

**Michigan State University (MSU)
Non-credit Registration System (NCRS)
Internal Statement of Use
Adopted: March 2011
Last Updated: March 7, 2011**

Scope of Use

MSU's Non-credit Registration System (NCRS) is designed to provide registration support for non-credit activities offered by MSU academic and non-academic areas hereafter referred to as Organizations. "Support" includes the database structure to maintain all "product" related offerings as well as all corresponding participant data related to a specific offering. The system also provides a web-based "customer" interface which allows for review, registration and payment processing for "products" offered by organizations. The NCRS system allows registrations using an existing MSU NetID or by creating a new MSU CommunityID. Registrations on NCRS may provision authorization entitlements on the users ID which provide access to various access controlled MSU systems such as a learning management system or library electronic resources. Payment processing occurs through MSU's centralized electronic payment system.

Terms and Conditions

All users of the system agree that access to and use of the system are subject to the terms and conditions outlined in this document. If you do not agree to these terms and conditions, please do not use this system. Non-compliance with the provisions of this statement of use will result in remedial action up to and including the discontinuation of an organization's or organizational user's access to the system.

System Use Eligibility

Organizations requesting or being granted administrative access to the NCRS must meet the following eligibility criteria:

- Organizations requesting administrative access must possess an MSU financial system account number or be financially sponsored by a MSU unit.
- Approved organizations may not offer for registration and/or sell "products" for any entity outside of MSU unless a University approved and documented affiliation exists
- Organizational users requesting access to the administrative back-end of the system must have an MSU NetID or ability to obtain an MSU NetID
- Organizational users will complete the basic NCRS training and any additional training related to system upgrades indicated as necessary by MSUglobal.

Responsible Use

- Organizations will use the NCRS in accordance with all related MSU policies and procedures
- Materials and communications posted or created within the system are not routinely monitored and will be the sole responsibility the organization generating or creating the material/communication
- Links or connections to third party content/resources will be the sole responsibility of the organization using the system