

Microsoft® Campus Agreement

Program Guide (U.S. and Canada)

Updated August 15, 2005

www.microsoft.com/education/CampusAgreement.msp

The information in this document applies to customers in the United States and Canada. Customers in other locations should contact their local Account Manager for more information. Please see the Terms of Use for this material at www.microsoft.com/info/copyright.htm.

This document is provided solely for informational purposes. Your use of Microsoft software products is governed by the terms and conditions of your licensing agreement.

Copyright and Trademark Restrictions

The information contained in this document represents the current view of Microsoft Corporation on the issues discussed as of the date of publication. Because Microsoft must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information presented after the date of publication.

This document is provided for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS SUMMARY.

© 2005 Microsoft Corporation. All rights reserved. Microsoft, BackOffice, BizTalk, Encarta, Entourage, FrontPage, InfoPath, Microsoft Press, MapPoint, MSN, OneNote, Outlook, PowerPoint, SharePoint, Visio, Visual Studio, and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Other product or company names mentioned herein may be the trademarks of their respective owners.

Published 8/15/05

Table of Contents

I. Introduction	4
Academic Volume Licensing Overview.....	4
Purchasing Campus Agreement Coverage	5
II. Campus Agreement Features.....	5
Simple Compliance and Administration	5
Counting Faculty/Staff FTE Employees	6
Program Eligibility	6
Term.....	7
Minimum Order Requirement	11
Microsoft Campus Agreement Documents.....	12
Special Use Rights	13
Software Assurance Membership	15
MSDN Academic Alliance Membership	16
III. Deploying Your Campus Agreement.....	16
Order Confirmation	16
Receiving Your Software.....	17
Product System Requirements	19
Microsoft Product Activation and Volume License Product Keys.....	19
Distributing Media to Faculty and Staff	20
Replication Rights	20
Records to Keep.....	21
Administering Software Assurance Benefits	21
IV. The Student Option.....	22
Calculating Student FTE	22
Departmental Student Option	22
Minimum Order Requirement for Student Option.....	22
Student Product Selection.....	23
Obtaining and Distributing Student Media.....	23
Student Use Rights	23
Perpetual Use Rights for Graduating Students	24
Student License Buy-out.....	24
V. Renewing Your Campus Agreement Coverage	24
VI. Changing Your Reseller	26
Notification to Terminated Reseller	26
Notification to Microsoft	26
VII. Redistribution of Software Updates to Students	27
VIII. Other Resources	27
Glossary.....	29

I. Introduction

This guide provides information to help you understand the Microsoft® Campus Agreement subscription licensing program and help you deploy and manage your software licenses. It is provided for informational purposes only. Your software use is governed by the terms of your licensing agreement. The Microsoft Licensing Product Use Rights (PUR) document, which is updated regularly, provides additional details regarding use rights for specific Microsoft products acquired through volume licensing programs. For a copy of the current PUR, please go to <http://www.microsoftvolumelicensing.com/userights/>.

Academic Volume Licensing Overview

For education customers who purchase software in quantity and manage software across multiple computers, purchasing through volume licensing programs is an effective way to reduce the total cost of software ownership.

Microsoft offers both “subscription” and “transactional” volume licensing programs for education customers.

Subscription Licensing

With subscription licensing programs, you have the right to run a selection of products, and any upgrades or downgrades of those products, for a designated term. For application, system, and Client Access License (CAL) products, even if the number of computers or users grows, you remain fully-licensed throughout the designated term, and you only need to report increases on your FTE employees on your annual order.

Microsoft has two subscription licensing programs for education customers. Campus Agreement is for higher education institutions and offers the simplicity of counting people instead of computers. School Agreement is for K-12 schools and preschools and makes it easy to license all of a school’s computers by counting them just once per year.

Subscription licensing offers many benefits, including:

- **Easy compliance** - Because all of your institution’s computers and users are covered throughout the subscription term, it’s easy to be sure that your institution is fully-licensed for the products you’ve selected.
- **Low administration** – Subscription licensing eliminates the need to track licenses for the selected products on every computer. This is especially helpful for managing software assets in a decentralized environment.
- **Stay current on technology** – Subscription licensing allows your licensed users to run the most current version of the software products included in your subscription. Plus, your institution automatically receives installation media for application and system products that upgrade during your licensed term.
- **Simple budgeting and purchasing** - One annual payment covers all of the products you have selected for the year.
- **Excellent value** – By standardizing on a platform of products, you reduce your total cost of software ownership while increasing productivity and access to current technology. Software Assurance Membership—including support resources, tools, and eLearning courses—is included with your license coverage at no additional charge. You also receive one complimentary membership to the MSDN Academic Alliance program.

This document is provided solely for informational purposes. Your use of Microsoft software products is governed by the terms and conditions of your licensing agreement.

Transactional Licensing

With transactional volume licensing programs, you acquire perpetual software licenses (meaning your institution owns the licenses permanently) while eliminating the costs and packaging of retail software.

Microsoft has two transactional volume licensing programs for education customers: Microsoft Academic Open and Microsoft Academic Select.

Academic Open

Microsoft Academic Open is a widely accessible and cost effective way for education institutions to license Microsoft software starting with as few as five licenses. You simply determine the number of software licenses your institution wishes to acquire and place the order with an Authorized Education Reseller (AER). You also have the option to include Software Assurance with your licenses. After obtaining licenses, you can order installation media from a Microsoft approved fulfillment source, eliminating bulky boxes and the associated expense. License confirmations are distributed electronically and posted on a secure Internet site.

Academic Select

Academic Select provides volume licensing for medium and large institutions with approximately 250 or more PCs who are able to forecast their license needs over a three-year period. Your institution receives a volume price level for each pool of products selected (applications, systems, servers). Each product within Academic Select has an assigned point value, which allows your institution to establish a discounted price level by meeting a minimum forecast of license acquisitions. You receive a complimentary CD kit subscription containing installation media for the products covered by the agreement. Your institution may immediately reproduce and use these products based upon licenses acquired.

With Academic Select, you can add Software Assurance to individual license purchases, or you can select Software Assurance Membership (SAM) for an entire pool of products. You can also pass-on the savings of Academic Select to your students by including a Student Select enrollment with your Academic Select agreement. Academic Select is available through an Authorized Education Large Account Reseller (LAR). To locate a LAR in the U.S. or Canada, please visit <http://www.microsoft.com/education/LARs.mspx>.

Purchasing Campus Agreement Coverage

Campus Agreement coverage is available for purchase through any Authorized Education Reseller (AER). AERs are authorized to sell Microsoft Academic Edition products and volume licenses to qualified education users. To participate in Campus Agreement or any of our other academic volume licensing programs, or to obtain current pricing, please contact an AER. To find an AER in the U.S. or Canada, visit <http://www.microsoft.com/education/AERfind.mspx>.

II. Campus Agreement Features

Simple Compliance and Administration

Because you license the products selected in your subscription for use on all of the institution-owned or leased computers within the participating department(s) (excluding server products), Campus Agreement makes it easy for administrators and users to know that the software use is compliant. Although you report

This document is provided solely for informational purposes. Your use of Microsoft software products is governed by the terms and conditions of your licensing agreement.

a specific FTE employee count when submitting your order, any new faculty or staff members added to the participating department(s) are licensed to use the software on the covered computers during the subscription year.

Your students can use the software on computers in classrooms or open access labs. In order to license your students for use of the software on a personally owned machine or on an institution owned machine designated for an individual student's exclusive use, your institution may enroll in the Student Option (see *The Student Option*).

