



**THE AMERICAN UNIVERSITY IN CAIRO**

Office of the Registrar

**Orientation and Graduation Information for  
Bachelor's,  
Master's and PhD Degree Candidates  
Monday, January 28, 2019  
Tuesday, January 29, 2019**



Congratulations. There are certain events—high school or college graduation, your wedding, first day on the job— that are real milestones in your life. A graduation ceremony celebrates both a job well done and a very bright future. Whether it is off to college or a new job, things change upon graduation. It is a great time to celebrate a wonderful accomplishment and a promising future.

***“If you can imagine it, you can achieve it; if you can dream it, you can become it.” - William Arthur Ward***

## Graduation Ceremony Date and Time

Congratulations! You will be graduating soon. Below you will find instructions on the processes involved in receiving your diploma. Read these instructions closely, as they give you important information, deadlines, and explanations. We're here to make sure you can celebrate this important milestone in a safe and fun environment. The ceremony honors the hard work and achievements of our graduates, as well as acknowledges the invaluable support received from their family and friends. After all the hard work, you are ready for the big day. The American University in Cairo Commencement ceremony will be held in **Bassily Auditorium** as per the below table:

School	Date	Time	Location
GAPP	January 28, 2019	12:00 pm – 2:00 pm	Bassily Auditorium
SSE	January 28, 2019	5:00 pm – 7:00 pm	Bassily Auditorium
HUSS & GSE	January 29, 2019	12:00 pm – 2:00 pm	Bassily Auditorium
BUS	January 29, 2019	5:00 pm – 7:00 pm	Bassily Auditorium

If you decide not to attend the ceremony, undergraduate students should email [degreeaudit-ug@aucegypt.edu](mailto:degreeaudit-ug@aucegypt.edu) and graduate students should email [gradregis@aucegypt.edu](mailto:gradregis@aucegypt.edu) in the Office of the Registrar.

## Rehearsal

Rehearsal for the ceremony will take place in **Bassily Auditorium** as per the below table:

School	Date	Time	Location
GAPP	January 24, 2019	10:00 am – 12:00 pm	Bassily Auditorium
SSE	January 27, 2019	9:00 am – 11:00 am	Bassily Auditorium
BUS	January 27, 2019	11:30 am – 1:30 pm	Bassily Auditorium
HUSS & GSE	January 27, 2019	2:00 pm – 4:00 pm	Bassily Auditorium

Your name and seat number will be emailed to you via the portal before the rehearsal. If you do not attend the rehearsal your name will be removed from the calling list and you will be able to collect your diploma two weeks after the ceremony.

## Graduation Admission

The ceremony lasts approximately two hours. Entrance invitations are required; no reserved seating or parking is available for guests.

Please read your invitation to determine the gate you will enter from, as entrance will be allowed only from the gate marked on your invitation.

## Arrival Times

You must plan to arrive dressed in your academic attire (cap and gown) and meet in room P022 in the Conference and Visitor's Center (CVC) behind Bassily Auditorium one hour before the ceremony. This time aligns with the opening of the outer campus gates and Bassily Auditorium. We don't have a secure place for you to store any items you bring with you, so please plan ahead. Please be prompt, and make sure to bring your student invitation with you.

## Online Streaming, Photography and Video

For online streaming throughout the ceremony, visit <http://schools.aucegypt.edu/streaming>.

You may also visit the link to the video of the commencement ceremony, which will be available within two weeks after the commencement day on the registrar's graduation website at <http://in.aucegypt.edu/student-life/office-registrar/graduation>.

To help ensure that the ceremony is conducted in a dignified manner, family members and all other attendees are asked to remain seated. Aisles must be kept clear. An official commencement photographer will take formal graduation portraits. Only official University photographers will be permitted in the stage area. To order yours, call Mohamed Fahmy at 012.2213.5409 or Mahmoud El Hendy at 010.0146.4206.

Kindly note that photos taken during this event will be displayed on stage screens for families, friends and guests to enjoy as they arrive at the commencement venue, as well as other AUC promotional material (print and online).

## Caps and Gowns

If you plan to attend the commencement ceremony, you must be attired in a cap and gown. Before you pick up your cap and gown, an online deposit of EGP 550 is required for undergraduate students and EGP 600 for graduate students. Visit [graduation.aucegypt.edu](http://graduation.aucegypt.edu) and fill in the required information. Please make sure to follow the instructions carefully. The tassel is a gift from the University, so you can keep it as a souvenir. If you lose your tassel, you will have to purchase another one.

You may be fitted for a gown in the Conference and Visitor Center, first floor, room 1002, on the following dates and times:

Dates	Hours
From Wednesday, January 2 till Sunday, January 27 (except the weekends)	11 am – 2 pm

If you return your cap and gown to room 1002, first floor, Conference and Visitor Center, located in the Campus Center during the period from January 31 to February 21, any time from 11 am to 2 pm you will be refunded your deposit. If not, you will lose the deposit, and it will be used to purchase a replacement.

