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:


**_******_****

Campus Codes: Max 2 Characters

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC</td>
<td>Macon Campus</td>
</tr>
<tr>
<td>WR</td>
<td>Warner Robins Campus</td>
</tr>
<tr>
<td>AF</td>
<td>Air Force Base Library Building 905</td>
</tr>
<tr>
<td>CC</td>
<td>Cochran Campus</td>
</tr>
<tr>
<td>DC</td>
<td>Dublin Campus</td>
</tr>
<tr>
<td>EC</td>
<td>Eastman Campus</td>
</tr>
</tbody>
</table>
# Building Codes: Max 3 Characters

## Macon

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLC</td>
<td>Student Life Center Building</td>
</tr>
<tr>
<td>WC</td>
<td>Wellness Center Building</td>
</tr>
<tr>
<td>ART</td>
<td>Arts Complex Building</td>
</tr>
<tr>
<td>HSS</td>
<td>Humanities and Social Sciences Building</td>
</tr>
<tr>
<td>MAT</td>
<td>Mathematics Building</td>
</tr>
<tr>
<td>AUD</td>
<td>Auditorium</td>
</tr>
<tr>
<td>LIB</td>
<td>Library</td>
</tr>
<tr>
<td>JON</td>
<td>Charles H. Jones Building</td>
</tr>
<tr>
<td>CSS</td>
<td>Campus Support Services Building</td>
</tr>
<tr>
<td>ADM</td>
<td>Administration Building</td>
</tr>
<tr>
<td>PLA</td>
<td>Plant Operations</td>
</tr>
<tr>
<td>PSC</td>
<td>Professional Sciences Center</td>
</tr>
<tr>
<td>EDU</td>
<td>Education Building</td>
</tr>
<tr>
<td>CS</td>
<td>College Station</td>
</tr>
</tbody>
</table>

## Warner Robins

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>THO</td>
<td>Thomas Hall Building</td>
</tr>
<tr>
<td>ASB</td>
<td>Academic Services Building</td>
</tr>
<tr>
<td>OAK</td>
<td>Oak Hall</td>
</tr>
<tr>
<td>NBL</td>
<td>Nola Brantley Memorial Library</td>
</tr>
</tbody>
</table>

## Robins Resident Center

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRC</td>
<td>RAFB Building 905</td>
</tr>
</tbody>
</table>

## Dublin Campus

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANX</td>
<td>Dublin Center Annex</td>
</tr>
<tr>
<td>DUB</td>
<td>Dublin Center</td>
</tr>
<tr>
<td>LIB</td>
<td>Dublin Center Library</td>
</tr>
</tbody>
</table>

## Eastman Campus

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE</td>
<td>Terminal</td>
</tr>
<tr>
<td>AV</td>
<td>Aviation Hall</td>
</tr>
<tr>
<td>MA</td>
<td>Main</td>
</tr>
</tbody>
</table>

## Cochran

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAN</td>
<td>Sanford</td>
</tr>
<tr>
<td>MEM</td>
<td>Memorial</td>
</tr>
<tr>
<td>RL</td>
<td>Roberts Library</td>
</tr>
<tr>
<td>RUS</td>
<td>Russell</td>
</tr>
<tr>
<td>DIL</td>
<td>Dillard</td>
</tr>
<tr>
<td>PEA</td>
<td>Peacock</td>
</tr>
<tr>
<td>WLK</td>
<td>Walker</td>
</tr>
<tr>
<td>WIG</td>
<td>Wiggs</td>
</tr>
<tr>
<td>JAC</td>
<td>Jackson</td>
</tr>
<tr>
<td>GRA</td>
<td>Grace</td>
</tr>
<tr>
<td>WEL</td>
<td>Welch</td>
</tr>
<tr>
<td>HYN</td>
<td>Haynes</td>
</tr>
<tr>
<td>PLA</td>
<td>Plant</td>
</tr>
<tr>
<td>GYM</td>
<td>Morris Gymnasium</td>
</tr>
</tbody>
</table>
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 1st Floor Oak
**Mobile Devices (laptops) must have names constructed as follows:**


**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
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://support.microsoft.com/kb/298593

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