

# Information Technology Naming Standard

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| Scope: CSCU System Office, Connecticut Community Colleges, Connecticut State Community College | Revision Date: 06/25/2020 |
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## 1. Introduction

This document is intended to be used by Connecticut Community Colleges (CCC), Connecticut State Community College (CSCC) and Connecticut State Colleges and Universities (CSCU) System Office Information Technology (IT) staff who would be responsible for the management of the IT infrastructure. It defines the standard naming convention to be used for all CCC, CSCC and CSCU System Office IT assets/objects. This includes workstations, servers, printers, network gear, email distribution lists, Active Directory objects, etc. The naming convention is intended to provide a consistent and logical way to help distinguish between assets at the various institutions.

## 2. Naming Convention

All IT assets need to be prefixed with the following standard college / CSCU system office abbreviation:

| Institution | Standard Abbreviation | Institution        | Standard Abbreviation |
|-------------|-----------------------|--------------------|-----------------------|
| Asnuntuck   | AS                    | Naugatuck          | NV                    |
| Capital     | CA                    | Northwestern       | NW                    |
| Gateway     | GW                    | Norwalk            | NK                    |
| Housatonic  | HC                    | Three-Rivers       | TR                    |
| Quinebaug   | QV                    | Tunxis             | TX                    |
| Manchester  | MA                    | CSCU System Office | SO                    |
| Middlesex   | MX                    |                    |                       |

The following prefix needs to be used for assets/objects at the colleges/system office satellite locations:

| Satellite Campus                        | Standard Abbreviation |
|---|-----------------------|
| Gateway-North Haven                     | GWNH                  |
| Middlesex-Meriden                       | MXM                   |
| Naugatuck-Danbury                       | NVD                   |
| Quinebaug-Willimantic                   | QVW                   |
| Three Rivers-Groton                     | TRG                   |
| Tunxis-Bristol                          | TXB                   |
| CSCU System Office – Groton Data Center | GR                    |

The following prefix needs to be used for assets/objects at the CSCC regions:

| CSCC Regions                   | Standard Abbreviation |
|--------------------------------|-----------------------|
| CSCC Capital-East (Region 1)   | CSCCCE                |
| CSCC North-West (Region 2)     | CSCCNW                |
| CSCC Shoreline-West (Region 3) | CSCCSW                |

The following prefix needs to be used for assets/objects that might be hosted on the CCC/CSCU System Office IT environment from the other CSCU institutions:

| Institution | Standard Abbreviation |
|-------------|-----------------------|
| Central     | CCSU                  |
| Eastern     | ECSU                  |
| Southern    | SCSU                  |
| Western     | WCSU                  |
| Charter Oak | COSC                  |

The following prefix needs to be used for these institution objects:

| Group                               | Standard Abbreviation |
|-------------------------------------|-----------------------|
| All Community Colleges              | CCC                   |
| All Universities                    | CSU                   |
| All Universities & Charter Oak      | CSUCO                 |
| All 17 CSCU Institutions            | CSCU                  |
| Connecticut State Community College | CSCC                  |