Counting Faculty/Staff FTE Employees

Campus Agreement pricing for any application, system, and Client Access License (CAL) products you select is based on a count of your total faculty/staff Full-time Equivalent (FTE) employees and requires organization-wide coverage. (Only server products are licensed on an individual "ad hoc" basis.) To that end, you must include all of the FTE in the participating institution(s) or departments(s) (including student employees) using the calculation below.

Note: These FTE counts are the same numbers institutions in the United States report to the federal government on IPEDS Form S.

$$\begin{array}{|c|} \hline \text{Full time} \\ \text{faculty} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Part time} \\ \text{faculty} \\ \hline 3 \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Full time} \\ \text{staff} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Part time} \\ \text{staff} \\ \hline 2 \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Total faculty/} \\ \text{staff FTE} \\ \hline \end{array}$$

For example, you have 2000 full time faculty, 3000 part time faculty, 1000 full time staff and 1000 part time staff. The FTE count is calculated as follows:

$$2000 + 3000/3 + 1000 + 1000/2 = 4500 \text{ FTE}$$

Note: If you are outside of the U.S., the method for counting FTE may differ. Please contact your local reseller for details.

Program Eligibility

In order to qualify for the Campus Agreement program in the United States, you must be a higher education institution (or administrative office or board of education of a higher education institution) that is organized and operated exclusively for the purpose of teaching its enrolled students and institutionally accredited by an accrediting agency nationally recognized by the U.S. Secretary of Education.

For further details on Microsoft's academic eligibility requirements in the U.S., go to <http://www.microsoft.com/education/Eligible.msp>.

Hospitals and health care systems are not eligible to acquire Campus Agreement unless they are wholly owned and operated by a Qualified Educational Institution. "Wholly owned and operated" means that the Educational Institution is the sole owner of the hospital or health care system (including all of the organization's assets) and the only entity exercising control over the hospital's day-to-day operations.

Additional information on determining if an entity is wholly owned and operated by an Educational Institution can be found at <http://www.microsoft.com/education/Eligible.msp>.

Aggregate Groups/Consortia

In order to ensure that they are prepared to provide their members with the necessary information regarding the terms and conditions of their agreement, special approval from Microsoft is required for aggregate groups (such a consortium of independent colleges) to enter into a Campus Agreement. Please contact your Microsoft Representative for more information.

Term

You have the option of choosing a one-year or three-year licensed period when completing the subscription enrollment. In either case, you submit an annual order with your reseller specifying the software product selections for the year.

One-Year Subscription Option

This option provides you with temporary license coverage for 12 months. At the end of the licensed period, you can extend the coverage for another 12 months by submitting an extension order through your reseller. You must place the extension order before the expiration of your current licensed period. With your extension order, you include an updated FTE count, any changes to your product selections, and a new Student Option count (if you chose this option on your subscription enrollment).

Three-Year Subscription Option

You also have the option of subscribing for a three-year licensed period. If you choose the three-year option and comply with the ordering requirements identified below, we will not increase the per-unit pricing to your Distributor for your anniversary orders above the prices for the initial software order.

Note: Your actual annual pricing is determined by your reseller. For this reason, we are unable to guarantee that your per-unit pricing for years two and three will not change. Please discuss pricing details with your reseller.

By choosing the three-year subscription option, in addition to your initial order, you agree to submit an anniversary order prior to or on the first and second anniversaries of the effective date of your subscription enrollment. If you do not submit an order, your subscription enrollment will be terminated. Your anniversary orders must be for at least the same quantity of all software ordered in the first year. For example, if your total number of FTE employees (FTE) for Year 2 decreases from 250 to 245, your anniversary order would include 250 FTE. If your number of FTE increases for Year 2, but decreases for Year 3, your Year 3 anniversary order can reflect that decrease in FTE, but the decrease must not fall below the number of FTEs included on your Year 1 order.

If the number of FTE increases, you must include those FTE on your anniversary order. For example, if your total number of FTE increases from 250 to 300 during the first year, you must include 300 FTE on the anniversary order for any application, system, or CAL products.

If you selected the Student Option in your original order, you may also increase, but not decrease, the number of students included in your Student Option.

The individual license prices we charge your Distributor with respect to all additional FTE and/or students will be consistent with the prices charged in relation to your original order—even if an increase in your FTE employee and/or student counts would otherwise qualify you for a different price level.

When you submit your anniversary order, you may also order any software product that was not part of your initial order. The price that we charge your distributor for products not ordered previously will be the current price on our price lists. We will not increase this price for the remainder of the licensed period.

Whether you choose the one-year or three-year subscription, you may add new products at any time during the year by placing a software order with your reseller. You will be billed for the full annual fee for those licenses. If you have the three-year subscription, any new products added during the licensed period will be included in your upcoming anniversary orders.

Product Availability

Subscription licenses for the following software products are available through the Campus Agreement program.

Note: Available products are subject to change. Please refer to the Microsoft Volume Licensing Product List at <http://www.microsoftvolumelicensing.com/userights/> to verify product availability.

The available **application, system, and Client Access License (CAL)** products are:

- **Microsoft Office Professional and Office for Mac Professional**
Depending on the edition used, Office contains some or all of the following components: Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint®, Microsoft Office Outlook®, Microsoft Office Access, Microsoft Office InfoPath™, Microsoft Office Publisher, Microsoft Entourage™, and/or Virtual PC for Mac. Note: A Windows desktop operating system is not included as part of the volume licensing edition of Office for Mac Professional.
- **Microsoft Windows Professional Desktop Operating System (OS) Upgrades**
Entitles you to upgrade to the most current version of Windows Professional and Tablet PC editions. For example, if you currently run Windows 2000, you are licensed to upgrade to Windows XP Professional. Please note that this is an upgrade only, not a full license. In order to run any version of a Microsoft Windows operating system licensed through Campus Agreement, you or your users must have a valid license for a Microsoft Windows operating system or Macintosh operating system on each computer on which the software is run.
- **Microsoft Office OneNote®**
- **Microsoft Office Visio® Professional**
- **Microsoft Office FrontPage®**
- **Microsoft Visual Studio® .NET Professional Academic**
- **Microsoft Visual Studio Tools for Office**
- **Microsoft Office Project Professional**
- **Microsoft Office Publisher**
- **Microsoft Encarta Reference Library (includes MSN® Encarta Premium)**

- MSN Encarta Premium (formerly Encarta Online Deluxe)
- Microsoft MapPoint®
- Microsoft Virtual PC
- Microsoft Core Client Access License (CAL)
Includes Client Access Licenses for Microsoft Exchange Server, Microsoft SharePoint® Portal Server
Microsoft Systems Management Server, and Microsoft Windows Server™
- Microsoft Exchange Server CAL
- Microsoft Office SharePoint Portal Server CAL
- Microsoft Systems Management Configuration Management License (CML)
- Microsoft Windows Server CAL
- Microsoft Windows Terminal Server CAL
- Microsoft SQL Server™ CAL
- Microsoft Office Live Communications Server CAL
- Microsoft Class Server CAL

The available server products are:

