

# The Battalion Classified

## OFFICIAL NOTICE

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

In the past, certain 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 graduate 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**  
January, 1975

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 the 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. Keene	Dean of the College	College records
Arthur L. Tolson	Director of Academic Counseling Center	Academic counseling and testing records
John J. Kuback, III	Vice President for Student Services	Personal counseling records
O. L. Lusher	Chief of the University Police	Campus security records
R. Clark Deibel	Controller	Financial obligatory records
Robert M. Logan	Director of Student Financial Aid	Financial aid records
Clayton B. Greenack	Director of the University Health Center	Medical records
Ronald E. Sasser	Head of Housing	Address and housing records
James R. Woodard	Commandant	ROTC records
Ernest Bellard	Athletic Director	Student athletes
William B. Lancaster	Manager of Payroll Services	Personal records of employed students
Louis J. Van Pelt	Director of the Placement Office	Job placement records
William H. Kaplan	President of New College	Records of New College
H. O. Curfiss	Dean of the College of Agriculture	Student records of the Agricultural Experiment Station
Raymond D. Reed	Dean of the College of Architecture & Environmental Design	Records of the College of Architecture & Environmental Design
John P. Pearson	Dean of the College of Business Administration	Records of the College of Business Administration
Frank W. R. Hubert	Dean of the College of Education	Records of the College of Education
Fred J. Benson	Dean of the College of Engineering	Records of the College of Engineering
Earl F. Cook	Dean of the College of Science	Records of the College of Science
W. David Maxwell	Dean of the College of Social Administration	Records of the College of Social Administration
James A. Knight	Dean of the College of Medicine	Records of the College of Medicine
John B. Beckham	Dean of the College of Veterinary Medicine	Records of the College of Veterinary Medicine
George C. Shelton	Dean of the College of Forestry	Records of the College of Forestry
The Seventy-two Department Heads	Heads of the Academic Departments	Academic records of the seventy-two academic departments
Milton C. Sander	Foreign Student Advisor	Foreign student personal 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 14, 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 ascertained 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 issued subpoena, upon condition that the student is notified 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. The written request must be filed in duplicate with 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 (reasonable business days) following the request for the hearing.

2. The hearing will be conducted, and the decision rendered, by an institutional official 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 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 of 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". It will contain 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

### WANT AD RATES

One day 10c per word  
Minimum charge — \$1.00  
Classified Display  
\$.85 per column inch  
each insertion

ALL classified ads must be pre-paid.  
DEADLINE  
12 noon day before publication

### ATTENTION DECEMBER GRADUATES

You may begin ordering your Graduation Announcements September 5th thru September 30th in the Student Finance Center, Room 217, Memorial Student Center, from 8:00 to 4:00, Monday thru Friday. 7116

### AUTO INSURANCE FOR AGGIES:

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

## SPECIAL NOTICE

### 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.

### 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.

## PETS

Burmese Kittens—8 wks. old. Champion line—\$50. 693-2613 after 8 P.M. 1013

## SERVICES

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

## ROOMMATE WANTED

Nice furnished bedroom. Cheap. Walking distance to campus. 846-0119 after 6 p.m. 813

## WORK WANTED

Full time typing. Symbols. Call 823-7723. 3921m  
Typing 846-3491. 116129

PROFESSIONAL TYPING SERVICES. Located 707 University Drive. Hours 9-5, Monday through Friday. Phone 846-9109. 3120

Typing 823-4579. 136184  
Typing. Experienced, fast, accurate. All kinds. 822-0544. 831m

## LOST

LOST—Glasses (Black case, brown wire frames) between Teague and Zachry 9-13-77. Call 693-9562. 1013

Lost — TI Calculator on shuttlebus. Call 846-7923. Reward. 1113

LOST: Brown, black, and white medium sized dog with choker collar. Answers to "Witchita". 846-9523. 1213

Keys, including two Toyota, one room with #318, etc. 845-1106. 1212

TI SR-50 lost 9-14-77 between Zachry and Library. Please call Arnold 846-4835. 1213

LOST-REWARD  
Young black male cat, five to six months old. White spot on chest. Lost in campus area Saturday, Sept. 10. Please call 693-2806. 1116

LOST: Lady's watch, in vicinity of Administration-Oceanography-Animal Science Buildings. Sentimental value. Reward. Call 693-6041 or 779-7000. 1113

## FOUND

Found: White contact case w/lens on Jersey. Call Billy 779-6086. 1212

## FOR SALE

Let White's Auto Store, College Station, serve you with your hardware and plumbing needs, North Gate.

