HE BATTALION CLASSIFIED

SPECIAL NOTICE

OFFICIAL NOTICE TO TEXAS A&M UNIVERSITY STUDENTS

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 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.

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.

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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

Billy G. Lay Director of Admissions George W. Kunze Dean of the Graduate

| | College | |
|----------------------|--|--|
| Arthur L. Tollefson | Director of Academic Counseling Center | Academic counseling and testing records |
| John J. Koldus, 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 obligatory records |
| Robert M. Logan | Director of Student Financial Aid | Financial aid records |
| Claude B. Goswick | Director of the Univ- versity Health Center | Medical records |
| Ronald E. Sasse | Assistant Director of Student Affairs | Address and housing records |
| James R. Woodall | Commandant | ROTC records |
| Emory Bellard | Athletic Director | Student athlete 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 | |
| H. O. Kunkel | Dean of the College of Agriculture | Student records of the eleven colleges |
| Raymond D. Reed | Dean of the College of Architecture & En- vironmental Design | |
| Clinton A. Phillips | Acting Dean of the College of Business Administration | |
| Frank W. R. Hubert | Dean of the College of Education | |
| Richard E. Thomas | Acting Dean of the College of Engineering | |
| Earl F. Cook | Dean of the College of Geosciences | |
| W. David Maxwell | Dean of the College of | |

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.

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.

sponse is not in violation of this Act.

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.

cords Not Accessible to Students

II. Records Not Accessible to Students

A. Instructional, supervisory, and administrative personnel records and educationa 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).

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

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

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

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.

1974) require information to be reported. 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.

H. Parents who certify a student is carried as a dependent for federal income tax pur-

SPECIAL NOTICE

means of a judicial order 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.

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 mate-

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:

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

Toilowing 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 oficial or party will be made by the Vice President to whom the record custo-

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.

ease 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"

leased 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 Uni-versity Directory is one type of periodical containing data classified as "student directory information". It will contain the student's name, address, telephone limiting many

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 deter-

VIII. Letters of Recommendation Students have the right to review confidential recommendations used in applications for employment or for admission to any

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.

These procedures apply to all persons formerly 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.

Weight Watchers has now simplicity, 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-

CHILD CARE

CHILD CARE

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

Childcare. One-half block from TAMU. Ex

SERVICES

Trouble getting up? Wake-up Service, call 779-2484. Professional Typing Services, 846-9109, 178t15

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

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 1922 1411 Texas Ave. — 823-8111

RESUME SERVICE Sell yourself effectively. Have a professional resume prepared by BUSINESS & **COMMUNICATION SERVICES** Call 846-5794 for an appointmen

Typing. Symbols. Notary Public. 823-7723. Want to buy '76 Centennial Aggieland. 822-Typing. Experienced, fast, accurate. All kinds. 822-0544.

Wanted to buy good used bicycle. Brett 693-

FOR RENT

Horse pasture and stalls. 693-0909.

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

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

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.

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693-3014

1,2,3 Bedrooms Furnished and Unfurnished • Discounted Summer Rates

(all bills paid) Now Pre-Leasing for Fall (9 mo. leases available)

• Year's Lease Available (with special prices)

Call Now For Information 1201 Hwy. 30 Huntsville Hwy.

693-2933



"ALL UTILITIES INCLUDED"

Furnished & Unfurnished Efficiency, 1, 2 & 3 **Bedroom Apartments** No Escalation Clause or **Fuel Adjustment Charge** Professional Maintenance Staff (24 HOUR EMERGENCY SERVICE) On Shuttlebus Route

Two Beautiful Swimming Pools Tennis Courts
Party/Meeting Room with Sundeck Health Spas, including Saunas for Men & Women **Three Laundry Rooms**

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

693-1110 1501 Hwy. 30 693-1011

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.

> **Country Mobile Home Park** miles out. \$40/mo., water free. All ets welcome.

