

Miami University

Server Names

IT Policy | IT Standard | **IT Guideline** | IT Procedure | IT Informative
Issued by: IT Services

SCOPE:

This guideline covers all servers created by IT Services.

RATIONALE:

Consistent naming guidelines allow for better identification of the audience, function, and support staff for a server.

IT GUIDELINE:

A. Naming System

Server names will consist of 8 alphabetic characters followed by 2 numbers. Each name will encode the following information:

- Primary audience – 3 alpha characters
- Operating system – 1 alpha character
- Service description – 3 alpha characters
- Production status – 1 alpha character
- Counter – 2 numbers

The list of available options for the information encoded by alpha characters is included in the appendix. The counter will begin at 01. It will be incremented by 1 whenever a new server would otherwise have the same name as an existing server.

B. Existing servers

Existing servers will retain their existing name. A DNS alias will be created for each existing server that will follow the naming system. This will allow all servers, regardless of installation date, to be referenced through this naming system.

C. Department name changes

If a department changes its name and associated primary audience code, a DNS alias with the new primary audience code will be created for all servers with the old primary audience code. The server will retain its original name to ensure that no existing processes break.

D. Exceptions

Any exceptions to this standard require approval from the Director of Enterprise Systems and Operations before they are implemented.

E. Review

This standard will be reviewed by the Information Security Office on an annual basis. Additional codes can be added to the appendix with approval from the Information Security Officer or the Director of Enterprise Systems and Operations.

APPENDIX

Primary Audience Codes

MUA	The entire Miami community
ADM	Administrative users
ACA	Academic users
CRS	Cross-departmental users
CAS	College of Arts and Sciences
CAW	American & World Cultures
AMS	American Studies
ANT	Anthropology
HAN	Anthropology – Hamilton Campus
MAN	Anthropology – Middletown Campus
CAS	Arts And Science
BWS	Black World Studies
BOT	Botany
CHM	Chemistry And Biochemistry
CLS	Classics
COM	Communication
CME	Communication Engineering
REL	Comparative Religion
ERC	Ecology Research Center
EMF	Electron Microscopy Facility
ENG	English
EPA	EPA Testing & Evaluation Facility
FRI	French And Italian
GEO	Geography
GLG	Geology
GRE	German, Russian, & East Asian Language
HST	History
IES	Institute Of Environmental Sciences
INL	Instrumentation Laboratory
LRC	Interactive Language Resource Center
ITS	International Studies
JRN	Journalism
JSP	Junior Scholars Program
LAS	Latin American Studies
MSC	Mass Communication
MST	Mathematics And Statistics
MTH	Mathematics And Statistics
MBI	Microbiology
NSC	Naval Science
PHL	Philosophy
PHY	Physics
POL	Political Science
PSY	Psychology
WCP	School Interdisciplinary Studies
SCR	Scripps Foundation
SGA	Sociology & Gerontology
HSP	Spanish And Portuguese

SPO	Spanish And Portuguese
SPC	Speech Communication
SPP	Speech Pathology & Audiology
WMS	Women's Studies
ZOO	Zoology
FSB	Farmer School of Business
ACC	Accountancy
BUS	Business Administration
BTE	Business Technology
DMS	Decision Science & Management Information Systems
ECO	Economics
FIN	Finance
MGT	Management
MKT	Marketing
FBS	Finance and Business Services
ACP	Accounts Payable
AVI	Aviation Transportation Services
HRD	Benefit Services
OPS	Building Services
BUR	Bursar
BSV	Business Services
PUR	Central Stores
COF	Controllers Office
DAR	Degree Audit Reporting System
PSF	Department Of Public Safety
EME	Energy Management & Engineering
GAC	General Accounting
ICE	Goggin Ice Arena
INR	Institutional Relations
MRM	Mailing Department
PLE	Major Construction / Space Planning Engineer
UBK	Miami University Bookstore
INT	Office Of Internal Auditor
OIR	Office of Institutional Research
PAY	Payroll
PFD	Physical Facilities
RSP	Recreational Sports Center
TRS	Treasury Services
BIR	University Budget & Institutional Research
FUS	VP For Finance & Business Services
HAM	Hamilton Campus
HCP	Computer Facilities – Hamilton Campus
HFC	Family & Consumer Services – Hamilton Campus
HSV	Student Services – Hamilton Campus
HDG	Housing, Dining and Guest Services
UIT	Information Technology Services
MID	Middletown Campus
APR	Applied Research Center (Sociology) – Middletown Campus
CHE	Center for Chemical Education – Middletown Campus
MCP	Computer Facilities – Middletown Campus
MDT	Development – Middletown Campus
MES	Enrollment Services – Middletown Campus
MAA	Student Activities & Athletics – Middletown Campus
MSV	Student Services – Middletown Campus
PRE	Office of the President
ICA	Division Of Intercollegiate Athletic
UEA	Energy Management & Engineering

