



# EXTENDED CAMPUS

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COLLEGE *of* PROFESSIONAL  
*and* CONTINUING STUDIES

**The University of Oklahoma  
Advanced Programs – Travel Guide  
PhD Heidelberg, Germany**



June 2016

## Table of Contents

Advanced Programs Welcome Letter .....	03
PhD Heidelberg Site Office & Personnel Data.....	04
Arrival at Frankfurt Airport: Terminal 1 .....	05
Arrival at Frankfurt Airport: Terminal 2 .....	06
Departure from Frankfurt Airport: Terminal 1 .....	06
Departure from Frankfurt Airport: Terminal 2.....	07
Primary Lodging: Hotel Heidelberg .....	07
Secondary Lodging: Patrick Henry Village Guest House .....	09
Schwetzingen Classroom Facilities .....	11
Driving Directions.....	12
Heidelberg Libraries .....	14
In Case of Emergency while at Heidelberg .....	16
Heidelberg on the World Wide Web .....	18

## **Advanced Programs Welcome Letter**

CMR 419, Box 1634, APO AE 09102 • Phone 011-49-6221-768118 • DSN 370-6691 • [apeuadmin@ou.edu](mailto:apeuadmin@ou.edu)

Dear Professor:

Welcome to Germany and especially to the Heidelberg area! I am looking forward to your teaching assignment here for the Ph.D. cohort and would like to coordinate with you so that your time here goes as smoothly as possible.

I work directly with Dr. Peggy Lerner, European Director, in the European Contract Support Office, and feel very lucky that I'm able to work with such a great team in Europe and Norman.

The information in this Guide is current as of spring 2011. Please review this Travel Guide and the Advanced Programs Faculty Guide (see <http://www.gou.ou.edu/facultyservices/index.html>) well in advance of your departure so that you have sufficient time to contact me regarding your trip.

Your travel arrangements will be made in consultation with the Advanced Programs Travel Coordinator in Norman, OK. I will make hotel reservations at our local favorite, Hotel Heidelberg, and you will have a rental car reservation made in advance. About a week before you arrive, you will receive an itinerary with more information.

If you have made personal arrangements that will deviate from the normal procedure, please keep me fully informed so that I can be sure that everything goes smoothly for your arrival. We will both have peace of mind if we confirm your arrival times and plans, advise you of weather conditions, inform you of your accommodations, and let you know the latest information about your class.

Please contact me if you need more information. Have a safe and comfortable flight and I look forward to seeing you when you arrive!

Sincerely,

Site Director

## **PhD Heidelberg Site Office and Personnel Data**

### **Office Hours**

Monday through Friday: 0800 – 1700 (8:00 am – 5:00 pm)  
Major US federal holidays: Closed

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

Louis Dean, Jr.  
Civilian phone: 06221-178700/176226  
Military/DSN phone: 373-8700/6226

### **Advanced Programs Site Coordinator**

Chad Manos  
Phone: (405) 325-1959  
Fax: (405) 325-5709  
Email: [chad.manos@ou.edu](mailto:chad.manos@ou.edu)

### **European Contract Support Office**

Dr. Peggy Lerner, Director: [apeedirector@ou.edu](mailto:apeedirector@ou.edu)  
Home phone: (49) 6223-71401

Thomas Panker: [a euprograms@ou.edu](mailto:a euprograms@ou.edu)

Taylor Austin: [a peuadmin@ou.edu](mailto:a peuadmin@ou.edu)

Office phone (from US): 011-49-6221-768118  
Office fax: (49) 6221-768945

### **Mailing Address:**

The University of Oklahoma  
Attn: (enter name)  
CMR 419, Box 1634  
APO, AE 09102

### **Street Address:**

The University of Oklahoma  
Sickingenstrasse 1A  
69126 Heidelberg, Germany

# ARRIVALS AND DEPARTURES

## Arrival at Frankfurt Airport: Terminal 1

### Disembarkation

Lufthansa: A gates; American Airlines, Icelandic Air, and TWA: B gates; United: C gates  
Some planes taxi to the terminal; often a bus transports passengers from the plane to the terminal. 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. It is rarely needed, but have your orders available if asked.

### Baggage Claim

Continue to follow the signs for Baggage Claim. It is a fairly long walk through the airport and down one level. 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 has two lanes: Red and Green. Walk through the Green area since you will have nothing to declare.

