

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 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 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 placed of record. 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
Ray G. Lay	Director of Admissions	Academic and admissions records
George W. Kuntz	Dean of the Graduate College	Academic and admissions records
Arthur L. Tellefero	Director of Academic Counseling Center	Academic counseling and testing records
John J. Kottbus III	Vice President for Student Services	Disciplinary and personal counseling records
Thomas R. Parsons	Director of Security and Traffic	Campus security records
R. Clark Deibel	Controller of Accounts	Financial obligatory records
Robert M. Logan	Director of Student Financial Aid	Financial aid records
Claude B. Goewick	Director of the University 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
Lois J. Van Pelt	Director of the Placement Office	Job placement records
William H. Clayton	President, Moody College	Student records of the Moody College
H. O. Kuraki	Dean of the College of Agriculture	Student records of the College of Agriculture
Raymond D. Rieck	Dean of the College of Architecture & Environmental Design	Student records of the College of Architecture & Environmental Design
Orton A. Phillips	Acting Dean of the College of Business Administration	Student records of the College of Business Administration
Frank W. R. Hubert	Dean of the College of Education	Student records of the College of Education
Richard E. Thomas	Acting Dean of the College of Engineering	Student records of the College of Engineering
Earl F. Cook	Dean of the College of Geosciences	Student records of the College of Geosciences
W. David Maxwell	Dean of the College of Liberal Arts	Student records of the College of Liberal Arts
Robert S. Stone	Dean of the College of Science	Student records of the College of Science
Thomas J. Sughra	Dean of the College of Veterinary Medicine	Student records of the College of Veterinary Medicine
George C. Shelton	Head of the Department of Health Services	Student records of the Department of Health Services
The Academic Department Heads	Departmental	Student records of the various departments
Milton C. Sandel	International Student Advisor	Foreign student records
Carolyn M. Adair	Director of Student Activities	Student records of 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

- 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 claimed as a dependent for federal income tax pur-

SPECIAL NOTICE

poses. 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 and the challenger, a formal hearing will be conducted under the procedures adopted and published below.
- 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:

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.

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.

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.

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 1818tn

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. 177118

WANTED

- Typing Symbols, Notary Public. 823-7723. 1844fn
- Want to buy '76 Centennial Aggeland. 822-5568. 19005
- Typing. Experienced, fast, accurate. All kinds. 822-0544. 18647
- Wanted to buy good used bicycle. Brett 693-6590. 19112
- tickets. Will buy any tickets up to 15. Home 846-0088, office 845-2241. 19210

CHILD CARE

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. 19013

Childcare. One-half block from TAMU. Experienced mother, nutritious food. 846-7385. 19041

SERVICES

- Trouble getting up? Wake-up Service, call 779-2484. 19009
- Professional Typing Services. 846-9109. 17815
- Executive secretary to do all types of typing. Thesis, dissertations. 779-9681. 19034
- IMPROVE YOUR GRADES! Send \$1.00 for your 256-page, mail order catalog of Collegiate Research. 10,250 topics listed. Prompt delivery. Box 25097-B, Los Angeles, Calif. 90025. (213) 477-8226. 18920

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 **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 appointment. 18925

FOR RENT

- Furnished two bedrooms 12x60 mobile home near TAMU. \$175 per month. 822-0826, 822-7733. 19212
- Furnished bedroom in private home-5 minutes from campus. All privileges, a/c, private phone. \$87.50 per mo. same deposit. Call 846-3824 or 846-5694. Available soon. 19213
- Furnished apartment. Male only. Good for two, \$100/mo. Call 846-5132. 1887n

FOR RENT

- Horse pasture and stalls. 693-0909. 18826
- Nice furnished apartment. Moderate rent, convenient to university. Prefer advance student couple. 822-6668. 19213

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 15641

HOME FOR RENT
2 bedroom, 1 bath home for rent. Available September. \$175/mo. Jacob Beal Realty, 822-4518. 1921n

