

# The Battalion Classified

## OFFICIAL NOTICE

### OFFICIAL NOTICE TO TEXAS A&M UNIVERSITY STUDENTS

In the past, certification information has been made public by Texas A&M University as a service to students, families and other interested individuals. Under the "Family Educational Rights and Privacy Act of 1974," the following directory information may be made public unless the student desires to withhold all or any portion of it:

Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and awards received, and the most recent previous educational agency or institution attended by the student.

Any student wishing to withhold any or all of this information should fill out, in person, the appropriate form, available to students at the Graduate College and to undergraduate students at the Registrar's Office, no later than 5 p.m., Tuesday September 13, 1977.

Edwin H. Cooper, Dean Admissions and Records Texas A&M University

### TEXAS A&M UNIVERSITY STUDENT RECORDS POLICY

To comply with the requirements of the "Family Educational Rights and Privacy Act of 1974," Texas A&M University has adopted policies and procedures publicly periodically. These policies and procedures are intended to implement the requirements of this Act and to clarify these requirements for all members of the University student body, faculty, professional staff, parents and other interested parties.

Any person desiring further clarification of this policy statement may request same from Mr. Robert A. Lacey, Registrar.

I. According to the Texas A&M Student Records System, records will be maintained in a variety of administrative offices as outlined below. The chief administrative officer in each office will be responsible for the records under his control and for the release of information in those records.

Name	Position	Type of Records
Robert A. Lacey	Registrar	Academic and administrative records
Billy G. Lay	Director of Admissions	Admissions and placement records
George W. Kunze	Dean of the Graduate College	Graduate student records
Arthur L. Tolson	Director of Academic Counseling and Learning Resources	Academic counseling and learning resources records
John D. Kibbutz, II	Vice President for Student Services	Disciplinary and personal counseling records
O. L. Luther	Chief of the University Police	Campus security records
R. Clark Ober	Controller of Accounts	Financial obligations records
Robert M. Logan	Director of Student Financial Aid	Financial aid records
Claude E. Goswack	Director of the University Health Center	Medical records
Ronald E. Sasse	Housing Manager	Address and housing records
James R. Woodall	Commandant	ROTC records
Emory Bellard	Athletic Director	Student athletes records
William B. Lencak	Manager of Payroll Services	Personnel records of employed students
Louis J. Van Pelt	Director of the Placement Office	Job placement records
William H. Clayton	Provost of Moody College	Student records of the Moody College
H. D. Kunkel	Dean of the College of Agriculture	Student records of the College of Agriculture
Raymond D. Reed	Dean of the College of Architecture & Environmental Design	Student records of the College of Architecture & Environmental Design
John E. Peterson	Dean of the College of Business Administration	Student records of the College of Business Administration
Frank W. Hubert	Dean of the College of Education	Student records of the College of Education
Frederic J. Benson	Dean of the College of Engineering	Student records of the College of Engineering
Earl F. Cook	Dean of the College of Sciences	Student records of the College of Sciences
W. David Maxwell	Dean of the College of Liberal Arts	Student records of the College of Liberal Arts
James A. Knight	Dean of the College of Medicine	Student records of the College of Medicine
John B. Bechtman	Dean of the College of Veterinary Medicine	Student records of the College of Veterinary Medicine
George C. Shelton	Head of the Academic Department Heads	Student records of the Academic Department Heads
The Security Department	Security	Security records
Milton C. Sandoz	Foreign Student Services	Foreign student records

### II. Student Access to Education Records

All students (and former students) of Texas A&M University have the right of access to their education records for the purpose of review, with the exception of those records prohibited by the Act (see Section III).

A. Students have the right to obtain copies of records relating to themselves at the expense of the student. The reproduction charge shall not exceed the actual cost to the University.

B. The University will respond to all requests for explanations and interpretations of records or information, provided the response is not in violation of this Act.

C. The Act provides that a student may waive his right of access to confidential letters of recommendation in the areas of admissions, job placement and receipt of awards. Students seeking employment through the University Placement Office may have signed such a waiver. Information concerning the status of such waivers may be obtained from the Director of Placement. Consent to release personally identifiable information, such as rank in class, personal conduct, grade point ratio, academic progress, etc., to non-authorized personnel (see Section IV) should be obtained from the student by individuals releasing such information.