### Airport Shuttle Service

Each of the two terminals at Frankfurt Airport has a central meeting point. Simply look out for a



blue luminescent sign saying “Meeting Point” ( ). The area also has a clearly marked waiting area with facilities for your convenience. The Meeting Point for Terminal 1 is located at Hall B, Level 1 (Arrivals). Do not leave the airport or go to another area in the airport. The site manager will notify you via email regarding a meeting point pick-up by Transfer and Limousine Service (TLS) [http://www.tls-heidelberg.de/content/index\\_eng.html](http://www.tls-heidelberg.de/content/index_eng.html)

The cost is 66 Euros round trip/33 Euros one way. This shuttle will take you directly to Patrick Henry Village or a local hotel (Hotel Heidelberg).

### To Change Money

If you have not brought European money with you and you think you will need some before you get to a bank in Heidelberg, there are money exchange counters in Arrival Hall B as well as throughout the airport.

## Arrival at Frankfurt Airport: Terminal 2

### Disembarkation

Delta and Sabena: D gates; Air UK, British Airways, Continental, KLM, Northwest, and USAir: E gates. Some planes taxi to the terminal; often a bus transports passengers from the plane to the terminal. Free baggage carts are available. Follow the signs for Baggage Claim (in English; also picture of baggage and *Gepäckausgabe* in German)

### Passport Control/Baggage Claim/Customs Clearance

Same procedures as for Terminal 1.

### Airport Shuttle Service

Each of the two terminals at Frankfurt Airport has a central meeting point. Simply look out for a

blue luminescent sign saying “Meeting Point” (). The area also has a clearly marked waiting area with facilities for your convenience. The Meeting Point for Terminal 2 is located at Hall E, Level 2 (Arrivals). Do not leave the airport or go to another area in the airport. The site manager will notify you via email regarding a meeting point pick-up by TLS (Transfer and Limousine Service). [http://www.tls-heidelberg.de/content/index\\_eng.html](http://www.tls-heidelberg.de/content/index_eng.html). The cost is 66 Euros round trip/33 Euros one way. This shuttle will take you directly to Patrick Henry Village (PHV) or a local hotel.

### To Change Money

There are money exchange counters in Arrival Halls D and E of Terminal 2 and in Arrival Hall B of Terminal 1.

## Departure from Frankfurt Airport: Terminal 1

### Shuttle Service

Site director will arrange pick-up at your lodging location through Transfer and Limousine Service (TLS) [http://www.tls-heidelberg.de/content/index\\_eng.html](http://www.tls-heidelberg.de/content/index_eng.html)  
TLS takes you directly to the airport. Shuttle service is available every day of the week.

### Check-In

US carriers conduct a security interview with each passenger before taking luggage and issuing a boarding card. Have your ticket and passport ready. Know beforehand how much luggage you can carry on and the size 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 Germany, you will go through passport control. At the Paßkontrolle (Passport Control), have your passport ready. It is rarely needed, but do have your orders available, if asked.

## **Departure from Frankfurt Airport: Terminal 2**

### **Shuttle Service/Passport Control**

Same as Terminal 1.

### **Check-In**

Terminal 2 check-in counters are in Departure Halls D and E of Terminal 2

Delta and Sabena: D gates

Air UK, British Airways, Continental, KLM, Northwest, and USAir: E gates

NOTE: Although Delta leaves from Terminal 2, you can check in your baggage and get your boarding card at Terminal 1 on Level 0 (the parking level) or at Counters 520-525 in Departure Hall B. If you are flying on British Airways, you can check your bags at Counters 520-525 in Terminal 1 and proceed to Terminal 2 for departure.

US carriers conduct a security interview with each passenger before taking luggage and issuing a boarding card. Have your ticket and passport ready. Know beforehand how much luggage you can carry on and the size restrictions.

## **Primary Lodging: Hotel Heidelberg**

### **LOCATION**

Heidelberg, Germany

### **MAILING ADDRESS**

Heuauerweg 35037

69124 Heidelberg, Germany

### **PHONE**

From United States	From Europe	Within Germany	Within Heidelberg
011-49-6221-71040	(International Access Code) + 49-6221-71040	06221-71040	71040

### **FAX**

06221-710471

### **WEBSITE**

<http://www.hotel-erna.de/english/index.html>

### **EMAIL**

[info@hotelheidelberg.com](mailto:info@hotelheidelberg.com)

**AMENITIES**

- Private shower and toilet
- Cable TV with CNN, NBC, and BBC
- Hair dryer
- Some w/room safe
- Some w/heated towel rack
- Bathroom scale
- Clock radio
- Some with balcony
- Facsimile outlet
- Telephone w/analogue
- Laptop modem port/Wireless access in all guest rooms
- Non-smoking rooms on request.

