

The Battalion Classifieds

OFFICIAL 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 graduates students at the Graduate College and to undergraduate students at the Registrar's Office, no later than 5 p.m., Friday September 21, 1979.

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. 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 from those records.

Name	Position	Type of Records
Robert A. Lacey	Registrar	Academic and admissions records
Billy G. Lutz	Director of Admissions	Academic and admissions records
George W. Kunze	Dean of the Graduate	Academic records
Arthur L. Tolleson	Director of Academic	Academic records
John J. Koutous, III	Director of Academic	Academic records
Thomas R. Parsons	Director of Security	Campus security records
R. Clark Deibel	Director of Security	Campus security records
Alan P. Bornmann, Jr.	Interim Director of Student Financial Aid	Financial aid records
Claude B. Goswick	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
Marvin P. Tate	Athletic Director	Athletic records
William B. Lancaster	Manager of Payroll Services	Personnel records of faculty
Louis J. Van Pelt	Director of the Placement Office	Job placement records
William H. Clayton	President, Texas A&M University at Galveston	Academic records
H. O. Kunkel	Dean of the College of Agriculture	Student records of the eleven colleges
Raymond D. Reed	Dean of the College of Architecture & Environmental Design	Student records of the eleven colleges
Alan V. Muse	Dean of the College of Business Administration	Student records of the eleven colleges
Frank W. R. Hubert	Dean of the College of Education	Student records of the eleven colleges
Robert H. Page	Dean of the College of Engineering	Student records of the eleven colleges
Earl F. Cook	Dean of the College of Geosciences	Student records of the eleven colleges
W. David Maxwell	Dean of the College of Liberal Arts	Student records of the eleven colleges
Robert S. Stone	Dean of the College of Medicine	Student records of the eleven colleges
Thomas T. Sugihara	Dean of the College of Veterinary Medicine	Student records of the eleven colleges
George C. Shelton	Dean of the College of Veterinary Medicine	Student records of the eleven colleges
The Academic Department Heads	Department Heads	Student records of the eleven colleges
Mona Rizk-Finne	International Student Services Director	Foreign student records
Carolyn M. Adair	Director of Student Activities	Student Honors and 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 the 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 desiring 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-academic 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 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 may 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.

F. Authorized Non-Student Access to Student 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:

- Officials, faculty and staff employed by Texas A&M University, if they have a "legitimate educational interest."
- 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.
- 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.
- 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.
- Organizations like Educational Testing Service and College Entrance Examination Board in connection with developing,

OFFICIAL 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.

- Accrediting organizations.
- 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 reports.)
- Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- 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:

- 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 material.
- 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.
- 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.
- 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 writing to all interested parties within a reasonable period of time (seven business days) after the conclusion of the hearing.

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.

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

Periodically the Registrar will publish official notices 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.

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 determine their own policies regarding retention of records within existing 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.

SPECIAL NOTICE

Résumés... Call us when the position you seek demands the very best presentation. Free brochure and price list.

BEST WRITING SERVICES, INC.
713/931-7732
525 North Bell, #455
Houston, Texas 77060

WEIGHT WATCHERS is a unique program of weight reduction that helps you to lose weight without starving and also shows you how to keep it off forever. College Station class meets Thursdays, 5:15, Lutheran Student Center, 315 N. College Main. For further information call 822-7303. 719

PREGNANCY TESTING
Counseling on all alternatives and birth control methods.
Women's Referral Center,
3910 Old College Road.
846-8437

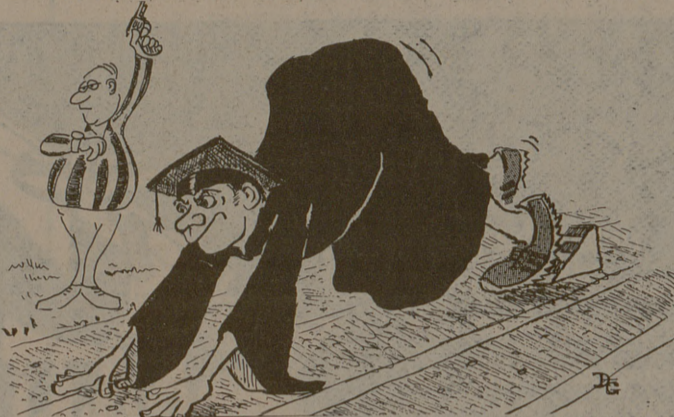
Company Benefits

Sears
SEARS, ROEBUCK AND CO.