### III. Records Not Accessible to Students

A. Instructional, supervisory, and administrative personnel records and educational personnel records pertaining thereto in the sole possession of the author and not revealed to any person other than a substitute (i.e., grade books, notes of observation and notes for recollection purposes).

B. Records of a student in the custody of the Office of University Police, provided they are maintained solely for law enforcement purposes, and are made available only to law enforcement officials of the same jurisdiction.

C. Employment records of a University employee who is not a student.

D. Records and information on a student maintained by a physician, psychiatrist or psychologist employed by the University. These records and information will be made available to a physician or other appropriate professional of the student's choice.

E. Financial records of the parents of a student and any information contained therein.

### IV. Authorized Non-Student Access to Student Records

Under the following circumstances and to the following people, educational records (or personally identifiable information within a record) may be released without the written consent of the student:

A. Officials, faculty and staff employed by Texas A&M University, if they have a "legitimate educational interest."

B. Officials of other educational institutions to which the student intends "or seeks" to enroll, provided the student is notified of what is being released and given a copy if desired.

C. Authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education and Welfare, administrative heads of educational agencies or state educational authorities.

D. Individuals needing this information in connection with a student's application for, or receipt of, financial aid.

E. State and local officials to whom state laws (in effect on or before November 19, 1974) require information to be reported.

## OFFICIAL NOTICE

F. Organizations like Educational Testing Service and College Entrance Examination Board in connection with developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, but such organizations must not show the personally identifiable information to outsiders and the information will be destroyed when no longer needed for audit, evaluation, and/or enforcement of federal legal requirements.

G. Accrediting organizations.

H. Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be obtained by the University office concerned. (It would include such items as grades, transcripts, financial aid and probation reports).

I. Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

J. Individuals requiring such information by means of a judicial order or any lawful subpoena, upon condition that the student is notified by the University of all such orders and subpoenas in advance of compliance.

## WANTED

**Needed. Ride to Crestview Retirement Center at Villa Maria and E. 29th in Bryan on five days per week at 5:00. Share labor and expense — you drive the car and we buy the gas. Contact John Sandstedt — 823-5220.**

## WANTED THIEF

\$50 reward for arrest and information of thief, or thieves, who stole Wyler wrist watch with white band at Wofford Cain Olympic Pool. 693-4141 or 845-2345.

## WANTED FEMALE ROOMMATE

Country Place Apts. \$175.00/month plus electricity, phone. Gayle at 846-3996 or Janet at 693-8292. Unfurnished. Will share expenses.

## WORK WANTED

PROFESSIONAL TYPING SERVICES. Located 707 University Drive. Hours 9-5, Monday through Friday. Phone 846-9109. 320

Typing. 823-4579. 136184

Typing. Experienced, fast, accurate. All kinds. 822-0544. 83111

Full time typing. Symbols. Call 823-7723. 392111

Typing. 846-3491. 116103

## SERVICES

**the varsity SHOP**

PROFESSIONAL PERSONALIZED HAIR SERVICE FOR MEN AND WOMEN. 846-7401. OPEN MON. THRU SAT. 9:00-5:30. 301 PATRICIA COLLEGE STATION

Service For All Chrysler Corp. Cars Body Work — Painting. HALSELL MOTOR COMPANY INC. Dodge Sales and Service Since 1922. 1411 Texas Ave. — 823-8111

## INSTRUCTION

LEARN TO PLAY THE 5-string Bluegrass Banjo. Guitar lessons also available. Call 846-8556. 144110

## FOR SALE

Honda 350 Four. Excellent condition. 822-0460. 515

Sleeper sofa, stereo, lamps, wedding ring, rocker. 779-6920. 513

BOOTS — nearly new, size 6. Paratrooper \$15. British climbing-hiking \$30. 846-4180 nights. 512

## SPECIAL NOTICE

**WANT AD RATES**  
One day 10¢ per word  
Minimum charge — \$1.00  
Classified Display \$1.85 per column inch each insertion  
ALL classified ads must be pre-paid.  
DEADLINE  
12 noon day before publication

## FOR SALE

1972 Lamplighter Mobile Home. 2 bedroom, 1 bath, central heat/air, partially furnished. 693-7793. 615

Mustang II, Ghia. 1975. 4-speed. Original owner. Call 846-2197, 846-6541. 365

## FOR RENT

Now available: 3 room & bath furnished apt. 12 min. from TAMU. Desirable for graduate couple who like attractive surroundings plus reasonable rent. Call 822-6668, Mrs. John Caufield. 413

