

Data Standard Info	<h2>Email Domain Standard & Catalog</h2>		
	Reference ID	EDS 1.03	Date 03/29/2016
	Asset Classification <this document>	Internal Use	
	Data Classification <related data element(s)>	n/a	
	Steward of this Standard	Chief Data Officer	
	Status	PROVISIONAL. New standard for review/comment as of 03/29/2016. Please contact M. Kelly with questions or changes (kellymc2@mailbox.sc.edu ; 803-777-5230)	
USC Data Standard	<p><u>Purpose and Use</u> This standard documents all email domains established for and in use by the University of South Carolina and its subunits; this is the portion of the email address that sits to the right of the @ symbol in an email address and refers to a Domain Name System (DNS) and Mail Exchanger Record (MX). The <i>Catalog of USC Email Domains</i> (Appendix 1) may be used to verify legitimate domains that may be entitled to certain university resources and or external resources available to USC constituents under contract or other arrangement.</p> <p><u>Enterprise Email Domains</u> The Vice President for IT/CIO is the Data Trustee for Enterprise Email Domains and the Deputy CIO is the Data Steward; the Steward will designate a Point of Contact for each Enterprise Email Domain in the <i>Catalog</i> (Appendix 1).</p> <p>University Technology Services (UTS) on the Columbia campus holds authority and responsibility for creating and assigning enterprise-wide email addresses for constituents, including but not limited to students and employees, using enterprise domains for which UTS is the steward. These addresses, and the Network Usernames they incorporate (the portion of an email address to the left of the @ symbol) may be required for authentication to university and third-party resources.</p> <p>The Enterprise Email Domain standard for Students is @email.sc.edu.</p> <p>The Enterprise Email Domain standard for Employees and Affiliates is @mailbox.sc.edu; an Abbreviated Enterprise Email Domain of @sc.edu is also in use.</p> <p><u>Org Unit Email Subdomains</u> The University Policy Responsible Officer under whose responsibility a given Org Unit Email Subdomain is created is the Data Trustee of that domain and is responsible for designating a Data Steward for the subdomain. The steward shall be the designated Point of Contact in the <i>Catalog</i> (Appendix 1).</p>		

Organizational units, including individual campuses, are generally discouraged from creating and utilizing email domains other than Enterprise Email Domains except where a compelling business case exists. Such items will be termed “Org Unit Email Subdomains.” The University Policy Responsible Officer under whom the org unit reports must approve subdomains prior to their creation (see UNIV 1.00, Policy on Policies, Appendix 1); and prior consultation with the Vice President for Information Technology and CIO is encouraged. In some cases, user addresses associated to subdomains may not be eligible for access to resources or services, due to technological, policy, or other limitations determined by USC or third parties.

Conventions

- a. sc.edu must generally be included in email domains associated with the Columbia campus and its subunits, including Enterprise Email Domains and Org Unit Email Subdomains
- b. Org Unit Email Subdomain differentiation is generally achieved by adding select characters followed by a period placed to the right of the @ symbol and prior to sc.edu (example: @bio.sc.edu);
- c. Unique email domains may be established for specific campuses and divisions as Org Unit Email Subdomains at the direction of the University Policy Responsible Officer associated with the campus or division and may differ from conventions (a) and (b) (examples: uscb.edu and uscumter.edu).
- d. Student Preferred Email Address, as stored in Banner, is set to an email address with a USC Enterprise Email Domain and is derived from the campus that offers the primary program of study in which the student is enrolled. For Columbia students, the address is generally set to @email.sc.edu; other campus-based domains include: @usca.edu, @email.uscb.edu, and @email.upstate.edu. If the student is also a USC employee the student email domain address will be superseded by the Enterprise Email Domain for employees (@mailbox.sc.edu).
 - 1) The Data Steward for student email address has not been determined
 - 2) This Student Preferred Email Address convention shall be enforced in Internet Native Banner and Self Service Carolina (my.sc.edu), at the direction of the University Registrar