ECC	Equestrian Center
EEO	Equity & Equal Opportunity
MCG	McGuffey Museum
PRE	Office Of The President
PRK	Parking Services
UCM	University Communications
AAO	Provost and Executive Vice President for Academic Affairs
CLT	Center for the Enhancement of Learning and Teaching
EUR	Dolibois European Center
HON	Honors Program
INP	International Programs
LLL	Lifelong Learning
ADS	Office Of Admission
REG	Office Of The Registrar
GSR	Office for Advancement of Research and Scholarship
AAO	Provost
SEC	Secretary Of The University
SFA	Student Financial Assistance
VOA	Voice of America Learning Center
EHS	School of Education, Health and Society
EHS	Education/Allied Professions
EDL	Educational Leadership
EDP	Educational Psychology
FSW	Family Studies And Social Work
KNH	Kinesiology and Health
PHS	Physical Education, Health & Sport Studies
EDT	Teacher Education
EAS	School of Engineering and Applied Sciences
HCT	Computer & Information Technology
MCT	Computer & Information Technology
CSA	Computer Science and Systems Analysis
ECE	Electrical & Computer Engineering
EAS	Engineering And Applied Science
ENT	Engineering Technology
MME	Mechanical & Manufacturing Engineering
NSG	Nursing
PCE	Paper and Chemical Engineering
FNA	School of Fine Arts
ARC	Architecture And Interior Design
ART	Art
ATC	Art Center
AMU	Art Museum
FNA	Fine Arts
MUS	Music
PAS	Performing Arts Series
THE	Theatre
SAF	Student Affairs
DOS	Assoc VP & Dean of Students
GRA	Greek Affairs
LRN	Learning Assistance
JAF	Office Of Health & Judicial Affairs
RSL	Office Of Residence Life
CPO	Office of Career Services
ODA	Office of Diversity Affairs
SOR	Office of New Student Programs
SAC	Student Activities
SCS	Student Counseling Service

SHS Student Health Services
STL Student Leadership & Service Learning
VPS VP Student Affairs
WMC Women's Center
URV University Advancement
ADV Advancement Services
URV University Advancement
WCA Western College Alumnae Association
ULB University Libraries

Operating System Codes

A Appliance
H HP-UX
L Linux
M Mac OS X
N Novell
W Windows

Service Description Codes

ADB Altiris Database Server
ADS Altiris Deployment Server
ANS Altiris Notification Server
ARS Altiris Recovery Server
ASD Altiris Service Desk
ASS Altiris Site Server
AWF Altiris Workflow
BMG Bomgar
BND Banner Database server
DSS Digital Signage server
EPO McAfee ePolicy Orchestrator
FSS Formscape Banner Server
IMG Hershey Imaging server
IMS Instant Messaging Server
LRC Learning Resource Center
OSC OSSEC
POS HDG Micros Point of Sale
RPT Reporting Server
SAB Studio Abroad / Banner
SQD SQL Database Blade Server
VOD Video on Demand server
WCS Web cache server
WPS Wise Package Studio

Production Status Codes

D Development
P Production
R Pre-production
T Test

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REVISION HISTORY & REFERENCES:

- A. Revision History
 - April 23, 2009 – First Version
 - July 6, 2009 – Revised Service Description Codes
 - July 27, 2009 – Revised Service Description Codes
 - August 20, 2009 - Revised Service Description Codes
 - September 23, 2009 - Revised Operating System & Service Description Codes