THE BATTALION Page 6 TUESDAY, AUGUST 29, 1978

## **THE BATTALION CLASSIF** SPECIAL NOTICE SPECIAL NOTICE FOR RENT HELP WANTED HELP WANTED

## 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.

ports.)

Student Rights to Challenge Records

Students have the right to a hearing to chal-lenge records and information directly relating to them. The challenge is restricted to inaccu-rate, misleading, or otherwise inappropriate records and information. The following proce-dures shall be followed:

dures shall be followed:
A. Any student wishing to challenge records or information directly relating to him must notify the individual responsible for main-taining the record of the wish to challenge. The notice must be in writing and specifi-cally identify the item challenged and the basis for the challenge. This written re-quest must be filed in duplicate with the custodian of the challenged record.
B All initial bearings will be informal and par-

B. All initial hearings will be informal and par-ticipants will be the custodian of the chal-lenged records or information, the student and the author (if appropriate) of the mate-

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 pro-cedures adopted and published below:

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

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 custo-dian reports.

Texas A&M University constantly reviews "education records" it maintains and periodi-cally 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 deter-mine their own policies regarding retention of records within existing law.

**Destruction of Records** 

VIII. Letters of Recommendation

Under the "Family Educational Rights and Privacy Act of 1974," the following directory information may be made public unless the student desires to with-hold 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 ac-tivities and sports, dates of attendance, de-grees and awards received, and the most recent previous educational agency or in-stitution 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 Regis-trar's Office, no later than 5 p.m., Tuesday Sep-tember 13, 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 Edu-cational Rights and Privacy Act of 1974," Texas A&M University has adopted policies and proce-dures publicly periodically. These policies and pro-cedures are intended to implement the requirements of this Act and to clarify these requirements for all members of the University student body, faculty, pro-fessional staff, parents and other interested parties. Any person desiring further clarification of this policy statement may request same from Mr. Robert A.

According to the Texas A&M Student Rec-ords System, records will be maintained in a variety of administrative offices as outlined be-low. 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. those records

Name	Position	Type of Records	the hearing. The appointment of the of-	
Robert A. Lacey	Registrar	Academic and ad-	ficial or party will be made by the Vice	
		missions records	President to whom the record custo-	
Billy G. Lay George W. Kunze	Director of Admissions Dean of the Graduate College		dian reports. 3. The student will be afforded a full and	
Arthur L. Tollefson	Director of Academic Counseling Center	Academic counseling and testing records	fair opportunity to present evidence	
John J. Koldus, III	Vice President for Student Services	Disciplinary and personal counseling records	relevant to challenging the content of the educational records in order to in- sure that they are not inaccurate, mis-	
Thomas R. Parsons	Director of Security and Traffic	Campus security records	leading, or otherwise in violation of the	
R. Clark Diebel	Controller of Accounts	Financial obligatory records	privacy or other rights of students. The hearing also provides an opportunity	
Robert M. Logan	Director of Student Financial Aid	Financial aid records	for correction or deletion of any inaccu- rate, misleading, or otherwise inappro-	
Claude B. Goswick	Director of the Univ- versity Health Center	Medical records	priate data contained in the record	
Ronald E. Sasse	Assistant Director of Student Affairs	Address and housing records	and/or to insert into the record a written explanation of the student respecting	
James R. Woodall	Commandant	ROTC records	the content of the challenged record.	
Emory Bellard	Athletic Director	Student athlete records	4. The decision must be rendered in writ-	
William B. Lancaster	Manager of Payroll Services	Personnel records of employed students	ing to all interested parties within a rea-	
Louis J. Van Pelt	Director of the Placement Office	Job placement records	sonable period of time (seven business days) after the conclusion of the hear-	
William H. Clayton	President, Moody College		ing. VI. Release of "Student Directory Information"	
H. O. Kunkel	Dean of the College of Agriculture	Student records of the eleven colleges	Information on students, such as date and	
Raymond D. Reed	Dean of the College of Architecture & En- vironmental Design		place of birth, participation in officially recog- nized activities and sports, weight and height	
Clinton A. Phillips	Acting Dean of the College of Business Administration		of members of athletic teams, dates of atten- dance, degrees and awards received, and the	
Frank W. R. Hubert	Dean of the College of Education		most recent previous educational agency or institution attended, is defined and referred to	
Richard E. Thomas	Acting Dean of the College of Engineering		in this Act as "student directory information" (this is a category of information and does not	
Earl F. Cook	Dean of the College of Geosciences		refer necessarily to a publication known as a "directory").	
W. David Maxwell	Dean of the College of Liberal Arts		The information mentioned above will be re-	
Robert S. Stone	Dean of the College of Medicine		leased by various campus offices periodically or upon request unless the student requests in	
Thomas T. Sugihara	Dean of the College of Science		writing that specific information be withheld.	
George C. Shelton	Dean of the College of Veterinary Medicine		A publication known as the Texas A&M Uni- versity Directory is one type of periodical	
The Academic Department Heads	Heads of the Academic Departments	Student records of the academic departments	containing data classified as "student directory information". It will contain the student's name,	
Milton C. Sandel	International Student Advisor	Foreign student per- sonnel records	address, telephone listing, major field of study and classification unless the student requests	
Carolyn M. Adair	Director of Student Activities	Student Honors and Activities	that part or all of the data be withheld.	
			Periodically the Registrar will publish official notice of the above policy so that students	
II. Student Access to Education Records			wishing to do so can make requests known to the Registrar (undergraduates) or the Dean of	
All students	and former stu	dents) of Texas	the Graduate College (graduate students).	
	rsity have the rig		After the official notice has been published, the	
their education records for the purpose of re-			Registrar will inform offices concerned of the	
view, with the exception of those records pro- hibited by the Act (see Section III).			requests received.	
hibited by the Act (see Section III).			VII Destruction of 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 re-view, with the exception of those records pro-hibited by the Act (see Section III). A. Students have the right to obtain copies of records relating to themselves at the ex-pense 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 re-sponse 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 admis-sions, job placement and receipt of awards. Students seeking employment through the University Placement and the students.

