

DOMAIN NAME REGISTRATION POLICY

POLICY No.:	028
SCOPE:	All Faculty, Staff and Administrators
APPROVAL:	Senior Management Team
DATE OF ORIGINAL POLICY:	January 22, 2009
LAST UPDATED:	
SCHEDULED REVISION DATE:	January 2014
CONTACT:	Director, Computer Services

1 Preamble and Purpose

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.

2 Root Domain Name

NSCAD has registered the domains "nscad.ca" and "nscad.ns.ca" to uniquely identify the university on the Internet.

3 Policy

Should departments, faculties, programs, commercial entities or research projects ("areas") 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 area will be identified with a domain name in the format of "x.nscad.ca" and "x.nscad.ns.ca", where x is the name of the area to be identified *eg.* film.nscad.ca and film.nscad.ns.ca for the Film department.

If this identification is not sufficient for the purposes of the area, then the area should make a presentation to the Management Committee justifying the proposed new domain registration. Said presentation should include reasons as to why the area making the presentation should be differentiated from the operations of NSCAD as a whole. Computer Services will implement the decision of the Management Committee.

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 this policy is minimal.

4 Questions

Any questions regarding this policy should be directed to the Computer Services department.