

UCLA Internal Domain Name Request Form

This form is for use by UCLA schools, departments, centers, laboratories, divisions and institutes (Campus Entity) seeking to request the registration of an Internal UCLA Domain Name, or the modification of an existing UCLA Domain Name. An Internal UCLA Domain Name is defined as a Domain Name registered by a Campus Entity, or Recognized Campus Organization directly under the ucla.edu domain. For example, library.ucla.edu or law.ucla.edu are appropriate Internal UCLA Domain Names. See UCLA Policy 411, Registration and Use of UCLA Domain Names, for more information.

UCLA External Affairs, University Communications reserves the right, in exceptional cases, to deny a request for a UCLA Domain Name if there is a clear institutional reason why the requested name would not be in the best interest of the University. See attached tips for choosing a meaningful domain name.

Part I: To be completed by authorized department representative

Type of Action (please check one): ___ New ___ Modify

Internal Domain Name Requested: _____ .ucla.edu

Select one:

Is the requested name the name of the Campus Entity? Yes

Is the requested name for a sponsored Non Campus Entity? Yes

Name of Non Campus Entity: _____

Other? Yes

Please describe what this domain name is intended to represent or convey:

Requestor Name: _____

Name of Requesting Department: _____ Department Code _____

Date of Request: _____ Date Needed: _____

Part II: To be completed by department Computer Support Coordinator (CSC)

Record type:

___ NS (Domain delegation, i.e., *zone.ucla.edu*. Local nameserver is required for requesting department)

___ A (Hostname to IP mapping)

___ MX (Mail routing)

___ CNAME (Alias)

Departmental Name Server(s)

DNS Hostname	IP Address

CSC Name: _____
(Print name)

Email: _____

(Signature)

**Part III: To be completed by Vice Chancellor, Dean, Department Chair, Director or Designee.
(This request must be signed by an appropriate departmental officer or it will not be processed.)**

Note: In exceptional cases, a domain name request may be denied because there is a clear institutional reason why it would not be in the best interests of the University. In such a case, you will be notified of the reason. See UCLA Policy 411, Section IV.B, for more information.

Authorized by: _____ (Print name and title)	Date: _____

(Signature)	

Submitting this form:

A completed online Telecommunications Service Request (Online TSR) <<http://www.cts.ucla.edu/ordering/ordering.htm>> must be submitted with all Internal Domain Name requests. After submitting an online TSR, please FAX or mail the signed copy of this form to CTS: FAX: 7-0116; CTS mailing address: CTS Customer Service Center, 741 Charles E. Young Drive South (CSB 1, 2nd floor), Campus Mail Code: 136308. For additional questions, call the CTS Customer Service Center: 5-3775.

Part IV: To be completed by University Communications and CTS Network Operations

Reviewed by: _____ University Communications	Date: _____
Is there a clear institutional reason why the requested domain name would not be in the best interests of the University?	
<input type="checkbox"/> No	
<input type="checkbox"/> Yes: _____	
Department notified: _____	Date: _____
Forwarded to CTS on: _____	Date: _____

Registered by: _____ CTS Network Operations	Date of Action: _____
	Date Department Notified: _____
Comments:	

How to Choose a Good Domain Name

The information below is intended to help you choose good domain names that will be meaningful and sustainable over time. Remember that many users will “guess” a URL. So while brevity is important, so are clarity and memorability.

- **If appropriate and available, use a single word rather than an acronym or abbreviation:**

Is it “law school” or “school of law”? Doesn’t really matter: the key word in that instance is simply “law” (www.law.ucla.edu).

Other examples:

www.nursing.ucla.edu (instead of www.son.ucla.edu)

www.engineer.ucla.edu (instead of www.hsseas.ucla.edu)

www.anderson.ucla.edu (instead of www.agsm.ucla.edu)

- **Also consider the use of compound words:**

In most cases, two words can be run together without obscuring their meaning.

Examples:

www.healthcare.ucla.edu

www.studentaffairs.ucla.edu

www.studentgroups.ucla.edu

- **Sometimes an acronym is the best choice:**

An acronym may be harder for outsiders to “guess,” but it’s the best choice under the circumstances listed below.

1. The acronym is more commonly used than the full name:

www.bol.ucla.edu for Bruin OnLine

2. The acronym avoids a word that’s difficult to spell:

www.npi.ucla.edu for Neuropsychiatric Institute (even well-known medical terms can be difficult to type from memory)

3. The acronym takes the place of three or more key words:

www.cts.ucla.edu for Communications Technology Services – leaving out any of the three words would result in an ambiguous name.

- **In distinguishing among entities, take into account relative size, scope and persistence:**

A student group, a fund-raising event, an institute and a regular academic department may share a common focus. But the key word to describe that focus – “French” or “bioengineering” – would typically be reserved for the academic department. Similarly, www.bunche.ucla.edu is appropriately used by the Bunche Center for African American Studies, not the building Bunche Hall or the library exhibit on Ralph Bunche.

Priority should be given to:

- Academic programs
- Major institution-wide initiatives
- Campus-wide programs or services
- Inter-departmental and inter-disciplinary efforts