Required Actions & Procedures

- a. Email Domain Data Stewards, in conjunction with the UTS Active Directory and Exchange Email Administrator and functional Data Stewards, will determine and execute requirements for integrating emails domains into technology systems and services, and for determining rules for use of various domains
- b. Data Stewards for Org Unit Subdomains must:
 - 1) secure prior approval of their University Policy Responsible Officer to establish the subdomain (see UNIV 1.00, Policy on Policies, Appendix 1)
 - 2) pay any and all applicable domain registration and related fees
 - 3) provide contact information for the Point of Contact
 - 4) inform the Chief Data Officer and UTS Active Directory and Exchange Email Administrator of intent to register, revise, or terminate an email domain to ensure the Catalog is accurate
 - 5) complete any required technical actions in a timely manner in order to ensure reliable operation of the domain, under guidance of the UTS Active Directory and Exchange Email Administrator

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	<p>6) accept and execute responsibilities for creation, assignment, maintenance, and removal of usernames associated with the domain, in accordance with university policy on Responsible Use of Data, Technology, and User Credentials (UNIV ____ - forthcoming)</p> <p>Justifications a. n/a</p>		
Definition	n/a		
Also known as	Email Domain (or Subdomain) may also be known as: Domain name, Domain part, Recipient domain, DNS/MX		
Disambiguation	n/a		
Sample Values	<p>@email.sc.edu – enterprise Student standard @mailbox.sc.edu – enterprise Employee standard @sc.edu – enterprise Employee Alias standard @biol.sc.edu – sample Org Unit Subdomain</p>		
Caveats and Exceptions	<p>This standard addresses university-owned email domains; it does not and is not intended to address issues of data collection, storage, maintenance, or stewardship for email addresses that constituents may be issued external to the University (values to the left of the @ symbol).</p> <p>End Users are responsible for acknowledging and remaining in compliance with university policy on Responsible Use of Data, Technology, and User Credentials (UNIV ____ - forthcoming), and other applicable policies, procedures, and guidelines.</p>		
Approval Log	<u>Operational/Functional Area</u>	<u>Authorization</u>	<u>Date</u>
	Chief Data Officer (Steward of this Standard)	M. Kelly	03/29/2016
	Student		<i>Under review</i>
	HR		<i>Under review</i>
	UTS Active Directory and Exchange Email Administrator	V. Mathis	03/17/2016, with edits as reflected here
Change Log	<u>Date</u>	<u>Comments</u>	
	03/29/2016	Revised per A. Marterer and S. Lee; removed references to data stewardship of email values. Prepared for review/comment by Data Administration Advisory Committee, system-wide CIOs, and Network Managers (M. Kelly)	
	03/24/2016	Changes incorporated per V. Mathis to improve accuracy (re: email dated 03/17/2016 to M. Kelly); circulated to A. Marterer and S. Lee for review/comment.	
	03/16/2016	New Standard drafted by M. Kelly	
See also	see Appendix 1, <i>Catalog of USC Email Domains</i>		

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Appendix 1. Catalog of USC Email Domains