- Microsoft BizTalk® Server Enterprise Edition Processor License
- Microsoft BizTalk Server Standard Edition Processor License
- Microsoft Class Server
- Microsoft Content Management Enterprise Edition Processor License
- Microsoft Content Management Server Standard Edition Processor License
- Microsoft Exchange Server Enterprise Edition
- Microsoft Exchange Server Standard Edition
- Microsoft Exchange Server External Connector
- Microsoft Host Integration Server Processor License
- Microsoft Identity Integration Server Enterprise Edition Processor License
- Microsoft Internet Security and Acceleration (ISA) Server Enterprise Edition Processor License
- Microsoft ISA Server Standard Edition Processor License
- Microsoft Office Live Communications Server Enterprise Edition
- Microsoft Office Live Communications Server Standard Edition
- Microsoft Office Live Communications Server External Connector
- Microsoft Office Project Server
- Microsoft Office SharePoint Portal Server
- Microsoft Office SharePoint Portal Server External Connector

- Microsoft Operations Manager (MOM) Server Enterprise Edition
- MOM Server Enterprise Edition with SQL Technology
- MOM Operations Management License (OML)
- Microsoft SQL Server Enterprise Edition
- Microsoft SQL Server Enterprise Edition Processor License
- Microsoft SQL Server Standard Edition
- Microsoft SQL Server Standard Edition Processor License
- Microsoft Systems Management Server
- Microsoft Systems Management Server with SQL Technology
- Virtual Server Enterprise Edition
- Virtual Server Standard Edition
- Microsoft Windows Server Enterprise Edition
- Microsoft Windows Server Standard Edition
- Microsoft Windows Server Web Edition
- Microsoft Windows Server External Connector
- Microsoft Windows Terminal Server External Connector

Important Note: Because server licenses are ordered on an individual "ad hoc" basis, you are NOT licensed to run additional copies of server products if you acquire additional server machines during the subscription term. You must submit a new order for any additional server products you need to license during the annual subscription year (and you will be billed for the full annual fee).

Per Processor Licensing

Some of the server products are available Per Processor. Under the Per Processor model, you acquire a Processor License for each processor in the server on which the software is run that has access to the operating system. A Processor License includes access for an unlimited number of users to connect from either inside the local area network (LAN) or wide area network (WAN) or outside the firewall. You do not need to purchase additional server licenses, CALs, or Internet Connector Licenses.

External Connectors

External Connector licenses allow an unlimited number of non-employees—such as parents, community members, alumni, prospective students, and current students—to access a given copy of the server software. An External Connector license is required for each copy of the server software for which you want to provide access. The External Connector does not cover employees, independent contractors, agents, service providers, or other persons providing services to or on behalf of your organization.

Get more information on server and CAL licensing at http://www.microsoft.com/resources/sam/lic_cal.msp.

Minimum Order Requirement

You have the ability to select the individual product(s) you want to license through your Campus Agreement. Pricing for application, system, and CAL products is based on a count of your total faculty/staff Full-time Equivalent (FTE) employees and requires organization-wide coverage of the products selected.

Your first order under a Campus subscription enrollment must be for a minimum of 300 units. You determine the total units covered under your subscription enrollment by combining your application, system, and CAL units with your server units. You can choose any individual product or combination of products to meet this requirement.

Note: If you want to add additional products to your coverage during the licensed period, you may do so by submitting an additional order with your reseller. Such orders do not need to meet the 300 unit minimum. The licensed period for the additional products will be the same as the existing subscription enrollment, and the full-year license fee will be charged for each product.

Calculating Units for Application, System, and CAL Products

To determine your total units for the application, system, and CAL products you've selected, multiply the total number of application, system, and CAL products selected by your total number of faculty/staff FTE. Unit values for application, system, and CAL products are not weighted—each has a unit value of 1. (Please refer to the Volume Licensing Product List at <http://www.microsoftvolumelicensing.com/userights/> to verify unit values for individual products.)

Note: You cannot select application, system, and CAL products for only a portion of the FTE included in your subscription. For instance, if your subscription is for 300 FTE, the application, system, and CAL products you select will be for all 300 FTE, even if only a portion of those FTE will use a particular product. We realize that not all products are used at the same rate. Pricing is set to reflect the typical use rates for each product. For instance, the per-FTE price for FrontPage is priced based on the assumption that it will be used by fewer FTE than some of the other products.

For example, an institution with 300 FTE could submit an order for just one application, system, or CAL product and meet the minimum requirement of 300 units. They would calculate their total units for application, system, and CAL products as follows:

$$\begin{array}{|c|} \hline 1 \\ \hline \text{(Number of} \\ \text{application, system,} \\ \text{and CAL products} \\ \text{selected)} \\ \hline \end{array} \times \begin{array}{|c|} \hline 300 \\ \hline \text{(FTE count)} \\ \hline \end{array} = \begin{array}{|c|} \hline 300 \text{ application,} \\ \text{system, and CAL} \\ \text{units} \\ \hline \end{array}$$

Calculating Units for Server Products

For server products, you multiply the unit value for the server product by the number ordered. Each server product is assigned a unit value, which is published in the Volume Licensing Product List at <http://www.microsoftvolumelicensing.com/userights/>.

If the same institution as in the example above orders two SQL Server Standard Processor Licenses, they would calculate their server units like this:

Microsoft Campus Agreement

$$\begin{array}{|c|} \hline 50 \\ \hline \text{(Unit value of SQL} \\ \text{Std Processor} \\ \text{License)} \\ \hline \end{array} \times \begin{array}{|c|} \hline 2 \\ \hline \text{(Number ordered)} \\ \hline \end{array} = \begin{array}{|c|} \hline 100 \\ \hline \text{Server units} \\ \hline \end{array}$$

By combining their application, system, and CAL units with their server units, they reach a total of 400 units—exceeding the 300 unit minimum requirement.

$$\begin{array}{|c|} \hline 300 \\ \hline \text{(Application,} \\ \text{system, and CAL} \\ \text{units)} \\ \hline \end{array} + \begin{array}{|c|} \hline 100 \\ \hline \text{(Server units)} \\ \hline \end{array} = \begin{array}{|c|} \hline 400 \\ \hline \text{Total units} \\ \hline \end{array}$$

Tiered Institution Pricing

Some application and system products are offered at tiered pricing levels depending on the total number of FTE employees included under your subscription enrollment. In these instances, pricing levels are determined as follows:

# of FTE	Pricing Level
Less than 3000	Level A
3000 or more	Level B

Please contact your reseller for specific pricing for the appropriate level for your institution.

Campus Agreement Documents

When licensing Microsoft software through Campus Agreement, it is important that you review and understand the specific use rights granted by your license coverage.

Below is an overview of four important documents that detail those rights—the Microsoft Campus and School Agreement, the Microsoft Campus Subscription Enrollment, the Microsoft Volume Licensing Product Use Rights (PUR), and the Microsoft Volume Licensing Product List.

Microsoft Campus and School Agreement

The Microsoft Campus and School Agreement contains an overview of the program and general terms and conditions, plus details on such topics as distribution of software to licensed users and Work at Home rights. The Campus and School Agreement has no expiration date. Once this agreement is in place, you do not have to sign another one when renewing your annual coverage.

Microsoft Campus Subscription Enrollment

The Microsoft Campus Subscription Enrollment is used to provide contact information, list the participating departments, and enroll in the Student Option. This document also specifies the licensed period (one or three years) and the total FTE employee count that you will cover in the first annual order.

Note: The same entity that signs the Campus and School Agreement must sign all Campus subscription enrollments under that agreement.

This document is provided solely for informational purposes. Your use of Microsoft software products is governed by the terms and conditions of your licensing agreement.

