

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 sports, dates of attendance, degrees 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. 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	Admission records
George W. Kunze	Dean of the Graduate College	Graduate records
Arthur L. Tolson	Director of Academic Counseling and Testing	Academic counseling and testing records
John D. Kibbutz, III	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
Clayton E. Goswack	Director of the University Health Center	Medical records
Ronald E. Sasse	Housing Manager	Address and housing records
James R. Woodall	Commodore	RTCC 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. Gibson	Head of the Academic Department Heads	Student records of all academic departments
The Security Two Department Heads		Security records
Milton C. Sandoz	Foreign Student Services	Foreign student personnel 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 in 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).

G. Accrediting organizations.

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 a subpoena issued by the University of all such orders and subpoenas in advance of compliance.

V. Student Rights to Challenge Records

Students have the right to a hearing to challenge records and information directly relating to them. The challenge is restricted to inaccurate, misleading, or otherwise inappropriate records and information. The following procedures shall be followed:

A. Any student wishing to challenge records or information directly relating to him must notify the individual responsible for maintaining the record of the wish to challenge. The notice must be in writing and specifically identify the item challenged and the basis for the challenge. This written request must be filed with the Registrar and the custodian of the challenged record.

B. All initial hearings will be informal and participants will be the custodian of the challenged records or information, the student and the author (if appropriate) of the material.

C. If any of the participants (record custodian, student or author) are not satisfied with the results of the informal hearing, a formal hearing will be conducted under the procedures adopted and published below:

1. The hearing will be conducted and the results decided within a reasonable period of time (seven business days) following the request for the hearing.

2. The hearing will be conducted, and the decision rendered, by an institutional officer or other party who does not have a direct interest in the outcome of the hearing. The appointment of the official or party will be made by the Vice President to whom the record custodian reports.

3. The student will be afforded a full and fair opportunity to present evidence relevant to challenging the content of the educational records in order to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. The hearing also provides an opportunity for correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained in the record and/or to insert into the record a written explanation of the student respecting the content of the challenged record.

4. The decision must be rendered in writing, to all interested parties, within a reasonable period of time (seven business days) after the conclusion of the hearing.

VI. Release of "Student Director Information"

Information on students, such as date and place of birth, participation in officially recognized activities and sports, weight and height, members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended, is defined and referred to in this Act as "student director information" (this is a category of information and does not refer necessarily to a publication known as a "directory").

The information mentioned above will be released by various campus offices periodically or upon request unless the student requests in writing that specific information be withheld.

A publication known as the Texas A&M University Directory is one type of periodical containing data classified as "student director information". If it contains the student's name, address, telephone listing, major field of study and classification unless the student requests that part or all of the data be withheld.

Periodically the Registrar will publish official notice of the above policy so that students wishing to do so can make requests known to the Registrar (undergraduates) or the Dean of the Graduate College (graduate students). After the official notice has been published, the Registrar will inform offices concerned of the requests received.

VII. Destruction of Records

Texas A&M University constantly reviews "education records" it maintains and periodically it becomes necessary to destroy certain records. In no case will the University destroy records if the action is prohibited by state and/or federal law.

Basic scholastic records are kept permanently in the Registrar's Office. Beyond these, the various departments and offices may determine their own policies regarding retention of records within existing law.

VIII. Letters of Recommendation

A. Students have the right to review confidential recommendations used in applications for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privileges of examination.

B. Under the Family Educational Rights and Privacy Act of 1974, the student does not have access to confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

IX. Former Students

These procedures apply to all persons formerly enrolled at Texas A&M University as well as to those currently enrolled.

