

Domain Name Policy

Purpose

This policy outlines the procedures related to domain name registration and the UM campus network.

The Office of Information Technology (IT) has authority for all hostnames within the *olemiss.edu* domain. This includes managing the campus domain name service (DNS), registering IP addresses and hostnames for new network connections, coordinating network changes, assigning hostnames, creating subdomains, and coordinating with departmental systems/network administrators who have been delegated authority for their departmental subdomains.

Related: IT Appropriate Use (<https://olemiss.edu/aup>)

Domains for Servers Without a Public Website

Example:

A department is installing a new workstation under the name `abc.dept.olemiss.edu` which will be used within the department.

Departmental system/network administrators may contact the IT Network Management Group at network@ts.olemiss.edu to have new subdomain names (e.g., `abc.dept.olemiss.edu`) added to the campus DNS. Requests for new, moved, removed, and converted connections, as well as questions about hostnames, IP addresses and the campus name servers, should also be directed here. Please note that this service is not available to student computers in residence halls.

Domains for Public Websites

Case 1: Mapping *olemiss.edu* subdomain to one of the campus Web servers

Example:

A department wants to use the domain `dept.olemiss.edu` for their website.

The University of Mississippi

This usually occurs when the department's website is not on the same server as the university's main website (<https://olemiss.edu>). In order to map the "olemiss.edu" domain to a different server, a subdomain is needed. The choice of subdomain is negotiated between the department, Information Technology, and Communications so that it reflects the purpose of the site but is also convenient and communicates the intent as clearly as possible. The department should email its intentions to webmaster@olemiss.edu who will negotiate the necessary approvals from IT and Communications and will coordinate with Networking on the creation and destination of DNS entries.

Case 2: Mapping a *non olemiss.edu* hostname to one of the university web servers

Example:

An organization wants to host its website on a web server in the Data Center using the domain www.abc.com or www.abc.org.

Sometimes a research center or national agency that has close ties with the University of Mississippi needs some level of independence from the "olemiss.edu" brand for marketing reasons. In this case, the organization making this request is solely responsible for registering and maintaining the Internet domain name, and for all the associated fees. But first, the organization should seek approval of the domain name by emailing webmaster@olemiss.edu about their intentions. The webmaster will then negotiate approvals from Information Technology and Communications about whether the site should be hosted on a university web server and about the desired domain name. If the domain has already been in use but hosted elsewhere, the necessary approvals are still necessary before the site can be moved to university web servers.

Case 3: Mapping an olemiss.edu domain to an *off-campus* web server

Example:

A vendor/service web site that is hosted in the cloud needs to brand itself as part of the university's olemiss.edu domain.

Services which are hosted off campus (e.g., <https://box.olemiss.edu> and <https://connectu.olemiss.edu>) may need to indicate that they are authorized services acting on behalf of the University of Mississippi. Some departments, too, may simply wish to host their sites off campus. Since the university owns the olemiss.edu domain, the approval of the Chief Information Officer must be granted for any service wishing to use it. The person in charge of the program should make the request via email to webmaster@olemiss.edu so the webmaster can coordinate these efforts.