**PAYMENT**

Single Occupancy: 64 Euro for regular single room; 74 Euro for double room/single use; and 77 Euro for Bavarian Business Style room

Attention: Cancellation Policy - The Hotel Heidelberg has a 2 day cancellation policy. 100% penalty (or 2 full days) will be assessed for changes within 48 hours.

**ELECTRICITY IN ROOM**

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

**DISTANCES FROM THE HOTEL TO:**

Education center/OU field office (Patton Barracks):	3 miles
Closest full-service restaurant:	In hotel lobby
Closest fast-food restaurant (Burger King):	3 miles at Patrick Henry Village
Main Classroom (Tompkins Barracks):	12 miles

**SMOKING POLICY**

Upon request when booking.

**OTHER INFORMATION**

All rates include a large buffet breakfast, tax and service charge. Streetcar service is available to downtown Heidelberg by taking Streetcar No. 26. The ride downtown is only 15 minutes, with the stop a few minutes' walk away. A single ticket is only 2.10 Euro, however you can get a discounted ticket at the Hotel for only 1.80 Euro. A 24 hour ticket for one person is 5.00 Euro, and a 24 hour ticket Plus for up to 5 people can be purchased for 8,50 Euro. It is possible to take a bus from the hotel to downtown Heidelberg. The hotel owner speaks good English and is willing to help guests with streetcar and bus connections.

## Secondary Lodging: Patrick Henry Village Guest House

### LOCATION

North Lexington Avenue, Building 4527  
Patrick Henry Village (PHV)  
69124 Heidelberg

### MAILING ADDRESS

CMR 419, Guest House  
APO, AE 09102

### PHONE

From United States	From Europe	Within Germany	Within Heidelberg
011-49-6221-795100	(International Access Code) + 49-6221-795100	06221-795100	795100

From a military/DSN phone: 370-1700 or 388-9387

### EMAIL

[guesthouse@26asg.heidelberg.army.mil](mailto:guesthouse@26asg.heidelberg.army.mil)

### FAX

06221-795600

### CHECK-IN

1300 (1:00 pm)

### CHECK-OUT

1100 (11:00 am)

**Note:** Professors arriving on weekends will need to stay at the Hotel Heidelberg due to the Installation Pass requirement to access Patrick Henry Village.

### ROOM TYPES

Single/Double (\$75.00) with either 2 twin beds or a queen-size bed. There is a \$7.50 charge for each additional person.

- All rooms come with a private bath. Some rooms have kitchens. Guests staying in rooms with no kitchen can use the community kitchen.
- Handicap rooms available
- TDY, reservations up to 60 days in advance
- Cancellation fee if guest doesn't show up 2400 the day of, but prefer to cancel up to 1800.

## **SMOKING POLICY**

50% smoking 50% non-smoking

## **AMENITIES**

- Microwave oven (in community kitchen)
- Refrigerator
- Dishes, glasses and flat ware
- Coffee maker
- Table and 2 chairs
- TV (with AFN)
- Iron and ironing board
- Hair dryer in bath rooms
- VCR (tapes for viewing)
- Fan available
- Clock radio
- Computer
- Internet and e-mail access through phone line (50% ISDN and 50% analog), mention computer use to reservation agent.

## **PAYMENT**

- VISA
- MasterCard
- American Express
- Checks and cash

## **ELECTRICITY IN ROOM**

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

There is a plug in the bathroom with 110 volt for shaver.

## **DISTANCES FROM THE HOTEL TO:**

Education center/OU field office (Patton Barracks): 5 miles  
Closest fast-food restaurant (Burger King): Less than a mile, across the street

## **OTHER INFORMATION**

Community bus that runs to various posts, schedule posted at guesthouse.

## Schwetzingen Classroom Facilities

### LOCATION

Tompkins Barracks  
Building 4236, Rm 6/7

Distance from Hotel Heidelberg: 12 miles

Distance from PHV Guest House: 10 miles

### TYPICAL CLASSROOM ASSIGNMENT

- Individual desks and chairs
- Furniture may be moved to suit class needs

### FACILITIES NEAR CLASSROOM

Facility	Location
Men's and women's restrooms	Down hall from classroom
Break area	Outside building
Smoking area	Outside building
Shopette	Short walk from building

### AUDIO/VISUAL EQUIPMENT

AV equipment is available through OU as this is not a dedicated OU classroom. The classroom is used by other agencies. Equipment available:

- Overhead projector
- Laptop and LCD projector
- Dry Erase Board

### BUILDING SECURITY

This building is securely locked with not in use. The University of Oklahoma has possession of keys for the outside door and for the classroom door.