poses. This certification must be ascer-tained by the University office concerned. (It would include such items as grades, transcripts, financial aid and probation re-Weight Watchers has now simplicity, more flexibility and many new foods. College Station class meets Thursday 5:15 p.m. Luthe-Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other ran Student Center, 315 North College Main. For free booklet 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 and further information call 822-7303

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D.R. CAIN COMPANY

3002 S. Texas Ave.

**College Station** 

157t35

**CHILD CARE** 

## CHILD CARE

Days a week for First United Methodist Church Mother's Day Out. 8:45 a.m. to 3:15 p.m. Thursdays and ridays. Please call 779-1324. leeded Immediately. 190t3 Childcare. One-half block from TAMU. Ex-

perienced mother, nutritious food. 846-7585. SERVICES

Trouble getting up? Wake-up Service, call 779-2484. 190t9 Professional Typing Services. 846-9109. 178t15 Executive secretary to do all types of typing. Thesis, dissertations. 779-9681. 180t34 **IMPROVE YOUR GRADES!** Send \$1.00 for your 256-page, mail order catalog of Collegiate Research. 10,250 topics listed. Prompt deliv-ery. Box 25907-B, Los Angeles, Calif. 90025. (213) 477-8226. 188120 **CORRECTION NOTICE** FOR OFF-CAMPUS **APARTMENT GUIDE** The telephone number in the apartment guide for Tree

House Apartments should be 846-5707. Service For All

Chrysler Corp. Cars Body Work — Painting HALSELL MOTOR COMPANY INC. Dodge Sales and Service Since 192 1411 Texas Ave. - 823-8111