## HELP WANTED

Bartender — Edgewood Country Club, Navasota. 4-10 p.m. Tues. — Sat. No experience necessary. 823-7288, Navasota. 517

Work-study help wanted. Contact Anthropology Department, Bolton 314. 845-5242. 513

SHIPLEY'S DONUT SHOP. 3310 S. College. Apply in person 1-6. 315

Full or part-time audio sales person. Apply at Audio-Video, 707 Texas, 846-5719. 413

Darkroom technician. Part-time. Must have color processing experience. Remote Sensing Center. Call Bob Benton, 845-5422. 414

Students, male and/or female, to deliver Dallas Morning News routes near campus. Call Everett Medders. 822-3191. 215

## HELP WANTED

School Bus Drivers For Bryan Schools. 3 1/2 to 4 1/2 hours per day for 77-78 school year. \$3.00 per hour — starting pay. Apply NOW for immediate training. Call 779-3220 for more information. 615

Full time and part time. Must have knowledge of photography. Sales experience preferred. Contact Jerry Meier at Campus Photo Center, 401 University Drive. Applications taken in person only. 615

## MR. GATTI'S

the best pizza in town . . . honest!

Mr. Gatti's is presently accepting applications for part time help. Starting immediately. Above minimum wage, 8-20 hours a week. Apply in person between 2-7 p.m. 144110

## FOR RENT

1974 Honda Civic Hatchback. Call Steve 693-3678 after 5. 414

1976 Chevy 1/2 ton pickup, still in warranty, air, radio, carpet, take up payments, 822-5147 after 5. 515

'70 Olds 88, power, air, good tires, excellent condition, worth more, \$1495 or best offer. 822-7671. 512

Spacious double-wide mobile home. 3 bdr., 1 1/2 bath. Call anytime 779-3835. 515

## Giant 4-Family Garage Sale

Everything from A-Z Come & See 112 Fleetwood, Bryan Thursday — Saturday 513

## FOR RENT

New unf. 3 bedroom, 2 bath home 6 blocks from TAMU. \$395/mo. WTA Company. 693-4794 or 693-3514. 615

New apartments now leasing for September 1st occupancy. 5 blocks from campus. 2 bedroom apartment unfurnished \$195; 2 bedroom apartment furnished \$225. 823-7314. 3110

## THE LA SALLE

Attention Co-op Students. A quiet, dignified place to live & study. Monthly Rates La Salle Hotel 120 SOUTH MAIN BRYAN 713/822-1501 134111

## PLANTATION OAKS

APARTMENTS ATTENTION STUDENTS! "LET US HELP YOU"

Are you having difficulty obtaining an apartment lease that coincides with your academic year? If so, please visit us.

Are you completing your academic year in December? If so, please come in to discuss your leasing requirements.

Are you a student with a family who is experiencing problems in locating a suitable apartment to lease? If so, please stop by our leasing office and we will attempt to meet your needs.

## AGGIELAND REFUND POLICY

Yearbook fees are refundable in full during the semester in which payment is made. Thereafter no refunds will be made on cancelled orders. Yearbooks must be picked up during the academic year in which they are published.

\*Students who will not be on campus when the yearbooks are published, usually by September 1, must pay a mailing and handling fee. Yearbooks will not be held, nor will they be mailed without the necessary fees having been paid.

This policy took effect on October 22, 1976.

## DIRECTORY REFUND POLICY

DIRECTORY FEES are refundable in full during the semester in which payment is made. Thereafter no refunds will be made on cancelled orders. Directories must be picked up during the academic year in which they are published.

## AUTO INSURANCE FOR AGGIES:

Call: George Webb Farmers Insurance Group 3400 S. College 823-8051

## Furnished & Unfurnished Efficiency 1, 2 & 3 Bedroom Apartments

All Utilities Included No Escalation Clause or Fuel Adjustment Charge Two Swimming Pools

Tennis Courts Party/Meeting Room Health Spas, including Saunas for Men & Women Three Laundry Rooms

Rental office open Monday through Friday 9-12, 1-5 Saturday 10-5, Sunday 2-5

693-1110 1501 Hwy. 30 693-1011

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