**\*IMPORTANT\*** When locked from the outside, a person can exit the building by pushing the handle bar down from the inside. This will unlock the door from the outside. **When leaving at night, you must make sure all students have exited the building before locking the outside door.** If someone leaves after you have locked the door, the building will be left unsecure overnight.

### OTHER CLASSROOM POLICIES AND PROCEDURES

Instructor and students are responsible for the condition of the classroom. Coordination of the return of Audio/Visual equipment must be made prior to the last day of class.

## Driving Directions

### **Tompkins Barracks from Patrick Henry Village**

- Drive through the gate by Burger King; follow road to traffic light.
- Turn **right at the traffic light** onto Speyrer Strasse (535) away from Heidelberg
- Get on A5 North toward Darmstadt/Frankfurt
- From A5 take 656 toward Mannheim.
- Take the Mannheim/Friedrichfeld/Seckenheim exit #4.
- From the exit ramp take a left onto Friedrichfelder Landstrasse. Follow this road for a couple of miles (you will go through a wooded area). Tompkins barracks is on the left. Once you enter the front gate the Education Center is straight ahead, building number 4236.

### **Tompkins Barracks from Hotel Heidelberg**

- Turn left out of the hotel parking lot
- Turn right at the traffic light onto Cuzaring Street
- Turn left onto Speyerstrasse (535)
- Get on A5 North toward Darmstadt/Frankfurt
- From A5 take 656 toward Mannheim.
- Take the Mannheim/Friedrichfeld/Seckenheim exit #4.
- From the exit ramp take a left onto Friedrichfelder Landstrasse. Follow this road for a couple of miles (you will go through a wooded area). Tompkins barracks is on the left. Once you enter the front gate the Education Center is straight ahead, building number 4236.

### **To get gas at an ESSO station from Patrick Henry Village**

- Drive through the gate by Burger King; follow road to traffic light.
- Turn left at the traffic light onto Speyrer Strasse (535) towards Heidelberg
- Go to the 3rd traffic light and make a right; ESSO station will be on your right.
- Directions to get gas at ESSO station from Hotel Heidelberg
- Turn left out of the hotel parking lot
- Turn right at the traffic light onto Cuzaring Street
- Turn right onto Speyerer Strasse (535) towards Heidelberg.
- Go to the 1st traffic light and make a right; ESSO station will be on your right.

### **Hotel Heidelberg to Heidelberg Shopping Center (American Facilities)**

- From Hotel Heidelberg parking lot turn left, then take a right at the stoplight.
- Drive straight through the next stoplight and turn right at the following stoplight onto Speyererstrasse.
- Follow Speyererstrasse until the fourth stoplight. Turn left, this will put you on the Czernyring.
- At the next light get into the left turn lane. You will see the barbed wire fencing surrounding the shopping center at this point.
- Turn left and then make your next right which will put you on the back side of the installation where the current entrance is.
- Go through the checkpoint to have your ID and papers approved.

### **Hotel Heidelberg to OU Contract Support Office (Sickingenstrasse 1A)**

- From Hotel Heidelberg parking lot turn left, then take a right at the stoplight.
- Drive straight through the next stoplight and turn right at the following stoplight onto Speyererstrasse.
- Follow Speyererstrasse until the fourth stoplight. Turn right, this should be Karl-Benz Strasse.
- Get into the left turn lane. At this point you should see signs directing you toward Campbell Barracks which is the direction you want to go.
- Turn left onto Hebelstrasse, go through one light (you'll pass a McDonalds on the left) and at the next light turn right. This will put you on Römerstrasse going south.
- At the second light turn left, you will see the Mark Twain Village (MTV) Chapel on your right after you turn. Follow to the end of this road and turn right onto Rohrbacherstrasse.
- You'll eventually see (after about a mile or less) a yellow sign indicating the direction to the autobahn, this at the corner where you turn right onto Sickingenstrasse, which is a one way street. We are the third building on the left side, with bright Turquoise shutters. It is best to park in the street, not in the parking lot in front of the building since those are reserved spots. We are on the ground floor. Our bell indicates "The University of Oklahoma."

## **Administrative Support at Heidelberg**

PLEASE refer to the Advanced Programs Faculty Guide for an Overview of the Duties and Responsibilities of OU site managers.

### **COMPUTER SUPPORT**

The PhD program has a Gateway laptop and LCD Projector available for use in class for presentations and such. Please notify the Ph.D. Site Director prior to arrival to make arrangement for its use. The laptop includes Win 2000, Office 2000, etc. with a 3.5" floppy drive, a CD drive and DVD playing capability.