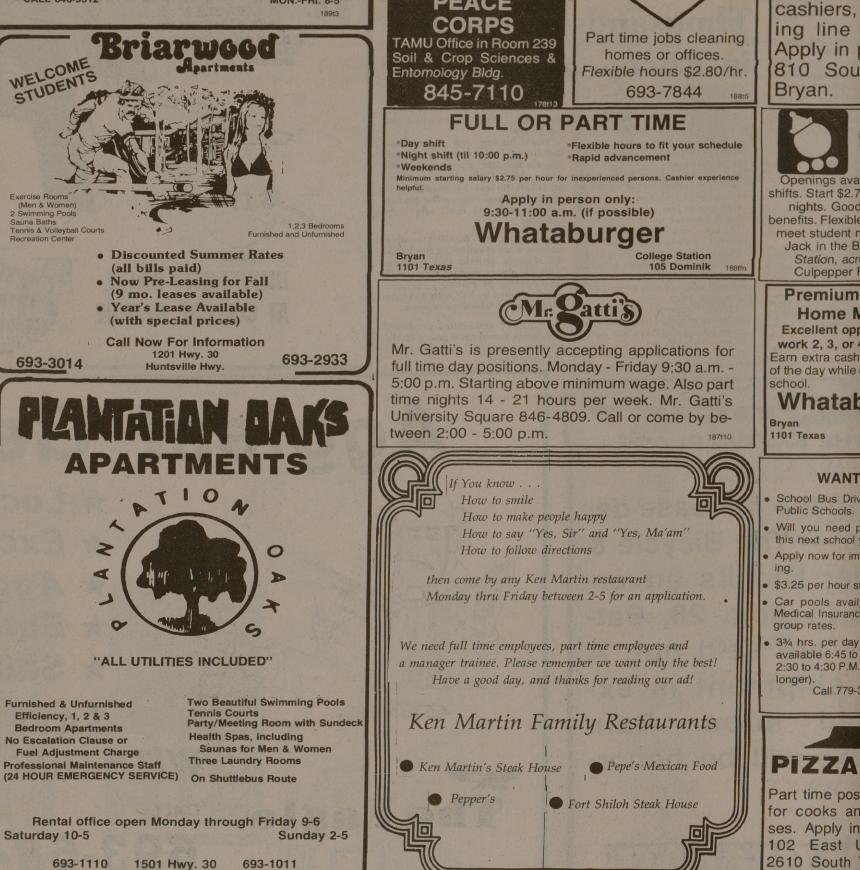
RESUME SERVICE Sell yourself effectively. Have a professional resume prepared by **BUSINESS &** 

COMMUNICATION SERVICES Call 846-5794 for an appointment

## **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

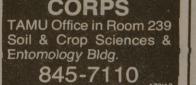


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WANTED	FOR RENT	
ping. Symbols. Notary Public. 823- 23. 184tfn	Furnished apartment. Male only. Good two, \$100/mo. Call 846-5132. 18	
ant to buy '76 Centennial Aggieland. 822- 58. 1905 ping. Experienced, fast, accurate. All kinds.	NEW EFFICIENCIES \$140 month. One bedroom from \$13	
-0544. 186t7	month. All bills paid except electricit No pets. Villa West Apartments, sou	
LOST	of Villa Maria. Lorraine Peterso manager. 822-7772. 181	
pass. He's turning grey. 846-3549, 822- 5. Reward. 187t4	Country Mobile Home Park	
FOR RENT	6 miles out. \$40/mo., water free. A pets welcome.	
se pasture and stalls. 693-0909. 188126	22 acre horse pasture and tack room \$20/mo. per horse.	
MMEDIATE OCCUPANCY	822-4029 779-5973	
AND PRELEASING FOR	One bedroom unfurnished available for female in two bedroom town	
SUMMER AND FALL SEMESTERS	house. Share bath, washer and dryer swimming pool. For rent by owner	
1&2 BEDROOMS Furnished & Unfurnished	846-2354 after 4:30 p.m. Faculty, Pro- fessional, or grad student only. 1902	
LONGMIRE HOUSE		
2300 Longmire Drive Southwood Valley -	COME LIVE WITH US THIS FALL!	
Off FM 2818 College Station	Brand New	
On Shuttle Bus Route Swimming Pool	Pepper Tree Apartments 2701 Longmire Lease now for fall	
Ample Parking	<ul> <li>pool</li> <li>game room</li> </ul>	
\$175.00 to \$245.00	<ul> <li>outside storage</li> <li>on shuttle bus</li> </ul>	
824 WILDE OAK CRICLE Bryan	<ul> <li>professionally managed Call Chris 693-5731</li> </ul>	
\$160.00 to \$235.00	17811	
CALL 693-8850	HELP WANTED	
For Appointment	STUDENTS NEEDED	
Free information sheet	Male or female delivering House	
with floor plans and	ton Post to students on and nea	
additional information	the campus. Early morning hours Excellent income for part-tim	
to be mailed to you.	job. Call 822-3191 or 846-8032	
No obligation.	188	
Evenings & weekends	100	