SPECIAL NOTICE

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

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AUTO INSURANCE FOR AGGIES:

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

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

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. 513

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. 415

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. 515

WORK WANTED

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

Typing. Experienced, fast, accurate. All kinds. 822-0544. 831n

Typing. Experienced, fast, accurate. All kinds. 822-0544. 831n

Full time typing. Symbols. Call 823-7723. 392fn

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. 14410

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

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. 315

CARPETS

Very Good Room Size SHAGS — PLUSH — HI-LO'S From \$15 to \$45 Cash Only No Checks Call 291-2047 Huntsville 144110

Must sell 1976 Broadmore Mobile Home 14 x 80, 3 bdr., 2 bath, \$12,600. Now on 1 acre tract six miles south of TAMU campus. Will consider selling or leasing land. 693-3229 or 1-668-3568. 617

Clawfoot Bathub, Woodburning Cookstove, Antique Oak Dresser, Tables, Chairs, Old French Doors, Stained Glass Window, Kerosene Lamp, Old Pie Safes, Victrola, Cedar Chest, Horse Collar, Hames, Iron Bed, Walnut Bed, Model T Ford Chassis, Old Continental.

608 South Bryan in Bryan 613

Sell your used air conditioner to White's Auto Store or trade on new Catalina home appliances. 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 134fn

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 Caulfield. 413

HELP WANTED

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

FULL OR PART TIME HOUSEWIVES OR STUDENTS

Help wanted, both day or night shift and weekends. Housewives work while children are in school. Students nights 5 p.m. - 10 p.m. & weekends. COUNTER AND CASHIER WORK \$2.60/hour APPLY IN PERSON ONLY WHATABURGER College Station 105 Dominik 143fn

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

STUDENT SALESMAN WANTED!

Earn huge commission selling quality boots on campus. Apply to House of Boots, corner of Coulter & Texas Avenue. 513

Drive-in grocery checker. Approximately 15 hrs. weekly. 846-4141. 41E

REGISTERED NURSES

23 bed Psychiatric Inpatient Unit. Positions available. Experience not required. Contact Director Hospital Services, 823-7326, Ext. 33. 9 AM to 5 PM. Bluebonnet Psychiatric Center

Aerial photographer. Part-time. Must be experienced in operation or maintenance of aerial cameras. Remote Sensing Center. Call Bob Benton, 845-5422. 513

INPATIENT COUNSELORS

23 bed Psychiatric Inpatient Unit. Positions available. Training program. Contact Director Hospital Services, 823-7326, Ext. 33. 9 AM to 5 PM. Bluebonnet Psychiatric Center

Part Time Jobs Available Now.

Cleaning Homes with Other Students. \$2.45/hr. HOME CARE SERVICES 693-7844 693-1088

PIZZA HUT

TOP WAGES for dependable, groomed cooks and waitresses. If you are willing to graciously serve customers, we will reimburse you with one of more attractive wage structures in this area. and part time, day or night positions open. Contact Bob Gharis, 2610 Texas.

The C&S Transit Co. Restaurant is accepting applications for the following positions:

— Pizza Makers — General Help Excellent wages Part-time & full time needed. Call 693-7623 or apply in person at 815 Hwy 30 (next to Sausalito Apts.)

ENGINEER & TECHNICAL CENTER

AUSTIN, TEXAS • No Costs • No Obligations • No Contracts • Resumes prepared FREE IF YOU Are a final quarter/semester college senior or grad student. Are willing to relocate Want a salary in the \$20,000 range. Interview with companies like OWENS ILLINOIS EXXON EASTMAN KODAK SCHNEIDER TRANSPORT FORD TEXAS INSTRUMENTS AMERICAN HOSPITAL GM PROCTER & GAMBLE GOODYEAR JOHNSON CONTROLS Partial list of companies We represent 350 of the Fortune 500 companies CALL TOLL FREE: 1-800-252-9104 Austin 512-836-6096 or WRITE: NATIONAL CAREER CENTERS P.O. Box 14764 Austin, TX 78761 Travel costs during, to and from centers is the responsibility of the applicant Personnel Consultants 612

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3-C Barbec

#3 now hiring for all positions including bartender. Apply in person between 2-4 p.m. Cappel pepper Shop. 823-8051

PETS

DOG OBEDIENCE CLASSES Sept. 11, 1977. Approved Instructor 9412. 846-5125

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.

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 122

ALLEN Oldsmobile Cadillac SALES - SERVICE

"Where satisfaction is standard equipment" 2401 Texas Ave. 823-8002

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