Microsoft Volume Licensing Product Use Rights (PUR)

The Microsoft Licensing Product Use Rights (PUR) document contains the product-specific terms and conditions that govern how Microsoft products can be used in the volume licensing programs. It is the equivalent of the End User License Agreement (EULA) that you would receive when purchasing a retail product. Much of the wording is common to both the EULA and the PUR. This document is updated regularly. The PUR that is in effect as of the beginning of the licensed period for a particular product version applies to the use of the product throughout the licensed period. The use rights for a particular product version lock when a product is first ordered. If a new version is released, use of the new version is governed by the most current PUR as of the time of that release. You can access the most current PUR at <http://www.microsoftvolumelicencing.com/userights/>.

Microsoft Volume Licensing Product List

The Microsoft Volume Licensing Product List provides information monthly about Microsoft software and Online Services licensed through Microsoft Volume Licensing programs. The information described in the Product List includes the availability of new software and products offered through Microsoft Volume Licensing, the point or unit value and unit count for each software and product technology, available promotions, migration paths from one version of software to another version of that same software, Software Assurance benefits, and more.

The Product List is updated monthly. You can access the most current Product List at <http://www.microsoftvolumelicencing.com/userights/>.

Special Use Rights

Work at Home Rights

Your institution may order limited Work at Home (WAH) rights for faculty and staff members only at no extra charge. These rights permit the use of application, system, and CAL products on a personally owned computer for work-related purposes only. You can choose to order these rights for your faculty and staff members. You may select WAH rights for your faculty and staff members from among those products you order for institution use.

If your order Work at Home rights, your institution accepts responsibility for communicating the terms and conditions to your faculty and staff members. This includes keeping accurate records of software use and distribution and ensuring that your faculty and staff agree to the stated terms and conditions.

For your convenience, we have provided a Faculty/Staff Acceptance Form that you may wish to have your users sign when granting them Work at Home Rights. This form is available at <http://www.microsoft.com/education/WorkHome.aspx>.

Non-knowledge workers, such as maintenance, grounds keeping, and cafeteria staff are excluded from Work at Home Rights if they were not included in the faculty/staff FTE count when placing the subscription order.

Distributing Media for Work at Home Use

You may distribute media to faculty and staff for Work at Home (WAH) use using the following four methods only:

Note: These are the same distribution methods as used for Student Option media.

1. Purchase and distribute one copy of each applicable CD-ROM or disk set to each authorized user. These CDs or disk sets (known as “student media”) must be purchased from your reseller in minimum quantities of 25 per title up to the number of licensed users. **You may not replicate media for Work at Home use.** For a list of products for which CDs or disk sets are currently available, please visit <http://www.microsoft.com/education/StudentMedia.msp>.
2. Allow controlled download from your secure network server(s) or other storage device(s) utilizing volume licensing media that you acquired from a Microsoft approved fulfillment source for installation on your institution machines (i.e. Starter CD Kit media).
3. Have users bring in their computers for manual installation by you at a central location that you control utilizing volume licensing media acquired from a Microsoft approved fulfillment source.
4. Use a system of controlled short-term checkout of applicable volume licensing media (acquired from a Microsoft approved fulfillment source) solely for purposes of individual user installation. This option is available only for products for which a Volume Licensing Key (VLK) is **not** required (products that do not include Microsoft Product Activation). You may not distribute VLKs to users for Work at Home use. Your reseller can assist you in determining which products require a VLK. For more information on VLKs, see *Microsoft Product Activation and Volume License Product Keys* in this guide.

Acquiring Microsoft Products for Personal Use

Educators and students are eligible to receive special discounts on certain Microsoft products they purchase for use on a personally-owned computer. Learn more about these options at <http://www.microsoft.com/Education/HowToBuyConsumer.msp>.

Foreign Language Rights

During the term of the subscription, you are granted the right to run the software in any available language. This includes the right to run the Multi-Language version of Office and its corresponding features, such as a global interface and multi-language proofing tools. For more information on using Office in a multilingual environment, please visit <http://www.microsoft.com/office/evaluation/indepth/multilingual/default.asp>.

Upgrade/Downgrade Rights

You are granted the right to run any new versions of the software products included in your subscription coverage that are released during the licensed period. Additionally, you may run any previous version of the software in place of the current version. These upgrade and downgrade rights also apply to the individual components of the software.

Software Assurance Membership

Campus Agreement includes the benefits of Software Assurance Membership. As part your subscription license coverage, Campus Agreement allows you to simplify the procurement process, deploy at your own pace, and reduce the costs associated with acquiring new version releases by automatically providing upgrades and updates of the covered software. Plus you have the convenience and predictability of annual payments. Additionally, you're entitled to support resources, tools, and training. Those benefits include:

Support Resources and Tools

Software Assurance provides you with access to Microsoft support resources and tools to help IT staff efficiently deploy and use software. You also have access to tools to help get systems up and running smoothly. Offerings include:

- **TechNet Online Concierge Chat** - Quickly locate information needed to troubleshoot technology issues with one-on-one Web-based assisted search chat sessions between Microsoft online advisors and users. Note: For access to server information and assistance for server products, you must have a minimum of 5 server licenses included in your Campus Agreement coverage.
- **TechNet Plus** - For server licenses, tap into TechNet Online Concierge Chat and post messages in Managed Newsgroups for timely answers to technical questions from industry colleagues—and have access to TechNet Plus Subscription Media including tools, utilities, drivers, and how-to articles. Note: To qualify for TechNet Plus, you must have a minimum of 5 server licenses included in your Campus Agreement coverage.
- **Microsoft Windows Preinstallation Environment (WinPE)** - Build custom solutions that speed up deployment through automation.
- **Corporate Error Reporting** - Identify which systems are failing and why, map solutions to crashes, and connect to up-to-date knowledge and fixes.
- **Extended Lifecycle Hot-Fix Support** - The 90-day timeframe to sign up for two years of additional non-security hot-fix support beyond the mainstream period of five-years has been removed. This means customers do not pay for extended support unless hot fixes are required. As always, security fixes are automatically extended to customers.
- **"Cold" Backups for Disaster Recovery** - Receive complimentary "cold" backup server Licenses for the purpose of disaster recovery. A cold server is a server that is turned off until a disaster arises. No other processing or production is done on this server.

Training

With Software Assurance, faculty and staff can get up to speed quickly on new products, and IT professionals can keep up-to-date with the latest technical information and keep your institution moving forward with integration of current technology. They will have access to professionally-developed courses that include streaming audio and video software demonstrations and animations. Offerings include:

- **Desktop eLearning** - Get training on different versions of Microsoft Office (including the various component applications), Microsoft Windows, and more. Includes specific courses to help you migrate to a new version.
- **Server eLearning** - IT professionals can learn how to implement and administer Windows Server 2003, Windows Server 2000, Exchange Server, SQL Server, and other Microsoft server products.

For details on eligibility and provisions for each benefit, please refer to the Software Assurance Academic Customer Guide at <http://www.microsoft.com/education/SoftwareAssurance.mspx>.

Note: Software Assurance benefits are subject to change. Please refer to the Microsoft Volume Licensing Product List at <http://www.microsoftvolumelicensing.com/userights/> to verify current benefits.

MSDN Academic Alliance Membership

For each Campus subscription enrollment, we provide one complimentary membership to the MSDN Academic Alliance (MSDNAA) program. For more information on the MSDNAA program, including membership benefits and restrictions, please visit <http://msdn.microsoft.com/academic>.