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

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

COME LIVE WITH US THIS FALL! Brand New

Pepper Tree Apartments 2701 Longmir Lease now for fall

game room outside storage on shuttle bus professionally managed

Call Chris 693-5731

FOR SALE

Full time help only. Medical experience pre-ferred but not necessary. Call 846-4611 at

Part or full time help needed. Apply in person Pizza Inn, College Station. 189t3 Part time employment. Day and night shifts. Baskin-Robbins Ice Cream. Apply in per-

Maintenance man, major and minor repairs.
Apply in person at the Dixie Chicken, 307
University Drive. Starting salary

Hospital Equipment Supplies needs part time delivery help. Afternoons and half-day Satur-days. Call 822-7718 for interview. 182tfn

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

FOR SALE



WOODLAKE **EQUESTRIAN ESTATES**

2 to 6 acre wooded tracts with live oak and post oak. Paved streets - Wellborn water - Restricted - 1 horse per acre or fractions thereof - Bridle - path -15 minutes from campus. Call for appointment.

> 846-1016 693-4295 after 6 p.m.

HELP WANTED

HELP WANTED WOULD YOU

LIKE TO COME



WORK FOR US? We need full & Part time employees. Also split shifts available. Must be neat & efficient. Now taking applications. Also positions for manager trainees.

Apply in person. TACO VILLA, 614 Villa Maria

FULL OR PART TIME

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

*Flexible hours to fit your schedule *Rapid advancement

College Station 105 Dominik

Apply in person only:

9:30-11:00 a.m. (if possible) Whataburger

Bryan 1101 Texas



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.

If You know. How to smile

How to make people happy How to say "Yes, Sir" and "Yes, Ma'am" How to follow directions

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

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!

Ken Martin Family Restaurants

Ken Martin's Steak House

Pepe's Mexican Food

• Pepper's Fort Shiloh Steak House HELP WANTED

Draftsman, half time or more experience preferred. Call Dr. Ben mote Sensing Center, 845-5422. Mechanic wanted. Must apply in p Bryan Outboard, 702 North Texas. From

ELECTRONIC PARTS COUNTER SALESMAN Full time and part time

822-4862

also ICU nurses for 3-11 and Shift differentials for 3-11 and Call or stop by Grimes Memorial 210 S. Judson St., Navasota 77868 325-6585. Ask for Mrs. Mahnke o

> COCKTAIL WAITRESSES Apply Miranda's 309 University

Between 8:30 and 10:30 and STUDENT WORKER NEEDED

20 Hours a week. Offset pr ing or silkscreen experie required. Call Donna Non 845-1515. MAINTENANCE MAN

Major and minor repairs. App

person at the Dixie Chicken University Drive. Starting st \$4.00/hr.

WAITRESSES 2-10 shift, 8 p.m.-4 a.m nights a week, Friday and & day night. 3-11, two nights and weekends, 8-4 p.m. weeke Apply in person at Denny's 2

o.m. Mon.-Fri. No phone of NO CLASSES AT

Texas Avenue between 4

LUNCH? We need you to work part time weekdays; some @ nings this fall. Flexis schedule. Apply now, Da vers Restaurant Dominik. No phone cal

please. 3-C Bar-B-Que # is now hiring wall ers, waitresses cashiers, and seving line workers. Apply in personal 810 South Main



Openings available for all shifts. Start \$2.70 days; \$2.7 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 midd of the day while children are

Whataburger 1101 Texas 105 Dom

WANTED

School Bus Drivers for Bryan Public Schools. Will you need part-time work

this next school year?

Apply now for immediate train-• \$3.25 per hour starting salary. Car pools available. BC/BS

Medical Insurance available at group rates. 33/4 hrs. per day guaranteed

available 6:45 to 8:30 A.M. and 2:30 to 4:30 P.M. (Some routes longer). Call 779-3220

for cooks and waitres ses. Apply in person & 102 East University 2610 South Texas AV enue.

PIZZA HUT Part time positions open