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

Your Future Starts Here

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.

“You are educated. Your certification is in your degree. You may think of it as the ticket to the good life. Let me ask you to think of an alternative. Think of it as your ticket to change the world.”

-Tom Brokaw
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- Bachelor Commencement- ceremony will be held on **Saturday, February 10, 2018, at 4 pm in ARTOC Sports Court, AUC New Cairo.**

If you decide not to attend the ceremony, kindly send an email to the Degree Audit Unit at the Office of the Registrar ([degreeaudit-ug@aucegypt.edu](mailto:degreeaudit-ug@aucegypt.edu)).

**Rehearsal**

Rehearsal will take place on **Thursday, February 8, 2018, at 11 am in ARTOC Sports Court, AUC New Cairo.** You must attend in order to have your name called at the actual Commencement ceremony. If you do not attend the rehearsal, your name will be removed from the calling list and you will not be able to walk across the stage to receive your diploma. Your name and seat number will be sent to you through email before the rehearsal. Please arrive on time for each event so that we can finish in a timely manner.

**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 Mohamed El Rashidi Gym by 3 pm. Please be prompt and make sure to bring your seat-number card with you. Campus gates will open at 2:30 pm and the doors to the field will open at 3 pm for all guests.

**Online Streaming, Photography and Video**

For online streaming throughout the ceremony, please click on the URL [http://schools.aucegypt.edu/streaming](http://schools.aucegypt.edu/streaming)

You may also download the commencement ceremony video from the Office of the Registrar’s graduation website [http://in.aucegypt.edu/student-life/office-registrar/graduation](http://in.aucegypt.edu/student-life/office-registrar/graduation) which will be available within two weeks after the commencement day.

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 University official photographers will be permitted in the stage area. To order yours, call Mohamed Fahmy at 012.2213.5409.

**Cap and Gown Group Photo**

Do not miss the opportunity to have this great souvenir. The group photo in your caps and gowns is scheduled for Friday, February 2, 2018, starting at 2 pm at the University garden opposite the AUC Library at AUC New Cairo.

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, you must be attired in a cap and gown. Before you pick up your cap and gown, an online deposit of LE 550 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. Tassels are worn on your right. If you lose your tassel, you will have to purchase another one.
Fitting for the gowns will take place at room 1002, first floor, Conference and Visitor Center, located in the Campus Center, 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  (Sundays - Thursdays only)</td>
<td>11 am – 2 pm</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.

**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.

**Honorary Ribbons**

Students graduating with outstanding academic performance will be honored at Commencement.

Summa cum laude will wear golden ribbons; magna cum laude will wear silver ribbons; cum laude will wear burgundy ribbons. You will receive the ribbons on the day of the rehearsal and you can keep them as a reward for your outstanding academic performance.

For further inquiries regarding caps and gowns and honorary ribbons please contact Aly Abdel Latif at 012.7178.7876 or Hossam Salouma at 012.2809.9946.

**Invitations**

Invitations will be distributed during the rehearsal on **Thursday, February 8, 2018, at 11 am in the ARTOC Sports Court, AUC New Cairo.** Each student will receive four invitations in the hall and two invitations in Bassily Auditorium for the online streaming.

**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 on the day of graduation.

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

The Dean of Students will send an announcement with a link to fill an online form for students requesting extra invitations (beyond the four guest invitations each student is allotted).

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 starting Monday, January 8, 2018, to request assistance. The Office will inform you of the special arrangements for you and your guests. The deadline to receive such requests is Tuesday, February 6, 2018.

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

Graduation Speech

The commencement ceremony will include a four-minute speech by a graduating senior. The speech is to contain a serious message and meaningful statement to leave an impact on the graduating class.

Students are asked to submit their resumes and abstracts by email to Reem Maghraby, Executive Assistant to the Dean, Office of the Dean of Students at deanofstudents@aucegypt.edu. The Student Union (SU) high board selects five of the speeches for committee consideration. Submitted speeches should include the text of the proposed three-minute speech, as well as a separate listing of the student’s GPA, activities, honorary awards, and the like.

The deadline for submissions is Monday, January 15, 2018, at 3.30 pm sharp.

Late submissions will be disregarded. Only short-listed candidates will be contacted.

The winner will be announced on Monday, January 29, 2018.
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.

**Monday, January 15, 2018, 3:30 pm**
Deadline for submission of proposed graduation speeches via email at deanofstudents@aucegypt.edu.

**Monday, January 29, 2018**
Announcement of the graduation speech winner.

**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.

**Friday, February 2, 2018**
Cap and gown group photos.

**Thursday, February 8, 2018**
Rehearsal in the ARTOC Sports Court, AUC New Cairo at 11 am and Invitations distribution.

**Saturday, February 10, 2018**
Commencement ceremony at 4 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 room 1002, first floor, Conference and Visitor Center, Campus Center.

Urgent Matters

Should an emergency arise that would delay or prevent a candidate from attending the graduation ceremony, please make sure to inform the registrar graduation team at least one hour before the ceremony begins, which is scheduled at 4 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.