While we provide the complimentary membership to customers with a Campus subscription enrollment, the MSDNAA membership is completely separate from the Campus Agreement program. The software licenses provided through the MSDNAA membership carry certain restrictions that Campus Agreement licenses do not. The MSDNAA software may be used only for instructional and not-for-profit research purposes within the member department. It may not be used to run the infrastructure of the department or institution. The software provided through MSDNAA may not be used for the same institution-wide or department-wide use that is provided by ordering the same software under your Campus subscription enrollment. For example, while MSDNAA provides Microsoft Visual Studio .NET to the member department for instructional purposes, this does not license you to use Visual Studio .NET under your Campus subscription enrollment. If you want to license your faculty, staff, and/or students for the use of Visual Studio .NET institution- or department-wide, you must order the product separately under your Campus subscription enrollment.

This membership may be used for a single department. It may not be shared among other member or non-member departments. You can acquire additional memberships through the MSDNAA Web site.

You can register for your complimentary membership at <https://registermsdn.one.microsoft.com/msdnaa/aa/newstep1.aspx> using your Campus subscription enrollment number and a special promotion code, which you will receive with your Campus Agreement acceptance letter. (See *Agreement and Order Confirmation* below for more information.) Once your registration has been processed, you receive an initial Welcome Kit that contains all the software. After the initial shipment, you will receive regular CD updates approximately every month.

III. Deploying Your Campus Agreement

Agreement and Order Confirmation

Within two weeks from submitting your subscription enrollment through your Authorized Education Reseller (AER), you will receive an acceptance letter from Microsoft. If you do not receive your acceptance letter within two weeks, you should contact your reseller.

The acceptance letter will confirm that Microsoft has received and accepted your subscription enrollment. In the letter, you will receive details on the effective start/end dates of your licensed period and confirmation of your Campus Agreement Distributor and reseller. To avoid delays, you should submit your software order to your reseller at the same time you submit your subscription enrollment.

With your acceptance letter, you will also receive your **Agreement Number** and **Subscription Enrollment Number**. These are very important numbers, as they are required to place orders for CDs with your reseller.

This document is provided solely for informational purposes. Your use of Microsoft software products is governed by the terms and conditions of your licensing agreement.

You must place any CD orders with the reseller listed on your acceptance letter. If you wish to change your reseller, see *VI. Changing Your Reseller* in this guide.

Your acceptance letter will also contain the promotion code for activating your complimentary MSDNAA membership.

When your software order is received we will publish order confirmation information to the password-protected Microsoft Volume Licensing Services (MVLS) Web site at <https://licensing.microsoft.com/>. Upon acceptance of the agreement and subscription enrollment, the contact you identified on the enrollment will be provided access to the site. Your order confirmation will also include any required Volume License Product Keys, SKUs, product descriptions, and quantities for the products you have ordered.

Receiving Your Software

CDs for Application and System Products

Microsoft makes it easy for you to begin using the Campus Agreement desktop software by automatically shipping you CDs.

Starter CD Kit and Update Subscription

Upon activation of the subscription, you will automatically receive one complimentary Starter Kit containing installation CDs for the Campus Agreement application and system products. You are also registered for one complimentary Update Subscription. With this subscription, you will automatically receive an installation CD for any upgrades or updates to all application and system products during your subscription term.

The Starter Kit offers many benefits:

- **Automatic fulfillment** – You do not need to order and pay for most of the media needed to deploy your software.
- **Simple storage solution** – Microsoft will provide a tabbed, zip-up binder for easy storage and organization of your CDs.
- **Easy access to product information** – An online User Guide with product search features and installation tips is available at <http://selectug.mslicense.com>.
- **Multiple languages available at no extra cost** – When submitting your software order, you can choose the languages you want to include in your Starter Kit and Update Subscription (however, not all products are available in all languages). Media for up to two languages is complimentary. If you require media for more than two languages, you may order additional Starter Kits and Update Subscriptions through your Authorized Education Reseller (AER).

Note: Customers choosing the three-year subscription option will receive a Starter Kit at the beginning of the first year only. You can order additional Starter Kits through your reseller. You will continue to receive media for product updates and upgrades throughout your three-year term through the Update Subscription.

Starter Kit Contents

Your Starter Kit and Update Subscription may include products that you have not ordered are **not** licensed to use. **You are authorized to install only the products included in your specific enrollment.** Also, CDs for certain products included in your enrollment (or languages selected in your Media Order Form), such as server products, may not be contained in the Starter Kit and Update Subscription.

Some products, such as Windows, Office, and Visio, include Microsoft Product Activation technology. In order to install these products, you will need to enter a Volume License Product Key. See *Microsoft Product Activation and Volume License Product Keys* below for details on finding and using your keys.

CDs for Server Products

CDs for server products are not included in the Starter Kit (with the exception of Microsoft Class Server). You can order the necessary CDs from your reseller.

Finding Other Products

Encarta Reference Library

When completing your media order form, you order your "Encarta Reference Kit" media along with your Starter Kit.

MSN Encarta Premium

If you included MSN Encarta Premium (formerly Encarta Online Deluxe) in your agreement, you will receive directions for accessing the service in your acceptance letter.

Find a Complete List of CD Kit Contents

For a complete list of the contents of your kit, visit the online User Guide at <http://selectug.mslicense.com/>.

Ordering Additional Starter Kits

You may purchase additional Starter Kits (called "Comprehensive Kits") through your reseller using the Campus and School Agreement CD Kit Order Form available at <http://www.microsoft.com/education/CASAMedia.mspx>. The Estimated Retail Price for an English version Campus Agreement Comprehensive Kit (Part Number F73-00018) is \$250 US.

Ordering Additional Update Subscriptions

Additional Update Subscriptions may be purchased through your reseller using the Campus and School Agreement Subscription Change Form available at <http://www.microsoft.com/education/CASAMedia.mspx>. The Estimated Retail Price for one English version Campus Agreement Update Subscription (Part Number F73-00019) is \$9 US per month.

The Campus and School Agreement Subscription Change Form can also be used to make the following changes:

- Change Ship-to Contact name
- Change Ship-to Address
- Increase existing subscription quantity
- Decrease existing subscription quantity
- Add product language/group to existing subscription
- Remove product language/group from existing subscription

Downloading Software

You also have the option of downloading licensed software from the Microsoft Volume Licensing Services (MVLS) site at <https://licensing.microsoft.com/>.

Product System Requirements

You can find detailed product information, including system requirements, in Microsoft's online product catalog at <http://www.microsoft.com/products>.

Microsoft Product Activation and Volume License Product Keys

Microsoft is committed to the protection of intellectual property rights and to the reduction of software piracy worldwide. Though Microsoft includes product activation technology in some products sold through OEM or retail channels, licenses acquired through one of Microsoft's volume licensing programs are not required to be activated. Volume license customers must input a Volume License Product Key (VLK) when installing from volume license media to bypass product activation.

In order to allow volume license customers to install multiple versions of products with Product Activation without activating each installation separately, Microsoft provides you with Volume License Product Keys (VLKs) that override Product Activation. These keys work when installing from volume license CDs or MSDN® media. This is important to remember as Campus/School Agreement Starter Kit CDs, Microsoft Licensing Fulfillment (MLF) CDs, Select CDs, and MSDN CDs no longer include a Product Key on the CD or packaging. Full Packaged Product CDs (boxed product purchased from a retail outlet) cannot be used for multiple installations. Campus/School Agreement Starter Kit CDs, MLF CDs, Select CDs, and MSDN CDs are the only media available for multiple installations.

Upon installation of the software, you will be prompted to enter a 25 character key. Enter the applicable Volume License Product Key in the space provided.