<u>Usage/Population</u>	<u>Domain</u>	<u>Email System</u>	<u>Org Unit Point of Contact</u>	<u>UTS Point of Contact</u>
Students	email.sc.edu	Enterprise Office 365		Vicki Mathis
	email.usca.edu	Enterprise Office 365		Vicki Mathis
	email.uscb.edu	Enterprise Office 365		Vicki Mathis
	email.uscupstate.edu	USC Upstate Office 365	Chris Hanke, Mike Huff	
Employees	asg.sc.edu	Enterprise Exchange email system	Richard England,	Vicki Mathis
	biol.sc.edu	Enterprise Exchange email system	Richard England, John Alam	Vicki Mathis
	cas.sc.edu	Enterprise Exchange email system	Richard England	Vicki Mathis
	cec.sc.edu	Enterprise Exchange email system	Ronni Wilkinson	Vicki Mathis
	chem.sc.edu	Enterprise Exchange email system	Richard England, James Ham	Vicki Mathis
	cop.sc.edu	Enterprise Exchange email system	Brian Johnson	Vicki Mathis
	cse.sc.edu	Enterprise Exchange email system	Ronni Wilkinson	Vicki Mathis
	development.sc.edu	Enterprise Exchange email system	(Not for general use)	Vicki Mathis
	enr.sc.edu	Enterprise Exchange email system	Ronni Wilkinson	Vicki Mathis
	environ.sc.edu	Enterprise Exchange email system	Richard England, Mark Evans	Vicki Mathis
	esri.sc.edu	Enterprise Exchange email system	Richard England, Mark Evans	Vicki Mathis
	fmc.sc.edu	Enterprise Exchange email system	Richard Moak	Vicki Mathis
	greenvillemed.sc.edu	Enterprise Exchange email system	Dan Garwood	Vicki Mathis
	gwm.sc.edu	Enterprise Exchange email system	(Not for general use)	Vicki Mathis
	hrsm.sc.edu	Enterprise Exchange email system	Doug Cogdell	Vicki Mathis
	kennedycenter.sc.edu	Enterprise Exchange email system	Brian Johnson	Vicki Mathis

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	law.sc.edu	Enterprise Exchange email system	Gary Moore	Vicki Mathis
	mail.chem.sc.edu	Enterprise Exchange email system	(Not for general use)	Vicki Mathis
	mail.sc.edu	Enterprise Exchange email system	(Not for general use)	Vicki Mathis
	mailbox.sc.edu	Enterprise Exchange email system	Vicki Mathis	Vicki Mathis
	math.sc.edu	Enterprise Exchange email system	Richard England, Shawn Hagan	Vicki Mathis
	mozart.sc.edu	Enterprise Exchange email system	Jason Trenary, Mike Laroche	Vicki Mathis
	mpr.sc.edu	Enterprise Exchange email system	John Sanders	Vicki Mathis
	msci.sc.edu	Enterprise Exchange email system	Richard England	Vicki Mathis
	news.sc.edu	Enterprise Exchange email system	(Not for general use)	Vicki Mathis
	pharm.sc.edu	Enterprise Exchange email system	Brian Johnson	Vicki Mathis
	poison.sc.edu	Enterprise Exchange email system	Brian Johnson	Vicki Mathis
	printing.sc.edu	Enterprise Exchange email system	Thomas Kelly	Vicki Mathis
	sc.edu	Enterprise Exchange email system	Ken Sallenger	Vicki Mathis
	sccb.sc.edu	Enterprise Exchange email system	Brian Johnson	Vicki Mathis
	schc.sc.edu	Enterprise Exchange email system	Thomas Holmes	Vicki Mathis
	stat.sc.edu	Enterprise Exchange email system	Richard England, Shawn Hagan	Vicki Mathis
	test.sc.edu	Enterprise Exchange email system	(Not for general use)	Vicki Mathis
	uscb.edu	Enterprise Exchange email system	Matthew Heightland, John Ross	Vicki Mathis
	uscsumter.edu	Enterprise Exchange email system	Bob Thompson, David McDaniel, Shelby Collins	Vicki Mathis
	geol.sc.edu	Hosted at Google	Jaehoon Choe (?)	
	physics.sc.edu	Department email system	Richard England	
	belle.baruch.sc.edu	Department email system	Richard England, Kyle Houser	

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	moore.sc.edu	College email system	Michael Dollar	
	usca.edu	Campus email system	Joann Williamson, Chris Clark, Chris Spires	
	uscupstate.edu	Campus email system	Chris Hanke, Mike Huff	
Non-User	listserv.sc.edu	Listserv System		Ken Sallenger
	sp.sc.edu	Sharepoint System	Ashish Gedam, Vashishth Sachin	Dwaine Wagner
	g.sc.edu	Google test domain		Randy Shelley