Electric Wheelchair. Excellent Condition. 823-0898. 716

1969 Harley Sportster, \$1400.00. 846-0246. 815

'71 Buick Rivera. Good condition. 85,000 miles. Call 823-6384 after 5 p.m. 1212

1.5 ft Compact Refrigerator. Used 2 yrs. \$70. 779-4964. 1113

## FOR SALE USED FURNITURE

Beds, chests, stoves, reg., deep freeze, dinettes, couches, chairs, colored TVs, desks, wood tables. 207 W. 28th St. Mon. — Thurs. 9-12 Fri. — Sat. 9-6 We also buy furniture and appliances. 14215

## CARPETS

Very Good Room Size SHAGS — FLUSH — H-L'S From \$15 to \$45 Cash Only No Checks Call 291-2047 Huntsville 14410

Must sell 1976 Broadmore Mobile Home 14 x 80, 3 bdr., 2 bath, \$12,800. Now on 1 acre tract six miles south of TAMU campus. Will consider selling or leasing land. 693-3229 or 1-688-3568. 617

CAMERA: Nikon F<sup>35</sup> Nikon Equipment: Lens 135 mm f 2.8, Lens 50 mm f 1.4, Polarizer, four additional filters, extension tubes, miscellaneous. \$425. Call 693-8867 evenings. 1112

BARGAIN! '71 Oldsmobile Delta 88 4-door sedan. Excellent condition. Blue. Priced to sell quick. Call 846-9488. 1112

For Battalion Classified Call 845-2611

## FOR RENT

Free one month rent. Two bedroom furnished. #128, 411 Hwy. 30 Tanglewood. 1115

New, unfurnished 3-bedroom, 2-bath brick home, 6 blocks from campus. Will lease until December or May. \$395/mo. Call WTA Company, 693-4794. 1115

## TRAVIS HOUSE APARTMENTS

1 & 2-Bdr. Apts. All utilities paid 15-Days Free Rent If You Sign A Lease Now! 505 Hwy. 30 693-7458 1018

## 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 1341m

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## HELP WANTED

The Houston Chronicle needs 2 carriers for routes which will begin when classes resume. Applicants must have weekday afternoons free from 1-5 p.m. and weekend mornings. Income from \$300-450 a month. Call Julian McMurrey, 693-2323 or 846-0763. 1381m

NEED someone to clean house 5 hrs. a week either on Thursday or Saturday. \$3.50/hr. Call 693-4626 after 5. 1114

Now taking applications for part-time work. Apply in person at Dairy Queen #1, 2323 S. Texas Avenue near K-Mart. 1216

The C&S Transit Co. Restaurant is accepting applications for a full time bartender. Experience not required — we will train the right person. Call 693-7623 or apply in person at 815 Hwy 30 (next to Sausalito Apts.) 2120

Dennys Restaurant is now accepting applications for evening and night shifts for waitresses and dishwashers. Come by anytime. 5110

Part-time Respiratory Therapy technician. No experience necessary. Contact Ed Carreon, Bryan Hospital, 822-1347, ext. 249. 1115

NEEDED Part-time Respiratory Therapy technician. No experience necessary. Contact Ed Carreon, Bryan Hospital, 822-1347, ext. 249. 1115

WANTED HELP! Need two tickets to A&M-Tech game. Dial 693-9186. 121m

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.) 2120

The New Sports Club is seeking aggressive individuals for the following positions:  
Bartender  
Barback  
Dooman  
Discjockey  
Please contact Phil Chandler at 846-2415 or come by the New Sports Club, University Square after 12 noon. 1013

Wanted: White contact case w/lens on Jersey. Call Billy 779-6086. 1212

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