Finding Your Volume License Product Keys

Please contact your Licensing Administrator (IT manager, purchasing manager) to obtain your keys. For products that included Product Activation as of the time you place your order, the Volume License Product Keys are listed on your Order Confirmation, which you can access on the Microsoft Volume Licensing Services (MVLS) site at <https://licensing.microsoft.com/>.

You may also obtain your keys by calling the Microsoft Activation Center at (888) 652-2342 (United States customers only). As new versions of products are released with Product Activation, you may obtain the necessary Volume VLKs via MVLS or by calling the Activation Center. When calling the Activation Center, you will need to provide your Agreement Number and Subscription Enrollment Number.

You can find phone numbers for Activation Center outside of the United States at <http://www.microsoft.com/licensing/resources/vol/numbers.msp>.

Which Products Require Which Volume License Product Keys?

There are different types of Volume License Product Keys (VLKs). The key you need depends on the specific product you are installing. Refer to the table at <http://www.microsoft.com/licensing/resources/vol/default.aspx> to make sure you have the correct key for your Microsoft product.

Informing Your Faculty and Staff about Volume License Product Keys

It is important to remember that the Volume License Product Keys are assigned to your institution and are intended for your sole use. Keep your Volume License Product Keys secure and distribute it only to employees or third parties authorized to install and distribute licenses pursuant to the terms of your agreement.

We recommend that institutions inform faculty and staff members **in writing** of their responsibilities and rights regarding software use and security of the Volume License Product Keys. Remember, it is illegal to install software onto a computer without a license to do so.

Distributing Media to Faculty and Staff

Universities or departments that purchase subscription licenses via Campus Agreement can distribute the software to faculty and staff **for installation on covered institution computers** using the methods below. All installation media must be acquired from a Microsoft approved fulfillment source.

1. Load the software on a secured site and have eligible faculty and staff download the software to their machines that they manage.
2. Have faculty and staff bring their computers that they manage to a central location designated by the university and download from the campus network or CDs.
3. Set-up a library checkout system for CDs for faculty and staff.
4. Replicate CDs for faculty and staff. (See *Replication Rights* below.)
5. Purchase individual CDs to distribute to your faculty and staff. You can obtain CD pricing information from your reseller.

For information on distributing media to faculty and staff members for Work at Home use, see the *Special Use Rights* section of this guide.

Replication Rights

Your Campus Agreement gives you the right to acquire the quantity of media as is necessary to distribute the software to your users for installation on covered institution computers. This includes the right to replicate media acquired from a Microsoft approved fulfillment source. All such copies must be true and complete copies (including copyright and trademark notices).

You **do not** have the right to replicate media for Student Option or Work at Home use. For information on acquiring and distributing media to students under the Student Option and teachers and staff under Work at Home rights, see the *Student Option* and *Use Rights* sections of this guide.

If you acquire volume licensing media through your reseller, it may be labeled with information that prohibits copying or replication. Due to the special rights granted under your Campus Agreement, you can disregard this instruction and copy media as permitted by the terms of your agreement.

Microsoft Authorized Replicators

You may wish to have a third party make and distribute such copies in your place, but you should be aware that you are responsible for such third party's actions to the same extent you would be if it were your employee. If the third party requests documentation that explains your rights to copy media despite other information to the contrary, you may use the Replication Form available at <http://www.microsoft.com/education/CARepRights.aspx>.

It is recommended that you contact a Microsoft Authorized Replicator for assistance. Listed below are two Microsoft Authorized Replicators that you may contact for CD replication:

Arvato Services Inc.

29011 Commerce Center Drive
Valencia, CA 91355
Tel: (866) 618-0020
Fax: (661) 702-2944

Technicolor Packaged Media Group

One Microsoft Way
Redmond, WA 98052
Contact: Christopher Manzione
Tel: (425)706-1563
E-mail: chris.manzione@technicolor.com

For detailed specifications on media replication, including labeling, please see <http://selectug.mslicense.com/documents/CampusSchoolReplicationGuidelines.doc>.

Records to Keep

Please refer to the Campus and School Agreement for specific information on record keeping and verifying compliance.

Administering Software Assurance Benefits

To get the most from Software Assurance, it is recommended that you assign responsibility to a Benefits Administrator who will manage your benefits and track benefits consumption at the Microsoft Volume Licensing Service (MVLS) site at <https://licensing.microsoft.com/>. Information on how to access MVLS and how to receive these benefits is sent to all Software Assurance customers. You can designate a specific person as your Software Assurance benefits contact on your Campus subscription enrollment.

You will find additional information on Software Assurance at <http://www.microsoft.com/education/SoftwareAssurance.aspx>.

If you need help using MVLS, please contact the Support Center at 1-866-230-0560 or mvlshepa@msdirectservices.com (U.S and Canada only). Worldwide MVLS Support Center contact information is available on the MVLS site.

IV. The Student Option

When submitting a Campus subscription enrollment, you may include the Student Option. With this option, students are licensed to use the selected products on a personally owned computer or an institution owned computer designated for the student's exclusive use (i.e. a computer checked-out to a student for the school year). If you choose the three-year subscription, each anniversary order must include at least the same number of student FTE as in the Year 1 order.

Calculating Student FTE

With the Campus Agreement Student Option, you license 100% of your students. Your total student FTE count is calculated as follows:

$$\begin{array}{|c|} \hline \text{Full-time} \\ \text{students} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Part-time} \\ \text{students} \\ \hline 3 \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Total student} \\ \text{FTE count} \\ \hline \end{array}$$

Departmental Student Option

If you have a faculty/staff subscription for an individual department and you want to include the Student Option, you must license 100% of the students in that department. Conversely, if you have a faculty/staff subscription for the entire institution and you want to include the Student Option, you must license 100% of the students in the institution. You cannot license only the students in one department if your faculty/staff subscription covers the entire institution.

Minimum Order Requirement for Student Option

Your student FTE count and the respective product selection for those students must meet the minimum requirement of 300 units.

For example, an institution that enrolls 100 students in the Student Option for three products meets the minimum requirement of 300 units.

$$\begin{array}{|c|} \hline 3 \\ \text{(Number of} \\ \text{products} \\ \text{selected)} \\ \hline \end{array} \times \begin{array}{|c|} \hline 100 \\ \text{(Student FTE} \\ \text{count)} \\ \hline \end{array} = \begin{array}{|c|} \hline 300 \text{ units} \\ \hline \end{array}$$

Likewise, another institution that enrolls 300 students in the Student Option could meet the minimum requirement by selecting just one product.

$$\begin{array}{|c|} \hline 1 \\ \hline \text{(Number of} \\ \text{products} \\ \text{selected)} \\ \hline \end{array} \times \begin{array}{|c|} \hline 300 \\ \hline \text{(Student FTE} \\ \text{count)} \\ \hline \end{array} = \begin{array}{|c|} \hline 300 \text{ units} \\ \hline \end{array}$$

You may not combine your faculty/staff and student purchases to meet the 300-unit minimum. You must meet both minimums individually (300 units for the faculty/staff and 300 units for the Student Option).

Student Product Selection

You may choose any of the available Campus Agreement application, system, or CAL products for your students. The products selected do not have to match those selected for your institution computers.

