

Internet Domain Name Procedure

Office: Information Technology

Procedure Contact: Chief Information Officer

Revision History

Revision Number:	Change:	Date:
1.0	Initial procedure	3/1/2016

A. Purpose

To provide guidance on the purchase and use of Internet domain names for official university use.

B. Definitions

Domain Name: A domain name is an identification string that defines a realm of administrative autonomy, authority or control within the Internet. Domain names are formed by the rules and procedures of the Domain Name System (DNS). Any name registered in the DNS is a domain name.

C. Procedures

Internet domain names for official use by Southern Oregon University are to be purchased only through the Information Technology department. Requests to purchase a domain name should be directed to the Chief Information Officer.

Domain names purchased on behalf of the university by a third-party are required to be transferred to an account under control by the department of Information Technology.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.