Orientation and Graduation Information for PhD and Master’s Degree Candidates
Saturday, February 10, 2018

Congratulations. After countless hours studying and writing, including several all-nighters, you were able to make it. Graduating with a PhD or a master's degree is a special event and a major accomplishment, worthy of praise. It is a momentous occasion to celebrate with family, friends and faculty members. The dream that began when you first started your graduate studies has finally been realized.

“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 night. The American University in Cairo Graduate Commencement ceremony will be held on Saturday, February 10, 2018, at 12 pm in Bassily Auditorium. If you decide not to attend the ceremony, please email gradregis@aucegypt.edu in the Office of the Registrar, or call 010.6669.4358.

Rehearsal

Rehearsal for the ceremony will take place in Bassily Auditorium on Thursday, February 8, 2018, at 2 pm. 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 one and a half hours. Entrance invitations are required. No reserved seating or parking is available for guests. Please note that 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 Campus Center behind Bassily Auditorium by 10:45 am. 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 seat-number card with you. Campus gates will open at 10:30 am and Bassily Auditorium will open for guests at 11 am.

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 LE 650 is required. 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:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Hours</th>
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<tr>
<td>January 14 - February 8</td>
<td>11 am – 2 pm</td>
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<tr>
<td>(Sundays - Thursdays only)</td>
<td></td>
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<tr>
<td>January 27 (Saturday)</td>
<td>11 am – 2 pm</td>
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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 February 12 to March 1, 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, March 1, 2018, 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 P008), Sunday through Thursday, from 9 am to 4 pm. Rings are available in different sizes for both men and women. Silver rings cost LE 800; silver rings with the AUC logo in gold cost LE 1,400. It takes five weeks for the ring to be delivered.

**Invitations**

Invitations will be distributed during the rehearsal on Thursday, February 8, 2018, at 2 pm in Bassily Auditorium.

**Before the rehearsal**, make sure to:
- Clear any outstanding balance or library fines. Deadline for clearing outstanding balance and library fines is Monday, February 5, 2018.

**On the day of the rehearsal**, you are requested to:
- Collect your original credentials.
- 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 or the Library 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
Digital Archive and Institutional Research (DAIR). The deadline is Tuesday, January 16,
2018.

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.

**You must arrange to get your invitations on Thursday, February 8, 2018.**

Students with a compelling reason for an extra invitation (beyond the four guest
invitations each student is allotted) should check with the Office of the Dean of Graduate
Studies in the Campus Center, Conference and Visitor Center, room P029.

**Guests with Disabilities**

If you have a guest attending Commencement who is disabled or unable to walk at all,
please email the Office of Medical Services at medicalserv@aucegypt.edu by Monday,
January 8, 2018, to request assistance. The office will inform you of the special
arrangements for you and your guests. The deadline to submit all requests is Tuesday,
February 6, 2018.

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

**Important Dates**

**Sunday, January 14 to Thursday, February 8, 2018 (Sundays to Thursdays) and
Saturday, January 27, 2018**

Cap and gown fittings from 11 am to 2 pm. For Thursday, February 8, fittings are after
the rehearsal.

**Tuesday, January 16, 2018**

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

**Monday, February 5, 2018**

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.

**Thursday, February 8, 2018**

Rehearsal in Bassily Auditorium at 2 pm and invitations distribution.

**Saturday, February 10, 2018**

Commencement ceremony at 12 pm.
After the Ceremony
From Sunday, February 12 to Thursday, March 1, 2018
Return of cap and gown daily from 11 am to 2 pm in the Conference and Visitor Center, room 1002.

Emergency Mobile Number for Urgent Matters
Should an emergency arise that would delay or prevent a candidate from attending the graduation ceremony, be sure to inform the registrar’s graduation team at least one hour before the ceremony begins at 12 pm. You may reach them at 010.6669.4358.

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.