

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 January 31, 1978.

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 Record 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 admissions records
Billy G. Law	Director of Admissions	Admissions records
George W. Kuntz	Director of the Graduate College	Graduate records
Arthur L. Tellefsen	Director of Academic Counseling Center	Academic, counseling and testing records
John J. Kinkus, III	Vice President for Student Services	Disciplinary and personal counseling records
D. L. Luther	Chief of the University Police	Campus security records
R. Clark Dwyer	Comptroller of Accounts	Financial regulatory records
Robert M. Logan	Director of Student Financial Aid	Financial aid records
Claude B. Swinick	Director of the University Health Center	Medical records
Ronald E. Sasser	Housing Manager	Address and housing records
James H. Woodall	Commandant	ROTC records
Fredy Bernard	Asst. Director	Student status records
William B. Linnhart	Manager of Placement Services	Placement records of employed students
Louis J. Van Pelt	Director of the Placement Office	Placement records
William H. Clayton	Director of the College of Agriculture	Student records of the seven academic colleges
H. O. Kuster	Dean of the College of Agriculture	Student records of the seven academic colleges
Raymond D. Reed	Dean of the College of Architecture & Environmental Design	Student records of the seven academic colleges
John E. Phanson	Dean of the College of Business Administration	Student records of the seven academic colleges
Frank W. R. Hubert	Dean of the College of Education	Student records of the seven academic colleges
Fred J. Benson	Dean of the College of Engineering	Student records of the seven academic colleges
Earl F. Cook	Dean of the College of Geosciences	Student records of the seven academic colleges
W. David Maxwell	Dean of the College of Liberal Arts	Student records of the seven academic colleges
James A. Knight	Dean of the College of Medicine	Student records of the seven academic colleges
John B. Beckham	Dean of the College of Science	Student records of the seven academic colleges
George C. Shelton	Dean of the College of Veterinary Medicine	Student records of the seven academic colleges
The Secretary, Department Heads	Heads of the Academic Departments	Student records of the seven academic colleges
Milton C. Sandels	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 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.

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tion 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 lawfully 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. This 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 (seven 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 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 regarding 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

Weight Watchers can help you lose weight without starving. College Station class meets Thursdays 5:15 PM Lutheran Student Center, 315 North College Main. For free booklet and further information call 822-7303.

7817

ATTENTION MAY GRADUATES! You may begin ordering your Graduation Announcements January 9, 1978 through February 17, 1978 in the Student Finance Center, Room 217, Memorial Student Center from 8:00 to 4:00, Monday thru Friday.

7526

AUTO INSURANCE FOR AGGIES: Call: George Webb Farmers Insurance Group 3400 S. College 823-8051

OFFICIAL NOTICE

"OFFICIAL NOTICE"

SUBJECT: Filing Deadline Dates for Financial Aid
TO: All Students, Texas A&M University

The College Scholarship Service Financial Aid Form serves as the financial aid application at this University. To insure that financial aid funds are available at the beginning of the academic periods below, the following deadline dates for filing the Financial Aid Form are announced for your information and appropriate action:

Period	Last Mailing Date for Financial Aid Form	Last Date Financial Need Analysis Reports Will Be Accepted
Summer Session (12 weeks, only)	January 1	January 15
An Academic Year	April 1	April 15
Fall Semester, Only	April 1	April 15
Spring Semester, Only	September 1	September 15

*The Financial Need Analysis Report is provided to this office by the College Scholarship Service and is based on information contained in the Financial Aid Form. Normal processing time for a Financial Aid Form at College Scholarship Service (including mail time) is about two (2) weeks. Therefore, you should mail your Financial Aid Form to College Scholarship Service to allow sufficient time for proper processing and mail time.

Applicants for financial aid from Texas A&M University have to compete for limited funds. Deadlines are established so that all applicants are treated fairly and equally, without last minute haste. Financial Aid Forms submitted after the dates shown above will be processed only if time permits and funds are available.

74130

FOR RENT

2 MONTHS FREE RENT
Beautiful Spacious New! 4-plexes
2 bdrm. — unfurnished. All built-ins
Average mo. rent \$164.29
Luxurious living was never cheaper!
Cheyenne Apts. 846-2426

FOR RENT

LOOKING FOR THE RIGHT PLACE TO LIVE? WE'VE GOT IT!

Can you believe a brand-new 3-bedroom house with all appliances including washer and dryer, a carport and a fenced yard if you want it. Located five blocks from TAMU. \$270 per month with tenant paying all utilities. We have several lease plans to suit your needs.

