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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 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.

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.

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

Name	Position	Type of Records
Robert A. Lacey	Registrar	Academic and ad- missions records
Billy G. Lay George W. Kunze	Director of Admissions 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 Liberal Arts	
Robert S. Stone	Dean of the College of Medicine	
Thomas T. Sugihara	Dean of the College of Science	
George C. Shellon	Dean of the College of Veterinary Medicine	
The Academic Department Heads	Heads of the Academic Departments	Student records of the academic

II. Student Access to Education Records

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.

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. II. 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).

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 em-ployee 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.

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

Individuals needing this information in connection with a student's application for, or receipt of, financial aid.

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.

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.

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

SPECIAL NOTICE

Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other

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 as

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.

cation known as the Texas A&M Uni

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.

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

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.

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.

CHILD CARE

Childcare, One-half block from TAMU, Ex perienced mother, nutritious food.

LOST

Lost. 8 month Irish Setter. Skaggs area. 846. 9405, 845-3825. REWARD! 191ts AUTO INSURANCE FOR AGGIES:

Call: George Webb Farmers Insurance Group 3400 S. College

Typing. Symbols. Notary Public. 823-7723. Want to buy '76 Centennial Aggieland. 822-Need to buy Arkansas-Texas A&M football tickets. Will buy any tickets up to 15. Home 846-0088, office 845-2241.

WANTED

Babysitter for the noon aerobics program. Location - G.R. White, time - 12:00-1:00. For information please call 845-6841 and ask for Debbie Abbot or come by room 219, G.R. White Col.

SERVICES

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.

Trouble getting up? Wake-up Service, call

Low cost travel to Israel. Toll Free 800-223-7676, 9 a.m.-7 p.m. NY time. Service For All Chrysler Corp. Cars Body Work — Painting

HALSELL MOTOR COMPANY INC. Dodge Sales and Service Since 1922 1411 Texas Ave. — 823-8111

CORRECTION NOTICE FOR OFF-CAMPUS APARTMENT GUIDE

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

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

ROOMMATE WANTED

Male Roommate Wanted To share very nice house in Bryan. Air cond., washer/ dryer, ALL BILLS PAID, \$115/ mo. Call Steve 846-5557. 111

ROOMMATE WANTED Male has 2 bedroom duplex to share. Female desired. 693-5662 evenings.

FOR RENT

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

693-3014

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

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 two bedrooms 12x60 mobile home near TAMU. \$175 per month. 822-0826, 822-

HOME FOR RENT 2 bedroom, 1 bath home for rent. Available September. \$175/mo. Jacob Beal

Country Mobile Home Park 6 miles out. \$40/mo., water free. Al

Realty, 822-4518.

nanager. 822-7772.

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

NEW EFFICIENCIES nonth. All bills paid except electricity No pets. Villa West Apartments, south of Villa Maria. Lorraine Peterson

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

DUPLEX

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

HELP WANTED

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





IF YOU CAN SELL (or want to learn) and want to become an important part of an es-

ing men & boys apparel business CHECK THIS Guaranteed Salary with total pay based on total stores sales.

tablished, progressive and grow-

• 5-Day Week Good Fringe Benefits including pension plan after required time

on job. On-the-job training directly with, owner and/or manager.

Good carear opportunity if you can sell and learn the business. FULL TIME POSITIONS IN CALDWELL & BRYAN. CON-TACT US AT EITHER STORE.

BOEDEKER'S Part time positions available.

HERITAGE MENSWEAR . BOYSWEAR



(all bills paid)

· Now Pre-Leasing for Fall (9 mo. leases available) · Year's Lease Available (with special brices)

Call Now For Information 1201 Hwy. 30 Huntsville Hwy.

693-2933

HELP WANTED

Hospital Equipment Supplies needs part time delivery help. Afternoons and half-day Satur-days. Call 822-7718 for interview. 182tfii Full time help only. Medical experience preferred but not necessary. Call 846-4611 at Plasma Products.

5 FULL TIME 8 PART TIME Drivers needed to deliver. Must have own car. Good salary. Flexible hours Apply in person only.
Chanello's Pizza 301 Patricia St., Northgate

PART TIME JOBS NATIONAL COMPANY Immediate openings. Flexible hours. Earn up to \$5.00 per hour. Contact Mr. Long at the Aggieland Inn Tuesday, September 5, 3 p.m. or 5 p.m.

only. Wed., September 6, 11 a.m., 1 p.m., or 3 p.m. only. Thurs., Sep-

ember 7, 11 a.m. or 1 p.m. only.

