

Title: DNS Naming Convention Policy

1 Overview

DNS names, aka hostnames or computer names, are used to identify various devices on the network. In order to ensure names are compatible with DNS requirements, certain standards must be maintained.

2 Purpose

To develop a standard DNS naming convention that complies with strict-ANSI, provides uniqueness and provides an easy way to identify devices on the network.

3 Scope

All network devices assigned a static or dynamic address on the Middle Georgia State College computer network.

4 Policy

- A computer name can be up to 15 alphanumeric characters with no blank spaces. The name must be unique on the network.
- The only characters that can be used in DNS hostnames are “A” to “Z”, “a” to “z”, “0” to “9”, and the hyphen (“-”).
- The computer name cannot contain blank or space characters.
- No distinction is made between upper and lowercase.
- The first character must be alphabetical or numeric.
- The last character must not be a minus sign or a period.
- Minimum name length is 2 characters.
- Maximum name length is 15 characters.
- Computer names cannot be composed completely of numbers.
- Do not use character case to indicate the owner or the purpose of a computer. DNS is not case-sensitive.
- Do not assign the same computer name to computers in different DNS domains.

5 Standard

Static Devices such as desktop computers and printers must have names constructed as follows:

(CampusCode)-(BuildingCode)(RoomNumber)-(UsageCode)(DeviceCode)(OptionalSequence)

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Campus Codes: Max 2 Characters

MC	Macon Campus
WR	Warner Robins Campus
AF	Air Force Base Library Building 905
CC	Cochran Campus
DC	Dublin Campus
EC	Eastman Campus

Building Codes: Max 3 Characters

Macon

SLC	Student Life Center Building
WC	Wellness Center Building
ART	Arts Complex Building
HSS	Humanities and Social Sciences Building
MAT	Mathematics Building
AUD	Auditorium
LIB	Library
JON	Charles H. Jones Building
CSS	Campus Support Services Building
ADM	Administration Building
PLA	Plant Operations
PSC	Professional Sciences Center
EDU	Education Building
CS	College Station

Warner Robins

THO	Thomas Hall Building
ASB	Academic Services Building
OAK	Oak Hall
NBL	Nola Brantley Memorial Library

Robins Resident Center

RRC	RAFB Building 905
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Dublin Campus

ANX	Dublin Center Annex
DUB	Dublin Center
LIB	Dublin Center Library

Eastman Campus

TE	Terminal
AV	Aviation Hall
MA	Main

Cochran

SAN	Sanford
MEM	Memorial
RL	Roberts Library
RUS	Russell
DIL	Dillard
PEA	Peacock
WLK	Walker
WIG	Wiggs
JAC	Jackson
GRA	Grace
WEL	Welch
HYN	Haynes
PLA	Plant
GYM	Morris Gymnasium

ATF	Athletic Training Facility
GA	Georgia Hall
WPL	Whipple
WC	Wellness Center
REG	Regents
HAR	Harris
GWY	Gateway
AND	Anderson
WAR	Warrior
ALD	Alderman (Campus Police)
CHL	Chiller Plant
TAL	Talmadge
BRW	Browning
EBE	Ebenezer

Usage Code: Max 1 Characters

E	Employee
A	Academic (Classroom or lab)
K	Kiosk

Device Codes: Max 2 Characters

WK	Workstation
LT	Laptop
PR	Printer

Sequence Code (optional): Max 2 Characters

01-99	(More than 10 computers in one room, classrooms and labs)
1-9	(Less than 10 computers in one room)
IN	Instructor Station

Examples:

MC-PSC107-AWKIN	Macon Instructor Workstation
MC-PSC107-AWK01	Macon Classroom Workstation
MC-PSC107-AWK02	Macon Classroom Workstation
MC-PSC107-ALT01	Macon Classroom Laptop
MC-PSC107-APR	Macon Classroom Printer
MC-PSC107-EWK	Macon Employee Workstation
MC-PSC107-EPR	Macon Employee Printer
CC-MEM117-EWK	Cochran Employee Workstation
CC-MEM117-EPR	Cochran Employee Printer
CC-DIL101-AWKIN	Cochran Instructor Workstation
CC-DIL101-AWK01	Cochran Classroom Workstation
CC-DIL101-AWK02	Cochran Classroom Workstation
CC-DIL101-APR	Cochran Classroom Printer
WR-OAK1ST-KWK01	Warner Robins Kiosk Workstation 1 st Floor Oak

Mobile Devices (laptops) must have names constructed as follows:

(CampusCode)-(DepartmentCode)-(UsageCode)(DeviceCode)(FLInitials)(OptionalSequence)

Campus Codes: Max 2 Characters

MC	Macon Campus
WR	Warner Robins Campus
AF	Air Force Base Library Building 905
CC	Cochran Campus
DC	Dublin Campus
EC	Eastman Campus

Department Codes: Max 6 characters

AA	Academic Affairs
AADIS	Distance Education
AASOC	Social Sciences
AAIT	Information Technology
AAAVI	Aviation
AAHS	Health Sciences
AANSM	Sciences and Mathematics
AAART	Liberal Arts
AABUS	Business
AAEDU	Education
AALIB	Library Services
AAARC	Academic Resource Center
EM	Enrollment Management
EMREC	Recruiting & Orientation
EMOPS	Enrollment Operations
EMREG	Registrar
EMFIN	Financial Aid
EMCOM	Advertising, Marketing, & Communications
EX	External Affairs
EXCE	Continuing Education
EXEC	Events Coordinator
FA	Fiscal Affairs
FAPLT	Plant Operations (Facilities)
FAPOL	Public Safety (Police)
FARM	Risk Management
FACTR	Controller's Office
FAACC	Accounting Services
FAPUR	Purchasing
FASA	Student Accounts (SA)
FABGT	Budget Director
FAHR	Human Resources
FAAUX	Auxiliary Services
IA	Institutional Advancement
IADAA	Development and Alumni Affairs
IAFOU	Foundation
PR	President's Office
PRAUD	Internal Auditor

SA	Student Affairs
SARL	Residence Life
SARA	Student Recreation & Athletics
SAGAM	GAMES
SACOU	Counseling Services
SACAR	Career Services
SATES	Testing Services
SASHS	Student Health Services
SADIS	Disability Services
TR	Technology Resources
TRESM	Enterprise Systems Management
TRITS	IT Services
TRNET	Network Services
TREIS	Enterprise Information Systems

Usage Code: Max 1 Characters

E	Employee
A	Academic (Classroom or lab)

Device Codes: Max 2 Characters

WK	Mobile Workstation
LT	Laptop

Initials: Max 3 Characters

Sequence Code (optional): Max 2 Characters

01-99	(More than 10 computers in one room, classrooms and labs)
1-9	(Less than 10 computers in one room)
IN	Instructor Station

Laptop Examples:

CC-TRNET-ELTMT	Michael Thompson's Laptop – Cochran Network Services
MC-TRNET-ELTJM	Joel Morgan's Laptop – Macon Network Services
MC-TRITS-ELTSB	Shawn Bohannon's Laptop – Macon IT Services

The CIO must approve any changes to this policy.

References:

How To Remotely Rename Computers
<http://technet.microsoft.com/en-us/library/hh849792.aspx>
<http://support.microsoft.com/kb/298593>

Windows Name Limitations
<http://support.microsoft.com/kb/909264>