

# 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 graduate 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 are 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
Billy G. Lay	Director of Admissions	Admissions records
George W. Kunze	Dean of the Graduate College	Academic records
Arthur L. Tolson	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
Clark Diebel	Controller of Accounts	Financial regulatory records
Allen P. Bormann, Jr.	Interim Director of Student Financial Aid	Financial aid records
Claude B. Goswick	Director of the University Health Center	Medical records
James E. Sasse	Assistant Director of Student Affairs	Address and housing records
James R. Woodall	Commandant	ROTC records
Manen P. Tate	Athletic Director	Student athlete records
William B. Lancaster	Manager of Payroll Services	Personal records of employees
Louis J. Van Pelt	Director of the Office of Student Employment	Job placement records
William H. Clayton	President, Texas A&M University at Galveston	Student records of the eleven colleges
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
Allan 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. Sughra	Dean of the College of Science	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	Heads of the Academic Departments	Student records of the eleven colleges
Mona Rizk-Finne	International Student Advisor	Foreign student personnel records
Carolyn M. Adair	Director of Student Activities	Student Honor and Activities records

### TEXAS A&M UNIVERSITY STUDENT RECORDS POLICY August, 1978

#### 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 recitation 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 are 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.

V. 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:

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,

## 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.

G. Accrediting organizations.

H. 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).

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 participatory in nature. The custodian of the challenged records or information, the student and the author (if appropriate) of the material.

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:

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

2. 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.

3. 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.

4. 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 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.

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 laws.

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.

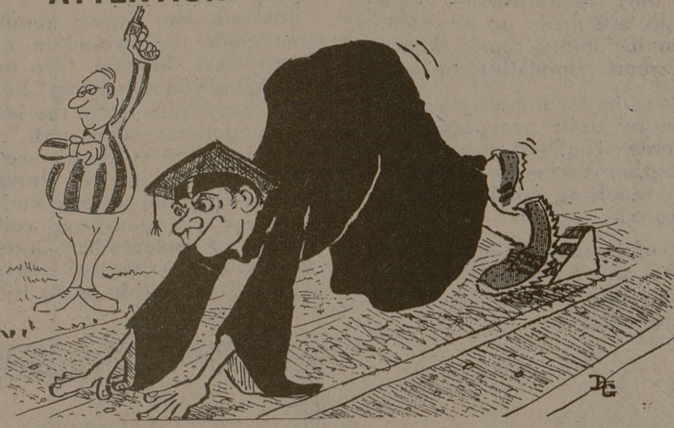
B. Under the Family Educational Rights and Privacy Act of 1974, the student does not have access to confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if the letters or statements are used for purposes for which they were specifically 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

### 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

### FOR RENT

3 Bdrm. house, central air/heat, close to campus, dishwasher, \$225/month. 846-2992.

Furnished two bedroom duplex. Frost free refrigerator, attached garage. Married couple. No Pets, No Children. 822-5195..1544

### LOST

Green parakeet, tame. 693-0378..1066

Eiffel Tower coin; antique gold pecons on bracelet. Return to MSC or call 846-7818..1513

### NEW EFFICIENCIES

\$159 month. One bedroom from \$180 month. All bills paid except electricity. No pets. Villa West Apartments, south of Villa Maria. Lorraine Peterson, manager. 822-7772..1774fn

### LOST

Beige adult cat has white flea collar with metal tag and yellow plastic barnel attached.  
REWARD  
Day: 845-4651  
Night: 779-4657 1313

### 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

### 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

### SWENSEN'S

#### IMMEDIATE OPENINGS

Cooks, Waiters, Dishwashers, Waitresses. All Shifts Available. Pick up an application at Swensen's, Culpepper Plaza, C.S. 124fn

### FULL OR PART TIME

\*Day shift \*Flexible hours to fit your schedule  
\*Night shift (til 10:00 p.m.) \*Rapid advancement  
\*Weekends

Cashier experience helpful.  
Starting Salary \$3.10/hr.  
Apply in person only:  
9:30-11:00 a.m. (if possible)

**Whataburger** College Station  
1101 Texas 105 Dominik

### EARN GOOD MONEY WORKING AT



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

**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

Part time help wanted. Grapevine Personality. 696-3411..1664fn

Part time announcer, nights and week ends, 779-1510 between 8-5..1515

### 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 McMurrey  
693-2323 846-0763 1844fn

## 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 3/4 Hours per day guaranteed if available both A.M. & P.M. Most bus routes longer.

### CALL NOW!

**779-3220** 1794fn

### 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 Wienerschnitzel  
501 S. Texas Ave. 11fn

### DOMESTIC SERVICES

Part Time/Full Time  
**TEAM CLEANING HOMES**  
With Other Students  
\$3.20/hr. Plus Mileage  
693-1954  
Judy Smeins  
Libby Vistano 165

### FOUND

Camera found in parking lot 61. Owner can call 845-2617 or 693-7195..1513

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**DIXIE CHICKEN**  
Need Mix Drink Bartender  
**EXPERIENCED ONLY!**  
Apply in Person  
307 University Dr., C.S. 151fn

**Ken Martin's Steak House**  
Now accepting applications for part time cashiers and kitchen help.  
**APPLY IN PERSON ONLY**  
1803 S. Texas Ave., Bryan  
(Next to Sears) 1515

**NEED EXTRA MONEY?**  
Why not babysit my three year old for 75c an hour. Some nights and weekends.  
**Must Be Dependable**  
693-7317 1515

**SHORT OF CASH?**  
Need someone to share my paper route Monday and Wednesday afternoons.  
**CALL 693-8648**  
AFTER 6:00 1413

**PEPE'S MEXICAN FOOD**  
Now taking applications for day and evening shifts.  
\$3.00 Per Hour  
**Apply in Person, 107 Dominik College Station** 1804fn

**IMPROVE YOUR GRADE!**  
Send \$1.00 for your 300+ page catalog of collegiate resale. 10,250 topics listed. Box 2530, Los Angeles, California, 90025. (213) 477-8226.

**ROOM FOR RENT**  
IT'S NOT TOO LATE!  
Furnished Room For Rent in Private Home  
693-6093

**JOB OPPORTUNITY**  
MONEY FOR BOOKS  
Sell Avon part time to earn extra money to help you through school.  
CALL 822-1430

**FOR SALE**  
Technics stereo system, 12-string guitar. 779-6674..1515

1973 Norton 750 Commando plus excellent condition, best offer. Evening 3041, 845-1615..1511

1976 MGB Roadster for sale. AM-FM radio and more. Call 845-2818..1615

Twin foundation and mattress for peach. Vogue bridesmaid's dress sale. 846-7818..1513

1973 Chevrolet station wagon, Laguna \$1250, desk, chairs. 693-6093..385

Yamaha CR-420 receiver, 02 T.B. 2267 after 6:30..124

Seven bedroom, four bath house. Call 846-8432..125

AKC Great Dane pups, 5 weeks. 846-2569..106

72 Delta 88 Olds, 4 dr., reg gas, 1100 sale necessary. See: 506 Brookside. 846-0584..1217

**1976 BUICK REGAL**  
Power steering, brakes, windows, cruise control, AM/FM radio. Also 12"x12" redwood carpet.  
Will Talk Price

**Get ACTION with WANT ADS**

Advertise an item in the Battalion.  
Call 845-2611

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## SPECIAL NOTICE

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

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Houston, Texas 77060

**The Corps of Cadets gets its news from the Batt.**