Obtaining and Distributing Student Media

Distributing Software to Students

You may distribute software to your licensed students using the following methods only:

1. Purchase and distribute one copy of each applicable CD-ROM or disk set to each authorized student user. These CDs or disk sets (known as “student media”) must be purchased from your reseller in quantities not exceeding the number of licensed students. **You may not duplicate media for students.** For a list of products for which CDs or disk sets are currently available, please visit <http://www.microsoft.com/education/StudentMedia.aspx>.
2. Allow controlled download from your secure network server(s) or other storage device(s) utilizing volume licensing media that you acquired from a Microsoft approved fulfillment source for installation on your institution machines (i.e. Starter Kit media).
3. Have students bring-in their computers for manual installation by you at a central location that you control utilizing volume licensing media acquired from a Microsoft approved fulfillment source.
4. Use a system of controlled short-term checkout of applicable volume licensing media (acquired from a Microsoft approved fulfillment source) solely for purposes of individual user installation. This option is available only for products for which a Volume Licensing Key (VLK) is **not** required (products that do not include Microsoft Product Activation). You may not distribute VLKs to users for Student Option or Work at Home use. Your reseller can assist you in determining which products require a VLK. For more information on VLKs, see *Microsoft Product Activation and Volume License Product Keys* in this guide.

Note: Some institutions choose to recover the cost of student licenses and/or media through technology or Subscription Enrollment fees. The use and amount of such fees is up to the institution’s discretion.

Student Use Rights

Student software use is governed by the terms of your licensing agreement. The Microsoft product use rights, which are published quarterly, provide additional details regarding current use rights for specific Microsoft products acquired through volume licensing programs. For a copy of the current product use rights, please go to <http://www.microsoftvolumelicensing.com/userights/>.

Students are only licensed to use the software during the licensed period. These licenses are temporary (meaning the student does not own the license). Upon leaving the school or expiration of the subscription enrollment, students are required to remove the software. Your institution is responsible for communicating the appropriate use rights to students when distributing the software. Guidelines for facilitating compliance are outlined in the master Campus Agreement terms and conditions. Provided that your institution follows these guidelines, you will not be held responsible for students' failure to remove the software. To help you facilitate this communication, a sample Student Acceptance form is available at <http://www.microsoft.com/education/StudentMedia.msp>.

Perpetual Use Rights for Graduating Students

Upon graduation, students licensed under the Student Option are granted perpetual use rights for the selected Campus Agreement products.

Distributing the Student License Confirmation

You will be responsible for ensuring that graduating students with perpetual use rights receive a Student License Confirmation upon leaving the institution. Your institution must have a Student Option in place at the time of the student graduates in order to distribute the Student License Confirmation.

Hardcopy distribution

You may distribute the Student License Confirmation to your graduating students in hard-copy format. You may choose to either keep a physical copy for your records or capture this information in a database. Some institutions incorporate the Student License Confirmation letter into graduation or other documents that students pick-up when they leave the institution. For example, if students are required to pay fees or pick-up caps and gowns at the time of graduation, this is an opportunity to distribute the Student License Confirmation.

Electronic Distribution

You may also post the Student License Confirmation to a secure Web site for student download. You must keep proper records on all downloads of the Student License Confirmation.

Student License Buy-out

Upon expiration of your subscription enrollment, your institution may convert the temporary student licenses to perpetual licenses (a license the student owns) via the Buy-out option as an alternative to removing the software. If this option is exercised, the perpetual licenses must be purchased in minimum quantities of ten licenses per product and may only be transferred to students covered under the Student Option. They may not be used to license a different student or group of students.

V. Renewing Your Campus Agreement Coverage

With Campus Agreement, renewing your license coverage is easy. If you chose the one-year licensed period on your subscription enrollment, then you submit an extension order through your reseller before the expiration of your licensed term. This order extends the licensed term for an additional year. With your extension order you include an updated FTE count, any changes to your product selections, and a new Student Option count (if you chose this option on your subscription enrollment). Extension orders are subject to a 300-unit minimum order size.

If you chose the three-year licensed period on your subscription enrollment, then you submit an anniversary order through your reseller before the first and second anniversaries of the effective date of your subscription enrollment. If you are at the end of your three-year licensed period, you must complete a new subscription enrollment to continue to be licensed under your Campus Agreement.

Note for Campus Agreement 3.2 customers: At the end of your current Campus Agreement licensed period, you will need to complete version 3.4 of the Campus and School Agreement and the Campus Subscription Enrollment to renew your coverage.

If you choose not to renew your subscription, you have the following options at the end of your licensed period:

1) Purchase perpetual licenses via the Buy-out option

You may purchase perpetual licenses for the products and quantities you want to continue using by acquiring "buy-out" licenses offered under the program. Pricing for the Buy-out option is equivalent to Academic Select pricing for Licenses for the applicable product(s).

When exercising the Buy-out option, the following limitations apply:

- Perpetual licenses may be purchased through the Buy-out option only for the product(s) covered under your subscription enrollment.
- Perpetual licenses for application, system, and CAL products must be purchased in minimum quantities of ten or more licenses per product.
- The quantity of perpetual licenses purchased may not exceed the total number of computers covered by the corresponding subscription enrollment. The number of computers may exceed the number of FTE counted in the subscription. For example, if an institution has 1000 FTE and 1500 computers covered by the current subscription, they may purchase up to 1500 perpetual licenses per applicable product through the Buy-out option.
- Computers that were not covered by the subscription cannot be included. For example, if the corresponding subscription is limited to a particular department, perpetual licenses cannot be purchased through the Buy-out option for computers outside of that department.
- If you choose to exercise the Buy-out option during your subscription term, no refund will be given for the balance of time remaining.
- You may only exercise the Buy-out option prior to the expiration of your subscription term.
- If you only order buy-out licenses for some of the computers covered under the subscription enrollment or for some (but not all) of the licensed products, you must remove all software for which you do not acquire a buy-out licenses prior to expiration of the licensed period.

2) Remove the software

If you do not submit a extension order (one-year option) or anniversary order (three-year option), sign a new subscription enrollment, or exercise Buy-out option, you are required to remove all products from every computer, and your institution must revert to using the software that you had licenses for prior to the start of your Campus subscription enrollment.

3) Combination

You may choose a combination of the choices listed above.

For example, if you want an additional 12 months of Campus Agreement coverage for Office Professional, perpetual licenses for FrontPage, and no longer wish to use any of the other products covered under your current subscription, you can do this by submitting a new order for Office Professional, purchasing perpetual licenses for FrontPage via the Buy-out option, and removing the remaining products from all machines.

VI. Changing Your Reseller

If for some reason you are dissatisfied with the reseller that has sold you the Microsoft Campus Agreement, you may select a new one. It is the ultimate responsibility of you, the customer, to drive the change of reseller process from start to finish.

Notification to Terminated Reseller

You are responsible for notifying your existing reseller (the "Terminated Reseller") of the upcoming termination. A form is available for this purpose at <http://www.microsoft.com/education/ChangeReseller.msp>. Refer to your agreement with your reseller to determine any other notification requirements. Irrespective of the terms and conditions of any such agreement between you and your reseller, Campus Agreement software or media products ordered on or before the termination date will not be credited from the Terminated Reseller, and you should submit payment for all such Campus Agreement software or media products to the Terminated Reseller. Campus Agreement software or media products required after the date of termination should be ordered and paid to the new reseller.

Notification to Microsoft

You are required to notify Microsoft when you wish to change your reseller. It is your responsibility to verify in advance that the new reseller is authorized by Microsoft to offer Microsoft Campus Agreement. Microsoft does not require the new reseller to complete a new Campus subscription enrollment with you, but we do ask that the new reseller and Distributor acknowledge its appointment as reseller and Distributor under your existing Campus subscription enrollment.