The return deadline is Thursday, February 21, 2019, at 2 pm. For any further inquiries, please call Aly Abdel Latif at 012.7178.7876 or Hossam Salouma at 012.2809.9946.

## Class Ring

If you wish to buy a class ring, place your order at the Office of Advancement and Communications in the Administration Building (plaza level, room P002), Sunday through Thursday, from 9 am to 4 pm. Rings are available in different sizes for both men and women. Silver rings cost EGP 800; silver rings with the AUC logo in gold cost EGP 1,400. It takes five weeks for the ring to be delivered.

## Invitations

Invitations will be distributed during each school's respective rehearsal, as per the table above.

**Before the rehearsal**, make sure to:

- Clear any outstanding balance or library fines. Deadline for clearing outstanding balance and library fines is Thursday, January 17, 2019.
- Collect your original credentials from the Office of the Registrar starting Tuesday, January 8 to Tuesday, January 22, 2019.

**On the day of the rehearsal**, you are requested to:

- Present your national ID card or passport to receive your invitations.

### **PLEASE NOTE**

If you clear your account after the deadline, you need to obtain a clearance card from the Office of Student Accounting, Library or the Registrar and bring them with you to the rehearsal to receive your invitations.

No one is permitted to pick up anyone else's invitations. Invitations will **not be** distributed on campus the day of graduation.

You must submit a hard copy of your thesis to your school dean and electronically to the AUC Digital Archive and Research Repository (DAR Repository). The deadline is Tuesday, January 15, 2019.

If you submit your thesis electronically after the deadline, you need to obtain a clearance card and bring it with you on the rehearsal day to receive your invitations.

**Ceremony invitations will be distributed after the rehearsal.**

## Guests with Disabilities

If you have a guest attending Commencement who is disabled or requires special assistance, please email the Office of Medical Services at [medicalserv@aucegypt.edu](mailto:medicalserv@aucegypt.edu). The office will inform you of the special arrangements for you and your guests. The deadline to submit all requests is Thursday, January 24, 2019.

In case of any medical emergency, please contact 20.2.2615.4000 or 012.8000.1039.

## Important Dates

### Wednesday, January 2 to Sunday, January 27, 2019 (Sundays to Thursdays)

Cap and gown fittings from 11 am to 2 pm

### Tuesday, January 8 to Tuesday, January 22, 2019 (Sundays to Thursdays)

Collect your original credentials, which were submitted at the time of admissions from the Office of the Registrar, room P041.

### Tuesday, January 15, 2019

Deadline to submit a hard copy of your thesis to your school dean and electronically to the DAR repository and receive your e-thesis clearance.

### Thursday, January 17, 2019

Deadline for clearing any outstanding balances at the Administration Building, room P035. Deadline for clearing fines at the Library. Library fines can be cleared at the circulation desk.

### Rehearsal dates and Invitations distribution:

School	Date	Time	Location
GAPP	January 24, 2019	10:00 am – 12:00 pm	Bassily Auditorium
SSE	January 27, 2019	9:00 am – 11:00 am	Bassily Auditorium
BUS	January 27, 2019	11:30 am – 1:30 pm	Bassily Auditorium
HUSS & GSE	January 27, 2019	2:00 pm – 4:00 pm	Bassily Auditorium

### Commencement ceremony:

School	Date	Time	Location
GAPP	January 28, 2019	12:00 pm – 2:00 pm	Bassily Auditorium
SSE	January 28, 2019	5:00 pm – 7:00 pm	Bassily Auditorium
HUSS & GSE	January 29, 2019	12:00 pm – 2:00 pm	Bassily Auditorium
BUS	January 29, 2019	5:00 pm – 7:00 pm	Bassily Auditorium

### **After the Ceremony**

### From Thursday, January 31 to Thursday, February 21, 2019

Return of cap and gown daily from 11 am to 2 pm in the Conference and Visitor Center, room 1002.

### **What should I do if I am denied this graduation but plan to graduate in the future?**

Any candidates who are not approved for official graduation must reapply for a future graduation cycle, and they must do so by the appropriate deadline. Students who apply for one graduation and who are denied for whatever reason will not automatically have their applications for graduation carried forward.

### **Leave bags, purses and other large items at home.**

We do not have a secure place to store any items you bring with you, so please plan ahead.

**Do not throw your cap or any other objects.**

To avoid injuring those around you, please do not toss any objects in the air during the ceremony.

**Help us pronounce your name correctly.**

If your calling name has an unusual pronunciation, please make sure to let us know during the rehearsal.

**Return to your seat, and stay seated for the rest of the ceremony.**

Be respectful of other graduates and the audience by staying in your seat before and after you receive your diploma, and until those on the commencement platform exit during the recessional.