

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 upon 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 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
Billy G. Lay	Director of Admissions	Academic and admissions records
George W. Kunze	Dean of the Graduate College	Academic and admissions records
Arthur L. Tolson	Director of Academic Counseling Center	Academic and counseling records
John J. Koldus, III	Director of Student Services	Academic and counseling records
Thomas R. Parsons	Director of Security and Traffic	Campus security records
R. Clark Diebel	Controller of Accounts	Financial obligatory records
Alvin P. Borman, 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 Records	Address and housing records
James R. Woodall	Commandant	ROTC records
Marvin P. Tate	Athletic Director	Student athlete records
William B. Lancaster	Manager of Payroll Services	Personal records of employed students
Louis J. Van Pelt	Director of the Placement Office	Job placement records
William H. Clayton	President, Texas A&M University at Galveston	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
William 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. Pidge	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
Thomas S. Stone	Dean of the College of Medicine	Student records of the eleven colleges
Robert T. Sughara	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	Heads of the Academic Departments	Student records of the academic departments
Mona Rizzo-Finke	International Student Advisor	Foreign student personal records
Carolyn M. Adair	Director of Student Activities	Student honors and activities

TEXAS A&M UNIVERSITY STUDENT RECORDS POLICY Sept. 1979

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 persons (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 Placement, 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 shall 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 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,

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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 obtained 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 hearing will be conducted and the results of the hearing will be maintained in the record of the challenged record. 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 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 ensure that they are not 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 that 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 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.

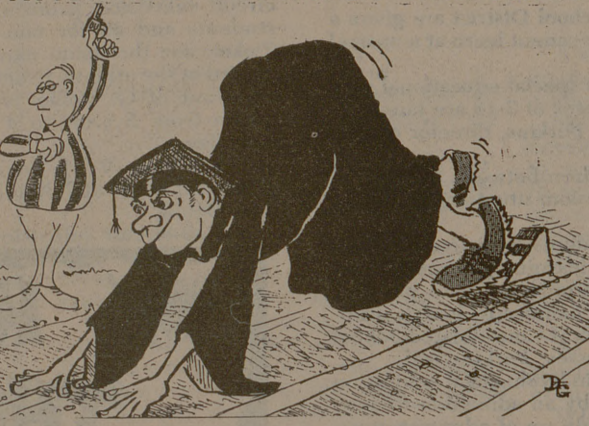
B. Under the Family Educational Rights and Privacy Act of 1974, the student does not have access to confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if the letters or statements are used for purposes for which they were specifically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

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

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

Resumes... 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 Ball, #455
Houston, Texas 77060

BID
FOR SALE BY SEALED BID ONE 1957 AND 1959 1/2T CHEV. PICKUP. INSPECT AT MOTOR POOL, TAMU RESEARCH & EXTENSION CENTER, HWY 21, WEST, BRYAN. INSPECT 9 A.M. - 4 P.M. OCT. 1 - OCT. 5. BID FORMS AVAILABLE AT TAEX PROPERTY OFFICE, BARRACKS C, CAMPUS.

Rent me & my plane for away football games. Call 779-5340... 524

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

HELP WANTED
Personal records of employed students. Job placement records.

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

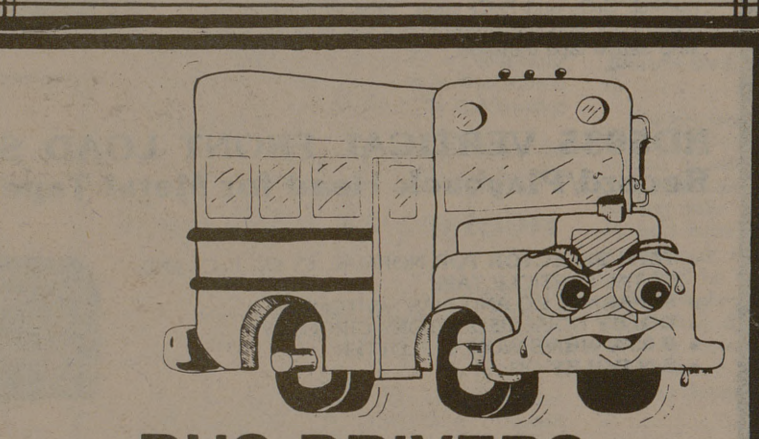
Openings Available:
Waitresses Busboys
Waiters Lineworkers

Apply in person at
810 South Main
Between 2:00 and 5:00 p.m.

HOME CARE SERVICES

The Original Team-Cleaning Agency in B/C/S

FULL/PART TIME — Up To \$3.50 Per Hour
Plus Travel Compensation
693-7844
Nancy Crouch, Owner



BUS DRIVERS WANTED!