THE CRUSE CORPORATION
Thelma Costa 846-7318 Offices 8-5 693-2800 Larry Cruse 693-3047 Evenings and Weekends 7919

New 2 bdr. apt. walking distance from A&M. \$195 unfurn., \$225 furn. 846-5034. Bills not included. 8088

Apt. for rent at Monaco. Rent \$220 a month. Call after 5:00 p.m. 693-9687. 8115

Horse pasture and stall. 846-7015. 7416

Trailer 10x55, 2 1/2 bedroom. \$125/month. 693-9291. 7987

ROOMMATE WANTED

Roommate needed to share 2 bdr. mobile home. Business major. No smoking. \$125 per month. Anytime 693-7994. 8114

Female roommate wanted. 2 BR. 1 Bath at Plantation Oaks. Rent \$99. Call Gayle, 693-5198. 7966

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

THE REEF

Professional Grooming by appointment Call 846-1332 3620 E. 29th Bryan 8115

HELP WANTED

Needed young people for phone work and light filing. Call 846-0144. 8063

Secretarial position. Apply in person Ken Martin's Steakhouse. 8017

Wanted: Part-time experienced dental laboratory technician. 846-6515. 8115

WANTED

Wanted — Will do babysitting in my home. 823-2143. 8213

Typing. 846-3491. 7755

Full time typing. Symbols. Call 823-7723. 3926n

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

LOST

Lost six month old German Shorthair pointer on Conner Street. Grey with brown spots. Call 846-0717. 8085

3-C Barbecue #3 now hiring for all positions including bartender. Apply in person between 2-4 p.m. Culpepper Shopping Center.

*One & Two bedroom furnished apartments. *All bills paid. *No required lease. *Total security system. 60130

NOW TAKING DEPOSITS

Lexington Apartments and Motor Inn "A day or a lifetime" 216 Dominik 693-1220

7618

THE LA SALLE

Attention Co-op Students. A quiet, dignified place to live & study.

Monthly Rates

120 SOUTH MAIN BRYAN 713/822-1501

HELP WANTED

FULL OR PART TIME Day Shifts (10-3 p.m.) (11-3 p.m.) (10-5 p.m.) Night Shifts 5 p.m., 2 or 3 nights a week and weekends. Also have full time work. Ideal position for mothers with children in school or students, we will arrange hours to fit your needs.

COUNTER AND CASHIER WORK \$2.75/hour apply in person only WHATABURGER College Station 105 Dominik 751n

Bryan 1101 Texas An Equal Opportunity Employer

HELP WANTED

GIRLS!



The Sports Club is looking for 1 or 2 girls for part-time help on Fri. and Sat. Call Phil or come by. Note: Part-time barback also needed. 846-2415. 8115

FOR SALE

For Sale. Dual 1218 turntable. Speed adjustment needed. Call anytime. 693-7994. 8115

Golden Retriever pups. Shots, wormed, 693-0536. 7915

Lovely Blooming African Violets -Specializing in Miniatures- Ray's African Violet Greenhouse. 693-3237. 1206 Austin, C.S.T., Th, 9-9. Please call - Weekends 1-6. Linda Ray, owner. 7818

Electric guitar fender champ amp, four hi-fi speakers sharp 8-track record deck, Bic 960 turntable, Manvho citizen band base with sideband. 693-1706. 8114

Have a highly profitable & beautiful Jean Shop of your own. Featuring the latest in Jeans, Denims & Sportswear. \$13,500 includes beginning inventory, fixtures & training. Call anytime for Mr. Waters at (501) 568-5125. 8112

GUN SALE

New Remington bolt action .243 Win. w/3x9 Weaver scope \$158. New S&W mod. 59 1/4 shot 9MM \$200. New S&W mod. 39 9 shot 9MM \$155. New Weaver 3x9 scopes w/free rings \$38. Call Craig evenings 693-3755. 8213

STEREO DISCOUNTS:

Complete systems and stereo components at 20-40% discount. Also high-end audio, P.A. equipment, guitars, and t.v.'s. Call Jimmy Spalten— 846-5360. All quality name brands in factory sealed cartons — fully guaranteed. 8214

1974 Pinto wagon, very good condition. One owner, 35,000 miles. \$1,850 or best offer. Home 846-6272 all hours. Business 846-8949 8-5:30. 8013

WANTED

Will do babysitting in my home. 823-2143. 8213

Typing. 846-3491. 7755

Full time typing. Symbols. Call 823-7723. 3926n

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

LOST

Lost six month old German Shorthair pointer on Conner Street. Grey with brown spots. Call 846-0717. 8085

Texas A&M University
OPAS
Opera & Performing Arts Society
Presents
Zone 1
Texas A&M Student\$3.75
Regular\$6.50
Zone 2
Texas A&M Student\$3.05
Regular\$5.20
Zone 3
Texas A&M Student\$2.50
Regular\$4.15
Tuesday, January 31, 1978
8:15 p.m. Rudder Auditorium
m/c
ANDRE WATTS
Pianist

Texas A&M University
OPAS
Opera & Performing Arts Society
Presents
Zone 1
A&M Student\$3.00
Regular\$4.00
Zone 2
A&M Student\$2.00
Regular\$3.00
Thursday, February 9, 1978
8:15 p.m. Rudder Theater
m/c
RANSOM WILSON'S
VIRTUOSI WIND QUARTET
OPAS Special Attraction

Texas A&M University
OPAS
Opera & Performing Arts Society
Apply now until Jan. 24 5:00 p.m.
All Freshmen, Sophomores and Juniors are eligible.
Interviews Jan. 25-27
Applications in Rm. 216 MSC
SPRING MEMBERSHIP DRIVE

BICYCLE REPAIR SHOP OPEN HOUSE
THURSDAY, JANUARY 26
7:00-9:00 P.M.
IN THE BICYCLE REPAIR SHOP (ROOM ADJACENT TO BASEMENT COFFEE HOUSE)
"COME GET ACQUAINTED"
FREE ADVICE CLINIC
COFFEE & DONUTS
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