Equal Opportunity Employer

SPECIAL NOTICE

ATTENTION: DECEMBER GRADUATES



ON YOUR MARK, GET SET, GO-ORDER YOUR GRADUATION ANNOUNCEMENTS
Room 217, MSC 8:00 AM - 4:00 PM
9/3/79 - 9/28/79



TWIN CITY GOLF DRIVING RANGE

Open Under New Management

Hrs: Mon-Sat 12-9 p.m.
Sunday 1-9 p.m.

East bypass and Hwy. 30
Service Road Going South - 1/4 miles

Battalion Classifieds
Call 845-2611

FOR RENT
Duplex available Nov. 1. 2 Bedroom, 2 bath, liv. din, kit, laundry, 1 mi A&M, \$280. 693-1557 after 5 weekdays...1215

2 Bdrm. house, central air/heat, close to campus, dishwasher, \$225/month. 846-3992

NEW EFFICIENCIES
\$159 month. One bedroom from \$180 monthly. All bills paid except electricity. No pets. Villa West Apartments, south of Villa Maria. Lorraine Peterson, manager. 822-7772. 1771fn

HAVE LUNCH ON US... FREE!

A&M Apartment Placement is once again giving away free lunch to everyone who leases thru us.

Apartments • Duplexes • All Types Of Housing

Call for appointment or come by

A&M APT. PLACEMENT SERVICE
693-3777

2339 S. Texas, C.S. "Next to the Dairy Queen"

HELP WANTED

PART TIME HELP WANTED
Evenings & Saturdays
FARMER'S MARKET SANDWICH SHOP
In Bryan, 822-6417 1fn

HELP WANTED
Mon., Wed., Fri. mornings
Tues., Thurs., Fri. afternoons
Apply In Person
Texas Aggie Bookstore
327 Univ., Northgate 1313

Now Taking Applications For Part-time And Full-time Help

Positions are now open for the following jobs:
Auto Mechanics, Tire and Battery Installers, and Service Technicians.

Make appointment in person at Sears Personnel Office during the following hours:

MON. 2:30-4:30 P.M.
WED. 10:00-12:00 NOON
FRI. 10:00-12:00 NOON

Company Benefits

Sears
SEARS, ROEBUCK AND CO.

Equal Opportunity Employer

Townshire in Bryan 822-0111

HELP WANTED

Part time help wanted. Grapevine Personality. 696-3411...166fn

HELP WANTED
Part time student employee. Needs bicycle repair experience. \$2.90/hr, 15 hours a week.
Apply MSC Craft Shop
845-1631 1214

Leading natural products manufacturer needs wholesalers, retailers, distributors. Part or full time. Be your own boss. Products unconditionally guaranteed. Liberal benefits.
693-0097 4fn

The Houston Chronicle NEEDS CARRIERS
Due to a change from afternoon to morning delivery effective Sept. 1, the Chronicle now has several routes open for the Fall Semester. Highest paying routes in town plus liberal travel allowance.
Call Julian McMurry
693-2323 846-0763 184fn

WAITRESS WANTED
Full and part time positions available for qualified persons. Experience is desirable but not necessary. Above average pay & excellent tips.
Apply In Person At
Carlson's Restaurant
2712 S. Texas Ave., Bryan
(In front of First National Bank) 717

SWENSEN'S IMMEDIATE OPENINGS
Cooks, Waiters, Dishwashers, Waitresses. All Shifts Available. Pick up an application at Swensen's, Culpepper Plaza, C.S. 121fn

FULL OR PART TIME
*Day shift
*Night shift (til 10:00 p.m.)
*Weekends
*Flexible hours to fit your schedule
*Rapid advancement
Cashier experience helpful.
Starting Salary \$3.10/hr.
Apply in person only:
9:30-11:00 a.m. (if possible)
Whataburger
College Station
105 Dominik
Bryan
1101 Texas

EARN GOOD MONEY WORKING AT CHANELLO'S PIZZA & SUBS
Flexible hours for student. Need to be able to work nights and have reliable car or motorcycle. Earn \$3.25/hr. plus 8% commission plus tips driving for Chanello's Pizza.
Apply In Person, After 3 p.m.
301 Patricia
(Apply today. We need about 50 people)

3C BARBECUE #3 CULPEPPER PLAZA
We need people with energy and personality. Limited positions open Full or Part Time
Apply between 9:30-11 and 2-4

SPECTRUM SPECTRUM DISCO
HELP WANTED
Cocktail Waitress & Bartenders
Apply in person between the hours of 3 p.m. and 5 p.m. (In the Skaggs shopping area)

3-C BARBECUE
Openings Available:
Waitresses Busboys
Waiters Lineworkers
Apply in person at
810 South Main
Between 2:00 and 5:00 p.m.