You should complete and sign the Notification to Microsoft Form (available at <http://www.microsoft.com/education/ChangeReseller.msp>) and circulate it to the new reseller for written acknowledgment of its appointment. The new reseller should in turn circulate the letter to their Distributor of choice for their written acknowledgment. Upon Microsoft's receipt and acceptance of the letter, Microsoft will acknowledge the change of reseller and/or Distributor and route the fully executed letter back to all applicable parties.

At least one copy of the Notification to Microsoft Form should be submitted to Microsoft for acceptance and processing. Information pertaining to all defined terms and Signature Blocks must be completed. Please allow adequate time for Microsoft to approve, process, and route the form. The change of reseller is not effective until approved and acknowledged by Microsoft.

Please note: Orders previously billed to the Terminated Reseller and/or Distributor will not be credited, however, all future orders will be billed to the new reseller and Distributor.

VII. Redistribution of Software Updates to Students

From time to time we may make available to the general public additional or replacement code of any portion of our licensed software products without a fee, which we refer to as "Software Updates." To help academic volume licensing customers provide a more secure technology environment, you are now allowed to redistribute these Software Updates to your students even if you have not included the Student Option. With these rights, you can better manage the electronic distribution of Software Updates within your networks.

Note: If your institution participated in the Microsoft Higher Education Voluntary Distribution Program (HEVDP), the program expired on June 30, 2005. The new redistribution policy and the license grant letter described here replace HEVDP.

You may redistribute Software Updates to your students in the following ways:

1. By electronic means, provided that your method is adequately licensed and incorporates access control and security measures designed to prevent modification of the Software Updates and prevent access by the general public.
2. By physical means, provided that you acquire authorized copies on fixed media from a Microsoft-approved fulfillment source.

Note: You may not replicate the Software Updates onto CDs or other media for distribution to students.

Additional terms and limitations apply to the redistribution of Software Updates. For complete details, please refer to section 9(c) of the Campus and School Agreement version 3.4.

If you are currently on Campus Agreement 3.2, you may take advantage of these rights now. For more information, please visit <http://www.microsoft.com/education/redistribution.mspx>.

VIII. Other Resources

Locating an Authorized Education Reseller (AER)

To find an AER in your area, use our search tool at <http://www.microsoft.com/education/AERfind.mspx>.

Software Assurance

Learn more about the Software Assurance benefits you receive as a Campus Agreement customer at <http://www.microsoft.com/education/SoftwareAssurance.mspx>.

Microsoft Volume Licensing Services (MVLS)

Track licenses, access Volume License Keys, download software, and administer Software Assurance benefits at <https://licensing.microsoft.com/>.

MSDN Academic Alliance

Find in-depth information and resources regarding the MSDNAA program at <http://msdn.microsoft.com/academic/>.

This document is provided solely for informational purposes. Your use of Microsoft software products is governed by the terms and conditions of your licensing agreement.

TechNet for Education

You'll find a wealth of "how to" details on evaluating, deploying, maintaining and supporting Microsoft technology in a learning environment at www.microsoft.com/technet/itsolutions/education/default.aspx.

Workforce Development

Microsoft authorized training and certification programs provide the Professional Development you and your faculty members need. Visit <http://www.microsoft.com/education/WorkforceDevelopment.aspx> to learn about your options.

Instructional Resources

Visit <http://www.microsoft.com/education/InstructionalResources.aspx> to get the latest curriculum resources, professional development tools, and communities of practice and expertise to bring technology to life.

More Information

If you have further questions about Campus Agreement or other discounted purchasing options for education customers, please visit our Web site at <http://www.microsoft.com/education/HowToBuy.aspx>, or contact a reseller.

Glossary

A

Academic Edition (AE)

Microsoft products available for purchase by Qualified Education Users

Academic Open License

Specialized version of the Microsoft Open License program through which perpetual licenses may be purchased by academic institutions of any size through a reseller

Academic Select License

Specialized version of Microsoft Select License through which perpetual licenses may be purchased by qualifying institutions through a Large Account Reseller (LAR)

Authorized Education Reseller (AER)

Reseller that is authorized to sell Microsoft Academic Edition (AE) products and volume license programs

B

Buy-out option

Option in Campus Agreement by which customers may stop running products on a subscription basis upon expiration of the enrollment and purchase perpetual licenses for products they wish to continue using.

C

CAL (Client Access License)

License permitting end user to access a Microsoft server

Campus and School Agreement

Contract containing the general terms and conditions for the Campus and School Agreement programs

Comprehensive Kit

Orderable, after-market version of the Starter Kit, containing CDs for most of the Campus and School Agreement Subscription products

D

deploy

Install and use the software products as permitted in a license agreement

downgrade

Any version of a software product that was released prior to the most recent version (for example, Word 2002 is a downgrade of Word 2003)

E

fulfillment

Process by which media is obtained

Full-Time Equivalent (FTE)

Calculation of the population size that equates a combination of full- and part-time faculty/staff or students to the equivalent number of full-time employees or students

L

Large Account Reseller (LAR)

Reseller who is qualified to sell licenses through the Microsoft Select License and Academic Select License programs.

M

media

Storage device (typically CD-ROM) that contains the files needed to install a software program

MSDN Academic Alliance

Annual membership that provides a selection of Microsoft developer tools, operating systems, and other software for installation on instructional computers and students' personal machines within the member department

N

non-perpetual license

License granting the rights to run a software program for a *limited* period of time

P

perpetual license

License granting the rights to run a specific version of a program for an *unlimited* period of time

Product List

Document published monthly that provides information about Microsoft software and Online Services licensed through Microsoft Volume Licensing programs, including product availability, point or unit values, migration paths, and Software Assurance benefits

Product Use Rights (PUR)

Part of the Microsoft license agreements that outlines the rights the customer and its users have to deploy, use, and copy specific Microsoft software products

Q

Qualified Education Users

Customers who are permitted to purchase academic volume licensing agreements or Academic Edition (AE) products by meeting a set of criteria (see <http://www.microsoft.com/education/Eligible.msp> for criteria in the U.S.)

R

reproduction

Making a copy or copies of software media (i.e. burning a CD)

reseller

Third party vendor that sells Microsoft licenses for Microsoft products, including licenses sold through Microsoft volume licensing agreements

S

Software Assurance

Software Assurance is an offering for Microsoft Volume Licensing customers. It provides you with the ability to spread payments annually and gives you the software upgrades, support and tools, and training

Starter Kit

Binder containing CDs for most of the Campus and School Agreement Subscription products

student employee

Student of an institution who is employed by the institution in a full- or part-time position

Student Option

Option in Campus Agreement by which an institution may license its students for use of a selection of software products on a personally-owned or leased computer or an institution-owned or leased computer designated for a student's exclusive use

subscription licensing

Licensing programs that grant the rights to use software products for a specified period of time (temporary licenses)

Subscription Enrollment

Document submitted by Campus Agreement customers specifying the FTE count for the coverage period defined within

I

temporary license

License granting the rights to run a software program for a *limited* period of time

transactional licensing

Licensing programs through which customers purchase perpetual licenses for software products

U

Update Subscription

Subscription service through which Campus Agreement customers automatically receive CDs for new versions of the products included in the Starter CD Kit and new products

upgrade

A more recent version of a product (for example, Office 2003 is an upgrade of Office XP)

user

The institution and the faculty, staff and students of the institution or institutions that are designated on the Subscription Enrollment to run the software. Users must also be Qualified Education Users (see <http://www.microsoft.com/education/Eligible.msp> for criteria in the U.S.)

W

Work at Home rights

Set of limited rights that academic institutions may order for their faculty/staff granting permission to use certain Microsoft products on a personally owned or leased computer for work-related purposes only