



EXTENDED CAMPUS

COLLEGE *of* PROFESSIONAL
and CONTINUING STUDIES

Travel Guide Geilenkirchen, Germany



Table of Contents

| | |
|--|----|
| Table of Contents..... | 1 |
| OU Extended Campus Welcome Letter | 2 |
| Geilenkirchen Site Office & Personnel Data..... | 3 |
| Arrival and Departure | 4 |
| Driving Directions | 5 |
| Geilenkirchen Primary Lodging: Rolduc Abbey..... | 6 |
| Geilenkirchen Secondary Lodging: City Hotel | 8 |
| Administrative Support at Geilenkirchen | 10 |
| Geilenkirchen Classroom Facilities..... | 11 |
| Transportation between GK City Hotel and GK Education Center Classroom | 11 |
| Additional Information | 12 |
| Resources..... | 12 |

OU Extended Campus Welcome Letter

470th ABS/DPE • Attn: University of Oklahoma • Unit 3485 • APO AE 09104 • Phone (011) 49-2451-63-2208 •
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,

Valerie Lyn Peterson

Valerie Lyn Peterson, M.A.
Area 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):

470th 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

Valerie Lyn Peterson: apgeilenkirchen@ou.edu

Fax

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

Site Director Phone

For emergency use only (home phone):

- From United States 011-31-45-541-9061
- From Europe 0031-45-541-9061
- Within Germany 0031-45-541-9061
- From hotel 0-0031-45-541-9361

OU Office Hours

Geilenkirchen: Monday – Friday (except Tuesdays): 0900 – 1500 (9:00 am – 3:00 pm)

Education Services Officer (ESO)

Vannessa Menefee
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
Home phone: (49) 6223-71401

Taylor Austin: apeuprograms@ou.edu

Teri Bonilla: apeuadmin@ou.edu

Office Phone (from United States) 011-49-631-7500-741

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 left, 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

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 Advanced Programs 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 less 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

Typical Classroom Assignment

- Single desks and chairs
- Maximum student capacity: 25
- Whiteboard
- Furniture may be moved if replaced to original arrangement
- Radiators (adjustable)

Facilities near Classroom

| Facility | Location |
|-----------------------------|----------------------|
| Men's and women's restrooms | Bldg. 89 & Bldg. 104 |
| Snack vending machine | unavailable |
| Break area | Bldg. 104 |
| Snack bar/restaurant | On Base: Rotodome |
| 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

| Mode of Transportation | Distance |
|------------------------|--|
| Walking | 4 miles (not advisable, as there are no street lights on the road at night.) |
| Rental car | Less than 8 minute drive (depending on traffic) |

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>