO)**

Cristine Weisbecker

**Phone:** 0611-143-548-1300

**Email:** [cristine.g.weisbecker.civ@mail.mil](mailto:cristine.g.weisbecker.civ@mail.mil)

## **Advanced Programs Site Coordinator**

Chad Manos

**Phone:** (405) 325-1959

**Email:** [chaddles@ou.edu](mailto: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**

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 post/base. See more information on page 9.

### **To Change Money**

If you have not brought Euro 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 \$55/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 1<sup>st</sup> 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 Director 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 17 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 on Clay Kaserne, 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
- Food court/fast-food restaurants: 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 for military police on any DSN phone or 117 for fire and emergency services. 0611-705-114 from any civilian phone within Germany. Dialing 911 will also work. Your call will be routed to emergency services. 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 Extended Campus 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-Thursday: 1000 - 1800 (10:00 am – 6:00 pm)
- Friday & Saturday: Closed
- Sunday: 1000-1800
- 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 such as BC/BS through OU.

For Emergency Care- St Josefs Hospital (JOHO) Wiesbaden is the closest hospital. Address: Beethoven Straße 20, 65189 Wiesbaden GPS: N 60°04' 35", E 08° 15' 19" Phone: 0611-1770  
Web: [www.joho.de](http://www.joho.de)

### **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>