### **AUDIO/VISUAL SUPPORT**

Overhead Projector – Owned by OU and available from the CSO

### **ROOM KEYS**

Class Room keys will be provided to you upon class opening by the Ph.D. Site Director. It will be your responsibility to open the room for class and lock up once class is over. Arrangements will need to be made with the Ph.D. Coordinator prior to course completion to drop off the keys once the class work is complete.

## **Heidelberg Libraries**

### **Patrick Henry Village**

#### **LOCATION**

Building 4509  
Patrick Henry Village (across from the Shopette)  
Lexington Str. 6  
Geb 4509, 69124 Heidelberg

#### **PHONE**

- 06221-57-1740 or 06221-338-9443
- 370-1740 or 388-9440 (DSN)

#### **FAX**

- 06221-17-7648
- 373-7648 (DSN)

**HOURS**

Tuesday through Thursday: 1030 – 1900 (10:30 am – 7:00 pm)  
Friday through Sunday: 1000 – 1800 (10:00 am – 6:00 pm)  
Mondays and US holidays: Closed

**TYPE OF LIBRARY**

Base library with:

- Recreational media
- Academic non-fiction
- Interlibrary loan
- Photocopy machine (5 cents per copy)
- Computers with internet access and word processing
- Online catalog

**USAREUR LIBRARY & RESOURCE CENTER****LOCATION**

Building 379  
Mark Twain Village  
Zengerstrasse 1  
69129 Heidelberg

**PHONE**

Civilian: 06221-57-6678  
DSN: 370-6778

**FAX**

Civilian: 06221-57-6916  
DSN: 370-6916

**HOURS**

Saturday through Monday: 1000 – 1800 (10:00 am – 6:00 pm)  
Tuesday through Thursday: 1000 – 2000 (10:00 am – 8:00 pm)  
Fridays and US holidays: Closed

## **TYPE OF LIBRARY**

Army resource/reference library with:

- Non-fiction
- Academic resources
- Full-text journals and articles
- Military research databases
- Educational DVDs and videos
- Interlibrary loan

## **In Case of Emergency while in Heidelberg**

### **EMERGENCY PHONE NUMBERS**

Service	Phone numbers
Ambulance	Military: 117 Civilian: 06221-57-117
Fire	Military: 117 Civilian: 06221-57-117
Civilian Police/Emergency	110
Military Police	Military: 114 Civilian: 06221-57-114
Red Cross	DSN: 371-2435 Civilian: 06621-17-2435

### **MEDICAL FACILITIES**

US Military  
Heidelberg Health Center  
Acute Care Clinic  
Bldg. 3613

For appointments:

- Civilian: 06221-17-2891/2790
- DSN: 371-2891/2790

Authorized use on a per visit charge. Costs are usually reimbursable through stateside medical insurance. Open Monday through Friday, 0700 – 2100 (7:00 am – 9:00 pm). Open weekends and holidays, 0900 – 1900 (9:00 am – 7:00 pm).

## **DENTAL FACILITIES**

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

Bldg. 3613

Military/DSN phone: 371-2708

Civilian phone: 06221-17-2708

Can be seen as emergency only to relieve acute pain. Pay first at cashier's cage in same building. Open Monday through Friday, 0720 – 1620 (7:20 am – 4:20 pm).

### **Host Nation Dentist**

Dr. Borkmann (speaks English)

Phone: 06221-782805

Accepts dental 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 advance payment is necessary.

## Heidelberg on the World Wide Web

Heidelberg is a beautiful world famous city with much to offer visitors. It is highly recommended you plan to take some off time to explore the city, its Pedestrian Only area and the Castle. More information on the highlights of this city can be found at the following websites. Also, please feel free to ask your Ph.D. Coordinator for advice on direction to the sites.

### Military Sites

- <http://www.globalsecurity.org/military/facility/heidelberg.htm>
- <http://www.heidelberg.army.mil/sites/local/>

### Tourist Sites

Heidelberg information:

[http://www.cvb-heidelberg.de/index\\_eng.html](http://www.cvb-heidelberg.de/index_eng.html)

Germany tourism:

<http://www.germany-tourism.de/>

Heidelberg tourism:

<http://www.visit-heidelberg.com/>

Heidelberg homepage:

<http://www.heidelberg.de>

Frankfurt airport:

[http://www.airportcity-frankfurt.com/cms/default/rubrik/9/9682.airport\\_city\\_en.htm](http://www.airportcity-frankfurt.com/cms/default/rubrik/9/9682.airport_city_en.htm)

Local weather:

<http://weather.weatherbug.com/>