HELP WANTED STUDENTS NEEDED or female delivering Hous ost to students on and near ampus. Early morning hours llent income for part-time Call 822-3191 or 846-8032 Call 693-1884 - 846-8145 ASTRAPTES Garden-N-Disco (formerly the Peanut Gallery) eeds cocktail waitresses and bar backs Apply Mon.-Fri. 4-8 p.m. 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 serv-ing in 63 countries. PEACE



FOR RENT	HELP WANTED	HELP WANTED	
d apartment. Måle only. Good for )/mo. Call 846-5132. 188tfn	Korner Pantry convenience store. 11-7 shift help needed. Call Don Nelson 693-9009. 19014	Draftsman, half time or more. Cartoga experience preferred. Call Dr. Benta	
NEW EFFICIENCIES	Full time help only. Medical experience pre- ferred but not necessary. Call 846-4611 at Plasma Products. 1901fm	mote Sensing Center, 845-5422. Hospital Equipment Supplies needs and delivery help. Afternoons and halfdys	
All bills paid except electricity. s. Villa West Apartments, south	Part or full time help needed. Apply in person Pizza Inn, College Station. 189t3	days. Call 822-7718 for interview. Grapevine. Personality. 846-3411.	
a Maria. Lorraine Peterson, er. 822-7772. 181th	Part time employment. Day and night shifts. Baskin-Robbins Ice Cream. Apply in per- son. 18816	ELECTRONIC PARTS COUNTER SALESMA	
untry Mobile Home Park out. \$40/mo., water free. All bloome.	Maintenance man, major and minor repairs. Apply in person at the Dixie Chicken, 307 University Drive. Starting salary \$4.00/hr. 1886fa	Full time and part in: 822-4862	
horse pasture and tack room. per horse. 822-4029 droom unfurnished available ale in two bedroom town- Share bath, washer and dryer,	Wanted Fast Food Personnel FREE FOOD PAID VACATIONS ROOM FOR ADVANCEMENT. EXCELLENT WORKING	RN's and LVN's Staff nurses for 3-11 and 11-7 st also ICU nurses for 3-11 and 11-7 Shift differentials for 3-11 and 11-7 Call or stop by Grimes Memorial Kin 210 S. Judson St., Navasota 7768 825-6585. Ask for Mrs. Mahnke of Winkelmann.	
ng pool. For rent by owner. 4 after 4:30 p.m. Faculty, Pro- I, or grad student only. 19012	CONDITIONS. NO EXPERIENCE NECESSARY. Part & full time positions available for the following shifts:	COCKTAIL WAITRESSES Apply Miranda's 309 University	
S THIS FALL! Brand New	11 a.m2 p.m. 7 p.m2 a.m. 5 p.m2 a.m. Starting pay \$2.70/hr.	Between 8:30 and 10:30ar STUDENT WORKER	
2701 Longmire	Apply in person at Der Wienerschnitzel 501 S. Texas Ave.	20 Hours a week. Offset	

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.

'Care" is our

middle name

HOME

CARE

SERVICES

Between 2-5 p.m. daily

2-10 shift, 8 p.m.-4 a.m nights a week, Friday and day night. 3-11, two nights weekends, 8-4 p.m. wee Apply in person at Denny's Texas Avenue between p.m. Mon.-Fri. No phone olease NO CLASSES AT LUNCH? We need you to work time weekdays; some nings this fall. Fle schedule. Apply now, We understand student needs vers Restaurant Dominik. No phone: please. 3-C Bar-B-Que is now hiring w ers, waitress cashiers, and se ing line worker Apply in person 810 South Main

enue.