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 178115

FOR RENT

Country Mobile Home Park
6 miles out. \$40/mo., water free. All pets welcome. 779-5973 18113

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. 1811n

1 bedroom, 1 bath apartment
for rent located directly across from SFA High School. Jacob Beal Realty, 822-4518. 1921n

DUPLX
2 bedroom, 1 bath duplex for rent. Located on wooded lot. \$260/mo. Jacob Beal Realty, 822-4518. 1921n

HELP WANTED

Full time waitresses. Apply in person, Mont 1894 House, 1816 Texas Avenue, Bryan. 19210

Kitchen help, bus help, experienced waiters. Attractive cocktail help, experience preferred. Top Salary. Openings immediately. Contact Joyce Dixon, 693-2200 between 10:00 a.m. and 5:00 p.m. 18816

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

TACOVILLA **WOULD YOU LIKE TO COME WORK FOR US?**

saves you from the "waitlines"

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.

TACOVILLA, 614 Villa Maria

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 1887n

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. 18710

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

- Korner Pantry convenience store. 11-7 shift help needed. Call Don Nelson 693-9009. 19004
- Full time help only. Medical experience preferred but not necessary. Call 846-4611 at Plasma Products. 1818n
- Part or full time help needed. Apply in person Pizza Inn, College Station. 18903
- Part time employment. Day and night shifts. Baskin-Robbins Ice Cream. Apply in person. 18876
- Maintenance man, major and minor repairs. Apply in person at the Dixie Chicken, 307 University Drive. Starting salary \$4.00/hr. 1818n
- Hospital Equipment Supplies needs part time delivery help. Afternoons and half-day Saturdays. Call 822-7718 for interview. 1821n

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

RECEPTIONIST
Full time, attractive, self starter. Tuesday thru Saturday from 9-5. Light bookkeeping. Apply in person at That Place, 707 Texas Ave., C.S. 19213

Battalion Classifieds
Call 845-2611

3-C CORRAL across from Bryan High School on Barak Lane has positions open for the following employment:
— Part time day cashiers and food service.
— Part or full time fry cook.
Hours flexible. Come by in person between 2 and 5. 19214

WAITRESSES
2-10 shift, 8 p.m.-4 a.m. 4 nights a week, Friday and Saturday night. 3-11, two nights each weekends, 8-4 p.m. weekdays. Apply in person at Denny's 201 S. Texas Avenue between 4:30 p.m. Mon.-Fri. No phone calls please.

MAINTENANCE MAN
Major and minor repairs. Apply in person at the Dixie Chicken, 307 University Drive. Starting salary \$4.00/hr.

NO CLASSES AT LUNCH?
We need you to work part time weekdays; some evenings this fall. Flexible schedule. Apply now. Dominik Restaurant 201 S. Texas Ave. Dominik. No phone calls please.

3-C Bar-B-Que is now hiring waiters, waitresses, cashiers, and serving line workers. Apply in person at 810 South Main Bryan.

JACK IN THE BOX

Openings available for all shifts. Start \$2.70 days; \$2.75 nights. Good company benefits. Flexible schedules to 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
Bryan 1101 Texas 105 Dominik

WANTED

- School Bus Drivers for Bryan Public Schools.
- Will you need part-time work this next school year?
- Apply now for immediate training.
- \$3.25 per hour starting salary.
- Car pools available. B.C.B.S. Medical Insurance available at group rates.
- 3 1/2 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 18710

PIZZA HUT

Part time positions open for cooks and waitresses. Apply in person at 102 East University 2610 South Texas Avenue.

Briarwood Apartments

WELCOME STUDENTS

Exercise Rooms (Men & Women) 2 Swimming Pools Sauna Baths Tennis & Volleyball Courts Recreation Center

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. 30 693-3014 Huntsville Hwy. 693-2933

PLANTATION OAKS APARTMENTS

“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)

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

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

693-1110 1501 Hwy. 30 693-1011 18310