

Policy Name:	Domain Name Registration Policy		
Policy No:	6.3	Approval Authority:	Senior Management Team
Volume	6. Office of Computer Services	Responsible Executive:	Director, Computer Services
Chapter	3. Domain Name Registration Policy	Responsible Office:	Office of Computer Services
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Policy Statement

In recognition of the importance of the Internet as a communications medium and NSCAD University's ("NSCAD") use thereof, this policy is intended to provide guidance to departments with respect to the establishment of domain names referring to NSCAD.

Reason for Policy

NSCAD has registered the root domains "nscad.ca" and "nscad.ns.ca" to uniquely identify the University on the Internet. From time to time, other units of the University may wish to establish an associated web presence in the form of a subdomain or a unique root domain in relation to a University department, service or project. The purpose of this policy is to establish guidelines for the registration of such domains.

Policy Applies to

- All units of the University

Who Should Read this Policy

- All members of the University community who may be charged with creating or maintaining an internet presence for NSCAD.

Contacts

Any questions regarding this policy should be directed to the Director, Computer Services, 902-444-7203.

Definitions

Domain Name: A website’s human-readable internet address.

Root Domain: The top-level hierarchy of a domain, such as *nscad.ca*

Subdomain: A lower-level domain name that is part of the top-level domain, such as *film.nscad.ca*

The Policy

1. Subdomain requests
 - 1.1. Should departments, faculties, programs, commercial entities or research projects (“units”) need to uniquely identify themselves on the Internet for any purpose including but not limited to servers, websites, or the like, they should contact the Computer Services department. Computer Services will make the arrangements to do so. The unit will be identified with a subdomain name in the format of “x.nscad.ca” and “x.nscad.ns.ca”, where x is the name of the area to be identified e.g. *film.nscad.ca* and *film.nscad.ns.ca* for the Film department.
2. Root domain name requests
 - 2.1. If the identification outlined in 1.1 is insufficient for the purposes of the unit, then the unit should submit their alternative to the Director, Computer Services justifying the proposed new root domain registration. Said alternative should include reasons as to why the unit making the request should be differentiated from the operations of NSCAD as a whole. If necessary, the Director, Computer Services will discuss and implement the decision of the Senior Management Team.
3. Domain registration fees
 - 3.1. It should be noted that at the time of the passage of this policy, there is an annual fee associated with domain registration, and this annual fee changes from time to time. The fee associated with creating a new domain name as stated in 2.1 is minimal.

Forms and Tools

Requests or inquiries should be made by phone (902-444-7203) or e-mail (computer@nscad.ca) to the Director of Computer Services.

Domain Name Registration Policy http://nscad.ca/site-nscad/media/nscad/CS_DomainNameRegistrationPolicy.pdf

All policies are subject to amendment. Please refer to the NSCAD University Policy website (nscad.ca) for the official, most recent version.