MUST BE AT LEAST 19 YEARS OLD, HAVE GOOD DRIVING RECORD, GOOD REFERENCES, AND CHAUFFERS LICENSE, MUST DRIVE A MINIMUM OF 15 HOURS PER WEEK, APPLY NOW AND HAVE A JOB FOR FALL. CALL 779-0812.

TRANSPORTATION ENTERPRISES, INC.
1701 GROESBECK, BRYAN
— AN EQUAL OPPORTUNITY EMPLOYER —

HELP WANTED

FULL OR PART TIME

*Day shift
*Night shift (till 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
1101 Texas 105 Dominik

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)

HELP WANTED

FULL TIME — PART TIME
Waitresses • Waiters
• Busboys •

APPLY RAMADA INN
410 South Texas Avenue College Station
(Across From A&M Campus)

PART TIME HELP
Pick Up-Delivery Work
With TV Shop
822-5887 2013

Apartment Plus Salary
Maintenance man in small apartment complex. Work your hours. Some carpentry, electrical and plumbing knowledge required. 846-6874 before 2 or after 6 p.m. 1815n

HELP WANTED
For AggieLand Distribution
Call 845-2611
or come by Rm 216
Reed McDonald Bldg. 2013

Qualified photographers wanted to take party pictures. 35mm camera required. Work nights and weekends. Call Jim or Annette at University Studio 846-8019

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

DIXIE CHICKEN
Need Mix Drink Bartender
EXPERIENCED ONLY!
Apply in Person
307 University Dr., C.S. 15fn

Help Wanted to work part time hours at:
Farmer's Market Deli & Sandwich Shop
2700 Texas Ave., Bryan
822-6414 181fn

SWENSEN'S IMMEDIATE OPENINGS
Cooks, Waiters, Dishwashers, Waitresses. All Shifts Available. Pick up an application at Swensen's, Culpepper Plaza, C.S. 12fn

BABYSITTERS WANTED
Work Your Own Hours
GOOD PAY
FULL/PART TIME
822-5837
(after 6:00 770-6451) 1315

ROOM FOR RENT
Private furnished room in house. 112sq ft utilities, near shuttle. Call Bobbie 1544...2015

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

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

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. High-est-paying routes in town plus liberal travel allowance.

Call Julian McMurrey
693-2323 846-0763 184fn

Sonnenblick Apts.
3700 Plainsman, Bryan
large 2 bedroom unfurnished \$199/mo.
large 2 bedroom furnished \$219/mo.
dishwasher • pool
washateria • covered parking
846-6874 1815

DOMESTIC SERVICES

Part Time/Full Time
TEAM CLEANING HOMES
With Other Students
\$3.20/hr. Plus Mileage
693-1954
Judy Smeins
Libby Vistano 1615

FOR RENT
Need to sublease furnished efficiency, all bills paid, \$126 per mo. 845-2981...1815

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.

PIZZA EXPRESS

6% Commission
Want to earn 6% commission? \$3.25/hour, and good tips? Do it with Pizza Express. We have own car. Hours are flexible. Excellent part-time job for students.

Apply in Person
After 4 p.m.
At
319 Patricia, C.S.

WANTED

School Bus Drivers
Bryan School District

Will you need part time work this school year? Apply now for immediate training. \$3.50 per hour for inexperienced drivers. Conditional bonus at end of school year. BC-BS insurance available at group rates. Pools available. 3 1/4 hour day guaranteed if available. A.M. & P.M. Most bus routes longer.

CALL NOW!
779-3220

WANTED
Expert typing, call Gloria 693-0283-1815n

CASH FOR OLD GOLD
Class rings, wedding rings, worn gold jewelry, coins, etc.

The Diamond Room
Town & Country Shopping Center
3731 E. 29th St., Bryan
846-4708

ROOM FOR RENT
Private furnished room in house. 112sq ft utilities, near shuttle. Call Bobbie 1544...2015

IT'S NOT TOO LATE!
Furnished Room For Rent
In Private Home
693-6093

FOR RENT
New! Room for rent, \$100 per month. 9096...1813

NEW EFFICIENCIES
\$159 month. One bedroom unfurnished. All bills paid except electricity. No pets. Villa West Apartments, south of Villa West. Lorraine Peterson, manager. 7772.

Available September 30 - Extra comfortable 2 bedroom duplex apartment. Large living room. Basic furnishings. Spacious, clean and bright. Nice for advanced TAMU students, married couples, small family, 12 minutes from university. Call for particulars. 6668.

Send \$ catalog 10,250 to Los Angeles (213) 477-1411

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