MAINTENANCE MAN

WAITRESSES

ing or silkscreen experi

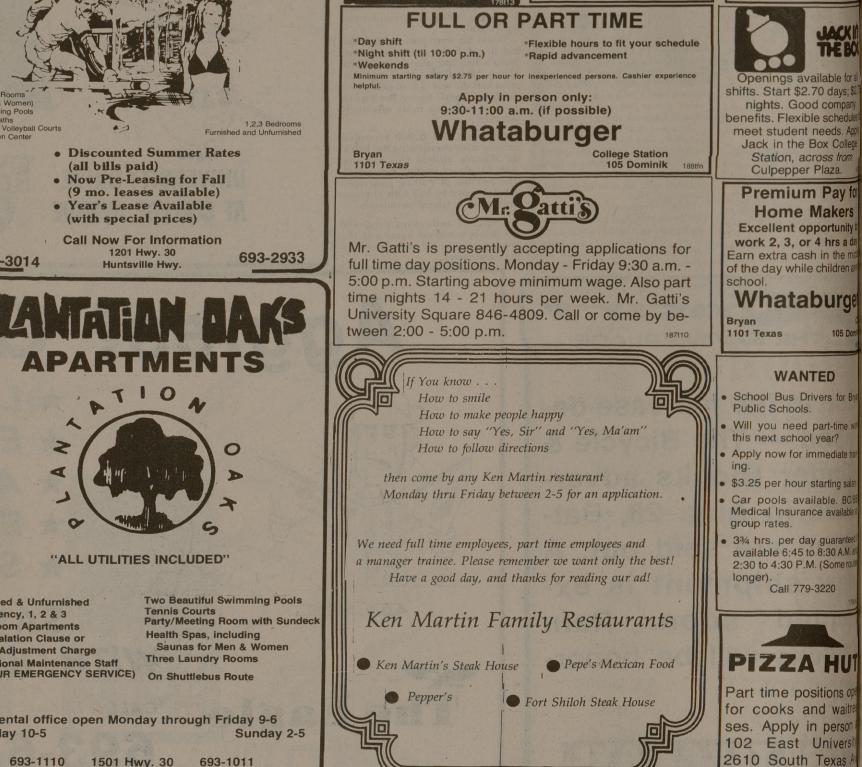
required. Call Donna No

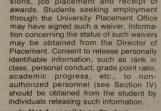
Major and minor repairs. person at the Dixie Chicken

University Drive. Starting

845-1515.

\$4.00/hr.





### cords 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 urisdiction
- Employment records of a University employee who is not a student.
- D) Decords 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 ap-propriate professional of the student's
- E. Financial records of the parents of a stu-dent and any information contained
- V. Authorized Non-Student Access to Student Records Under the following circum-stances and to the following people, educa-tional records (or personally identifiable infor-mation within a record) may be released with-out 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
- C. Authorized representatives of the Com-ptroller General of the United States; the Secretary of Health, Education and Wel-fare; administrative heads of educational agencies; or state educational authorities.
- Individuals needing this information in connection with a student's application for or receipt of, financial aid.
- 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 Examina-tion Board in connection with developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, but such or-ganizations 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 re-quirements.
- Accrediting organizations.
- H. Parents who certify a student is carried as a dependent for federal income tax pur-

- Students have the right to review confiden-tial recommendations used in applications for employment or for admission to any educational agency or institution, or infor-mation concerning honors awarded, ex-cept when the student waives, in writing, he privileges of examination
- 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 state-ments are used for purposes for which they were specifically intended.

IX. Former Students These procedures apply to all persons for-merly enrolled at Texas A&M University as well as to those currently enrolled.

Before you buy or rent furniture or appliances, see Wood's Furniture Center, house of quality merchandise Interior designer available.

## Wood's Furniture Center Phone: 823-0947 Next door to Wyatt's Cafeteria 800 Texas Avenue

## ATTENTION DECEMBER GRADUATES

You may begin ordering your Graduation Announcements September 1 through September 29, 1978 at the Student Finance Center, Room 217, Memorial Student Center. from 8:00 to 4:00, Monday through Friday.

## STUDENT **FINANCE** CENTER Room 217, MSC

will be closed Wednesday, August 30, 1978 and Thursday, August 31, 1978 for auditing purposes. 177t16