THE BATTALION CLASSIFIED

SPECIAL NOTICE

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 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.

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

TEXAS A&M UNIVERSITY STUDENT RECORDS POLICY August, 1978

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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

		C
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	an or the second second
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	VI. Re
Robert S. Stone	Dean of the College of	Info

II. Student Access to Education Records

hibited by the Act (see Section III) 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 or 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.

Records Not Accessible to Students

III. Records Not Accessible to Students

A. Instructional, supervisory, and administra-tive personnel records and educationa

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 em-ployee who is not a student.

pioyee 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.

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.

D. 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. F. Organizations like Educational Testing Service and College Entrance Examina-tion Board in connection with developing, SPECIAL NOTICE

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.

Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be ascertained by the University office concerned. (It would include such items as grades, transcripts, financial aid and probation re-

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 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:

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 pare.

B. All initial hearings will be informal and participants will be the custodian of the challenged records or information, the studen and the author (if appropriate) of the mate.

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 custodian reports

dian reports.

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.

The decision must be rendered in writ-

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 hear-

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").

A publication known as the Texas A&M University Directory is one type of periodical containing data classified as "student directors"

containing datacassimed as student infectory 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.

/II. 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

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.

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.

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, nouse of quality merchandise. nterior designer available.

Wood's Furniture Center Phone: 823-0947

Next door to Wyatt's Cafeteria 800 Texas Avenue

AUTO INSURANCE FOR AGGIES:

Call: George Webb Farmers Insurance Group 823-8051 3400 S. College

SPECIAL NOTICE

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.

WANTED

	old gold and Room 846-	diamonds. Carl Bu 4708.	issell's
Typing. 7723.	Symbols.	Notary Public.	823- 184tfn
Want to	buy '76 Ce	ntennial Aggielanc	1. 822-

2:00-1:00. For information please call 845-6841 and ask for Debbie Abbot or come by room 219, G.R.

SERVICES IMPROVE YOUR GRADES! Send \$1.00 for

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.

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Lost. Small diamond on gold chain necklace

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Furnished apartment. Male only. two, \$100/mo. Call 846-5132.	Good for 188tfn
Horse pasture and stalls. 693-0909.	188t26
Nice furnished apartment. Moder convenient to university. Prefer add dent couple. 822-6668.	

utes from campus. All privileges, a.c., private phone. \$87.50 per mo., same deposit. Call 846-3824 or 846-5694. Available soon.

NEW EFFICIENCIES \$140 month. One bedroom from \$175 month. All bills paid except electricity No pets. Villa West Apartments, sout Villa Maria. Lorraine Peterson

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Want to 5568.	buy '76 Ce	ntennial Aggieland	. 822- 190tā

Need to buy Arkansas-Texas A&M football tickets. Will buy any tickets up to 15. Home 846-0088, office 845-2241.

Babysitter for the noon aerobics program. Location - G.R. White, time -

your 256-page, mail order catalog of Collegiate Research. 10,250 topics listed. Prompt deliv-ery. Box 25907-B, Los Angeles, Calif. 90025.

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2 bedrm-1 bath duplex, \$235.00 unfurn. Fenced, water-tv cable paid. 1416 Hillside, C.S. 845-7311, 693-2304.

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for rent. Located on wooded lot. \$260/mo. Jacob Beal Realty, 822-

PRELEASING FOR SUMMER AND FALL

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

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HELP WANTED

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

Hospital Equipment Supplies needs part time delivery help. Afternoons and half-day Satur-days. Call 822-7718 for interview. 182tfm Part time help wanted. Call 846-3411

Draftsman, half time or more. Cartographic experience preferred. Call Dr. Benton, Remote Sensing Center, 845-5422.

Korner Pantry convenience store. 11-7 shift help needed. Call Don Nelson 693-9009. 19014 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., Northga

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

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Dependable, Self-Motivated Students **Full or Part Time** Team Cleaning Homes

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

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PEACE CORPS

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

BARTENDERS NEEDED \$3.00/hr., minimum 6 months experience. Apply Miranda's, 309 University between 8:30 and 10:30 a.m.

4 FULL TIME 6 PART TIME needed. Minimum wage. Very flexible hours. Apply in person only.
Chanello's Pizza 301 Patricia St., Northgat

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.

The Houston Chronicle has immediate openings for route car iers. Salary ranges from \$300-\$550 per month. Applicants must have afternoons free from 1-5 o.m. and dependable transportaion. Also taking applications for all semester. Call Julian McMuray 693-2323 or 846-0763. 178th

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 in

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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.

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 501 S. Texas Ave. Between 2-5 p.m. daily

HELP WANTED

Night auditor Sunday through Thursday night. 11 p.m. to 7 a.m. five days. Experience helpful. Apply Rodeway Inn, 1601 Texas Avenue, Bryan. Mr. Hawley.

Copperstone Hearth Tea Room needs experienced cook and part time waitress. Call 822-5003, after 6 p.m. call 693-1034.

COCKTAIL WAITRESSES Apply Miranda's

309 University Between 8:30 and 10:30 a.m.

3-C Bar-B-Que #1 is now hiring waiters, waitresses, cashiers, and serving line workers. Apply in person at 810 South Main, Bryan.

FOR SALE

Schwinn 10-speed women's bicycle, \$100. Good condition. 846-7036 after 5:00.

1966 Mustang, 289. Automatic. Call 693-

1969 Ford windowvan, Nikon camera, '76 Pinto. 846-5036. GUITARS AND STRINGS. Alvarez, Yamaha

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*Flexible hours to fit your schedule *Rapid advancement

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

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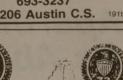
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Mr. Gatti's is presently accepting applications for tween 2:00 - 5:00 p.m.

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