

# THE BATTALION CLASSIFIED

## SPECIAL 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 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 19, 1977.

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

### TEXAS A&M UNIVERSITY STUDENT RECORDS POLICY

August, 1978

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 admissions records
Billy G. Lay	Director of Admissions	Academic and admissions records
George W. Kuntz	Dean of the Graduate College	Academic records
Arthur L. Tolbert	Director of Academic Counseling Center	Academic counseling and testing records
John J. Kildus, III	Vice President for Student Services	Disciplinary and personal counseling records
Thomas R. Parsons	Director of Security and Traffic	Campus security records
R. Clark Diebel	Controller of Accounts	Financial obligations records
Robert M. Logan	Director of Student Financial Aid	Financial aid records
Claude B. Gorewick	Director of the University Health Center	Medical records
Ronald E. Sease	Assistant Director of Student Affairs	Address and housing records
James R. Woodall	Commandant	ROTC records
Emory Bellard	Athletic Director	Student athletes records
William B. Lancaster	Manager of Payroll Services	Personnel records of employed students
Louis J. Van Pelt	Director of the Placement Office	Job placement records
William H. Clayton	President, Moody College	Student records of the eleven colleges
H. O. Kurland	Dean of the College of Agriculture	Student records of the eleven colleges
Raymond D. Reed	Dean of the College of Architecture & Environmental Design	Student records of the eleven colleges
Clinton A. Phillips	Acting Dean of the College of Business Administration	Student records of the eleven colleges
Frank W. R. Hubert	Dean of the College of Education	Student records of the eleven colleges
Richard E. Thomas	Acting Dean of the College of Engineering	Student records of the eleven colleges
Earl F. Cook	Dean of the College of Geosciences	Student records of the eleven colleges
W. David Maxwell	Dean of the College of Liberal Arts	Student records of the eleven colleges
Robert S. Stone	Dean of the College of Medicine	Student records of the eleven colleges
Thomas T. Sughars	Dean of the College of Science	Student records of the eleven colleges
George C. Shelton	Dean of the College of Veterinary Medicine	Student records of the eleven colleges
The Academic Department Heads	Heads of the Academic Departments	Student records of the academic departments
Milton C. Sandoz	International Student Advisor	Foreign student personnel records
Carolyn M. Adair	Director of Student Activities	Student Honors and Activities

### 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.

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.

## SPECIAL NOTICE

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 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 Directory 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 directory 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 directory 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 has now simplified, more flexibility and many new foods. College Station class meets Thursday 5:15 p.m. Lutheran Student Center, 315 North College Main. For free booklet and further information call 822-7303.

15795

## CHILD CARE

2 Days a week for First United Methodist Church Mother's Day Out. 8:45 a.m. to 3:15 p.m. Thursdays and Fridays. Please call 779-1324. Needed immediately.

1903

## CHILD CARE

Childcare. One-half block from TAMU. Experienced mother, nutritious food. 846-7585.

1904

## SERVICES

Trouble getting up? Wake-up Service, call 779-2484.

1909

Professional Typing Services. 846-9109. 17815

Executive secretary to do all types of typing. Thesis, dissertations. 779-9681.

15034

IMPROVE YOUR GRADES! Send \$1.00 for your 256-page, mail order catalog of Collegiate Research. 10,250 topics listed. Prompt delivery. Box 25907-B, Los Angeles, Calif. 90025. (213) 477-8226.

15820

## CORRECTION NOTICE FOR OFF-CAMPUS APARTMENT GUIDE

The telephone number in the apartment guide for Tree House Apartments should be 846-5707.

18717

## SERVICE FOR ALL CHRYSLER CORP. CARS

Body Work — Painting

HAISELL MOTOR COMPANY INC.

Dodge Sales and Service Since 1922

1411 Texas Ave. — 823-8111

## RESUME SERVICE

Call 846-5794 for an appointment

18925

## NEW CAR SHOPPING? THERE IS AN ALTERNATIVE

Consumers Auto Buying Service

Take the hassle out of buying a new car. You can save hundreds of dollars even up to \$1,000 or more! Local delivery available.

Consumers Auto Buying Service

CALL 846-9512 MON.-FRI. 8-5

18993

## WANTED

Typing, Symbols, Notary Public. 823-7723. 1846f

Want to buy '76 Centennial Aggeland. 822-5568. 1905

Typing. Experienced, fast, accurate. All kinds. 822-0544. 1867

## LOST

Black poodle-mix male dog. Last seen on East by-pass. He's turning grey. 846-3549, 822-9315. Reward. 18764

## FOR RENT

Horse pasture and stalls. 693-0909. 18826

## IMMEDIATE OCCUPANCY AND PRELEASING FOR SUMMER AND FALL SEMESTERS

1&2 BEDROOMS Furnished & Unfurnished

LONGMIRE HOUSE 2300 Longmire Drive Southwood Valley - Off FM 2818 College Station On Shuttle Bus Route Swimming Pool Ample Parking \$175.00 to \$245.00

1824 WILDE OAK CRICLE Bryan \$160.00 to \$235.00

CALL 693-8850 For Appointment OR Free information sheet with floor plans and additional information to be mailed to you. No obligation. Evenings & weekends Call 693-1884 - 846-8145

D.R. CAIN COMPANY 3002 S. Texas Ave. College Station 158141

## FOR RENT

Furnished apartment. Male only. Good for two, \$100/mo. Call 846-5132. 18876

## NEW EFFICIENCIES

\$140 month. One bedroom from \$175 month. All bills paid except electricity. No pets. Villa West Apartments, south of Villa Maria. Lorraine Peterson, manager. 822-7772. 1811f