HELP WANTED

DOMESTIC SERVICES
Part Time/Full Time
TEAM CLEANING HOMES
With Other Students
\$3.20/hr. Plus Mileage
693-1954
Judy Smeins
Libby Vistano 1115

DOMINO'S PIZZA
Nor Hiring
Phone & Counter Help
\$3.10 Per Hour
Apply After 4:30 p.m.
1504 Holleman, C.S. 1313

DOMINO'S PIZZA
Now hiring delivery personnel, part time and full time, must have own car and insurance, \$3.25 per hour plus commission and tips.
Apply after 4:30 p.m.
1504 Holleman, C.S. 1310

Maintenance Man Wanted
For Small Apartment Complex
Minor plumbing, electrical, and carpentry skills needed. Own tool required. Call 846-6874, if no answer call 846-0681. 915

PEPE'S MEXICAN FOOD
Now taking applications for day and evening shifts.
\$3.00 Per Hour
Apply In Person, 107 Dominik
College Station 180fn

Part Time Positions Open
We are in the "People" business and if you enjoy working with and serving people, we possibly have a position for you as a cook, waiter, or waitress. Excellent wages for those employees who are productive and have a positive attitude.
Other Benefits Include:
• Furnished Meals.
• Furnished Uniforms.
• Paid vacation for full and part time employees.
• Pay raises for achievement.
• Advancement opportunities within the corporation.
If you are dependable, well groomed, and have a friendly outgoing personality, come to the Pizza Hut of Bryan and make arrangements for an interview.
Equal Opportunity Employer

FARMER'S MARKET SANDWICH SHOP
Around Noon & Afternoons
across from the dorms
No experience required.
Apply In Person
329 University Dr.
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.-5 p.m.
7 p.m.-2 a.m.
5 p.m.-2 a.m.
Starting pay \$3.15/hr.
Apply in person between 9:30 a.m.-11:00 a.m.
Der Wiener'schnitzel
501 S. Texas Ave. 1515

FOR SALE
'72 Delta 88 Olds. 4 dr., reg. gas, \$1000. Quick sale necessary. See: 506 Brookside. Interested: 846-0584...1217

AKC Great Dane pups, 5 weeks. 846-2380 or 846-2569...1015

Seven bedroom, four bath house. Ideal for fraternity. Call 846-8432...1215

Yamaha CR-420 receiver, .02" T.H.D. 696-2267 after 6:30...1214

1973 Chevrolet station wagon, Laguna Estate \$1250, desk, chairs. 693-6993...815

HELP WANTED

SHORT OF CASH? Need Short Hours?
Need someone to share my paper job Monday and Wednesday afternoons.
CALL 693-8648
AFTER 6:00 161

WOODSHOP SUPERVISOR
Needed to train retarded individuals. H.S. grad.-valid Texas Driver License required. Apply: Brazos Valley MHMR Center, 202 E. 27th Bryan. EOE 411

Need 1-2 maintenance persons to work 9-12 mornings or 1-5 afternoons. Some experience needed.
Apply In Person At
THE DIXIE CHICKEN
307 University
Need Immediately!!! 81

WANTED
School Bus Drivers For Bryan School District
Will you need part time work this school year? Apply now for immediate training. \$3.50 per hour for inexperienced drivers plus conditional bonus at end of school year. BC-BS insurance available at group rates. Car pools available. 3 1/4 hours per day guaranteed if available both A.M. & P.M. Most bus routes longer.
CALL NOW!
779-3220 179fn

Pizza Hut
Part Time Positions Open

FOR SALE
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307 University
Need Immediately!!! 81

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School Bus Drivers For Bryan School District
Will you need part time work this school year? Apply now for immediate training. \$3.50 per hour for inexperienced drivers plus conditional bonus at end of school year. BC-BS insurance available at group rates. Car pools available. 3 1/4 hours per day guaranteed if available both A.M. & P.M. Most bus routes longer.
CALL NOW!
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George

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