Domain Name Registration

**Summary/Purpose:** This policy outlines the procedures related to domain name registration and the UM campus network.

The UM Office of Information Technology (IT), along with University Communications, has approval authority for all hostnames within the olemiss.edu domain. IT manages the campus domain name service (DNS) including registering IP addresses and hostnames for new network connections, coordinating network connection moves, changing assigned hostnames, creating sub-domains, and coordinating with departmental systems/network administrators who have been delegated authority for their departmental subdomains.

This policy outlines the procedures related to domain name registration and the UM campus network. See also the IT Appropriate Use Policy at http://www.olemiss.edu/ause.html.

- **Case 1:** Mapping "olemiss.edu" sub-domain names to a dedicated system on the UM campus
  
  **Example:**
  A department is installing a new workstation under the name abc.dept.olemiss.edu.

  Departments may contact the IT Network Management Group at network@olemiss.edu to have new 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.

- **Case 2:** Mapping "olemiss.edu" sub-domain names to the campus Web server
  
  **Example:**
  A department wants to map the name www.dept.olemiss.edu to a subdirectory on cedar.olemiss.edu.

  Generally, this is discouraged due to the overhead that it adds to the campus Web server and the extra management that is required by IT staff; however, there may be cases in which it is necessary. Individuals requiring this service should send a written request to the Chief Information Officer explaining their circumstances. These requests will be evaluated on a case-by-case basis. There is a $25 one-time fee to cover necessary DNS and Web server configuration changes and maintenance.

- **Case 3:** Registering a non olemiss.edu hostname under the olemiss.edu (130.74) domain
  
  **Examples:**
  Organization abc wants to house a Web service on a computer that is connected to the campus network and, as part of this, register the name www.abc.com under the 130.74 domain.
Organization abc wants to operate a departmental ftp server using the name ftp.abc.org and, as part of this, register the name ftp.abc.org under the 130.74 domain.

The following steps are required to register a new Internet domain name:

1. You must obtain permission to register your specific domain name.
2. The domain definition must be placed on a DNS server.
3. Specific IP addresses must be allocated to each service (e.g., Web, e-mail) being supported.

Additional configuration changes must be made in cases where a separate domain name is being mapped to an existing campus Web server.

As a rule, the registration of non olemiss.edu domain names under the 130.74 domain is not permitted; however, there may be cases, e.g., a national research agency that resides on the UM campus, in which this may be justified. Individuals requiring this service should send a written request to the Chief Information Officer and the Vice Chancellor of University Communications explaining their circumstances prior to registering the new name under the 130.74 domain. These requests will be evaluated on a case-by-case basis. There is a $50 one-time fee to cover necessary DNS and Web server configuration changes and maintenance. The requesting agency is responsible for Step 1, that is, registering the new domain name and paying any fees associated with the registration.

Hostname.olemiss.edu designations are reserved for centralized services.