## Country Mobile Home Park

6 miles out. \$40/mo., water free. All pets welcome. 822-4029 779-5973 1811f

22 acre horse pasture and tack room. \$20/mo. per horse. 822-4029 779-5973 1811f

One bedroom unfurnished available for female in two bedroom townhouse. Share bath, washer and dryer, swimming pool. For rent by owner. 846-2354 after 4:30 p.m. Faculty, Professional, or grad student only. 19012

## COME LIVE WITH US THIS FALL!

Brand New Pepper Tree Apartments 2701 Longmire Lease now for fall

pool game room outside storage on shuttle bus professionally managed Call Chris 693-5731 17815

## STUDENTS NEEDED

Male or female delivering Houston Post to students on and near the campus. Early morning hours. Excellent income for part-time job. Call 822-3191 or 846-8032. 1886

## ASTRAPTES Garden-N-Disco

(formerly the Peanut Gallery) needs cocktail waitresses and bar backs. Apply Mon.-Fri. 4-8 p.m. 18813

## IF YOU HAVE TWO YEARS AND A DESIRE TO HELP, PEACE CORPS HAS A JOB FOR YOU.

All graduates may qualify for skill training. Degrees or interest in agriculture are especially needed. Over 6,000 volunteers now serving in 63 countries.

## PEACE CORPS

TAMU Office in Room 239 Soil & Crop Sciences & Entomology Bldg. 845-7110 17813

## FULL OR PART TIME

Day shift Night shift (til 10:00 p.m.) Weekends

Minimum starting salary \$2.75 per hour for inexperienced persons. Cashier experience helpful.

Apply in person only: 9:30-11:00 a.m. (if possible)

## Whataburger

Bryan 1101 Texas College Station 105 Dominik 1887f

## Mr. Gatti's

Mr. Gatti's is presently accepting applications for full time day positions. Monday - Friday 9:30 a.m. - 5:00 p.m. Starting above minimum wage. Also part time nights 14 - 21 hours per week. Mr. Gatti's University Square 846-4809. Call or come by between 2:00 - 5:00 p.m. 187110

## WANTED

School Bus Drivers for Big Public Schools.

Will you need part-time this next school year?

Apply now for immediate training.

\$3.25 per hour starting salary.

Car pools available. BCBS Medical Insurance available at group rates.

3 1/2 hrs. per day guaranteed available 6:45 to 8:30 A.M. to 2:30 to 4:30 P.M. (Some routes longer).

Call 779-3220

## Ken Martin Family Restaurants

Ken Martin's Steak House Pepe's Mexican Food Pepper's Fort Shiloh Steak House

We need full time employees, part time employees and a manager trainee. Please remember we want only the best! Have a good day, and thanks for reading our ad!

then come by any Ken Martin restaurant Monday thru Friday between 2-5 for an application.

Rental office open Monday through Friday 9-6 Saturday 10-5 Sunday 2-5

693-1110 1501 Hwy. 30 693-1011 18310

## HELP WANTED

Korner Pantry convenience store. 11-7 shift help needed. Call Don Nelson 693-9009. 1904

Full time help only. Medical experience preferred but not necessary. Call 846-4611 at Plasma Products. 1906f

Part or full time help needed. Apply in person Pizza Inn, College Station. 1893

Part time employment. Day and night shifts. Baskin-Robbins Ice Cream. Apply in person. 1886

Maintenance man, major and minor repairs. Apply in person at the Dixie Chicken, 307 University Drive. Starting salary \$4.00/hr. 1881f

## Wanted

Fast Food Personnel FREE FOOD PAID VACATIONS ROOM FOR ADVANCEMENT. EXCELLENT WORKING CONDITIONS. NO EXPERIENCE NECESSARY. Part & full time positions available for the following shifts: 11 a.m.-2 p.m. 7 p.m.-2 a.m. 5 p.m.-2 a.m. Starting pay \$2.70/hr. Apply in person at Der Wienerschnitzel 501 S. Texas Ave. Between 2-5 p.m. daily 18430

## 3-C BAR-B-Q #3 Culpepper Plaza

Part-time or Full-time: Dishwashers Serving-Line Workers Waiters and Waitresses Full-time Day Cashier and Cooks. Apply 2-4 p.m. 18717

"Care" is our middle name We understand student needs.

## HOME CARE SERVICES

Part time jobs cleaning homes or offices. Flexible hours \$2.80/hr. 693-7844 18815

## STUDENT WORKER NEEDED

20 Hours a week. Offset printing or silkscreen experience required. Call Donna 845-1515.

## MAINTENANCE MAN

Major and minor repairs. Apply in person at the Dixie Chicken, University Drive. Starting \$4.00/hr.

## WAITRESSES

2-10 shift, 8 p.m.-4 a.m. nights a week, Friday and Saturday night. 3-11, two nights weekends, 8-4 p.m. weekdays. Apply in person at Denny's 210 S. Texas Avenue between 4-8 p.m. Mon.-Fri. No phone calls please.

## NO CLASSES AT LUNCH?

We need you to work part time weekdays; some evenings this fall. Flexible schedule. Apply now. Denny's Restaurant 210 S. Texas Avenue between 4-8 p.m. please.

## 3-C Bar-B-Que

is now hiring waiters, waitresses, cashiers, and serving line workers. Apply in person at 810 South Main Bryan.

## OPENINGS AVAILABLE FOR

shifts. Start \$2.70 days, \$2.75 nights. Good company benefits. Flexible schedules meet student needs. Apply Jack in the Box College Station, across from Culpepper Plaza.

## Premium Pay for Home Makers

Excellent opportunity to work 2, 3, or 4 hrs a day. Earn extra cash in the middle of the day while children are at school.

## Whataburger