Students

Full or Part Time

Team Cleaning Homes

\$3.00/hr.

DOMESTIC

SERVICES

693-1954

Kitchen help, bus help, experience

waiters. Attractive cocktail help, ex

perience preferred. Top Salary. Open

ings immediately. Contact Joyce D xon, 693-2200 between 10:00 a.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-

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CORPS

TAMU Office in Room 239

Soil & Crop Sciences &

845-7110

ing in 63 countries.

Entomology Bldg.

pets welcome. WANTED Dependable, Self-Motivated

\$140 month. One bedroom from \$175

Full time waitresses. Apply in person Monterey House, 1816 Texas Avenue





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**

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

*Flexible hours to fit your schedule *Rapid advancement

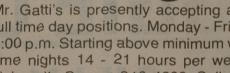
mum starting salary \$2.75 per hour for inexperienced persons. Cashier expe Apply in person only: 9:30-11:00 a.m. (if possible)

Whataburger College Station 105 Dominik

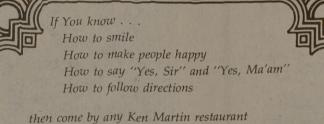
Bryan 1101 Texas



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 be-



tween 2:00 - 5:00 p.m.



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

Pepe's Mexican Food Nen Martin's Steak House

Pepper's Fort Shiloh Steak House HELP WANTED

Draftsman, half time or experience preferred. Call Dr. Re mote Sensing Center, 845-5422.

ELECTRONIC PAR COUNTER SALES Full time and part

BARTENDERS NEEDED

3.00/hr., minimum 6 months

experience. Apply Miranda's,

309 University between 8:30

4 FULL TIME 6 PART TIME

Pizza maker and counter personne

needed. Minimum wage. Very flexible

hours. Apply in person only.
Chanello's Pizza 301 Patricia St., Northgate

RECEPTIONIST

Full time, attractive, self starter.

Tuesday thru Saturday from 9-5.

Light bookkeeping. Apply in per-

son at That Place, 707 Texas

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

3-C CORRAL across from

Bryan High School on

Barak Lane has positions

open for the following em-

— Part time day cashiers

— Part or full time fry cook Hours flexible. Come by in

person between 2 and 5.

ployment:

and food service.

LIKE TO COME

WORK FOR US?

and 10:30 a.m.

Ave., C.S.

RN's and LVN's

822-4862

Staff nurses for 3-11 and 11 Call or stop by Grimes Memo 10 S. Judson St., Navasota 776 25-6585. Ask for Mrs. Mahnk

COCKTAIL WAITRESSES Apply Miranda's 309 University Between 8:30 and 10:3

STUDENT WORKE NEEDED 20 Hours a week. Offset ing or silkscreen experi required. Call Donna N

845-1515. We need student can for student routes near campus. Men, women couples. Call Dallas M ing News at 822-3191.

WAITRESSES 2-10 shift, 8 p.m.-4 an

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 p time weekdays; some nings this fall. Flexi schedule. Apply now, Da vers Restaurant Dominik. No phone of please.

3-C Bar-B-Que is now hiring w ers, waitress cashiers, and se ing line worker Apply in person 810 South M Bryan.



Openings available for a shifts. Start \$2.70 days; nights. Good compar benefits. Flexible schedul meet student needs. Ap Jack in the Box College Station, across from Culpepper Plaza.

Pa

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15

Premium Pay f

Home Makers **Excellent opportunity** work 2, 3, or 4 hrs a da Earn extra cash in the m of the day while children an school.

Whataburge

Bryan 1101 Texas 105 D

WANTED School Bus Drivers for Bry Public Schools.

 Apply now for immediate traff \$3.25 per hour starting salar

Car pools available. BC/B Medical Insurance available group rates.

Will you need part-time w

this next school year?

33/4 hrs. per day guaran available 6:45 to 8:30 A.M. at 2:30 to 4:30 P.M. (Some rouls longer) Call 779-3220

Part time positions opt for cooks and waitre ses. Apply in person 102 East Universit 2610 South Texas AV enue.

PIZZA HU

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