Orientation and Graduation Information for Bachelor’s Degree Candidates
Saturday, June 17, 2017

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 pursue graduate studies 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
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 Bachelor Commencement Ceremony will be held on **Saturday, June 17, 2017 at 9 pm on the Joseph B. and Ruth J. Ward Field, Sports Complex, AUC New Cairo.**

If you decide not to attend the ceremony, you should 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, June 15, 2017 at 11 am in the ARTOC Sports Complex, 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 via the AUC portal before the rehearsal. Please arrive on time for each event so that we can finish in a timely manner.

Ceremony 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 you will be allowed only to enter 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 the hall of the ARTOC Sports Complex by 8 pm. Please be prompt, and make sure to bring your student invitation with you. Campus gates will open at 7:30 pm, and the doors to the field will open at 8 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 can also download the link to the video of the commencement ceremony on 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. Photos may be ordered by phone, call Mohamed Fahmy at 012.2213.5409 or Fawzy at 012.2317.5392

Group Photo with Caps and Gowns

Do not miss the opportunity to have this great souvenir. The group photo date with the caps and gowns is scheduled for Friday, May 26, 2017 starting at 2 pm at the University gardens opposite the AUC Library at AUC New Cairo.

Caps and Gowns

If you plan to attend the commencement ceremony, you must be attired in a cap and gown. Before receiving your cap and gown, you are required to pay a deposit of LE 500 online. 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. For any inquiry please call Aly Abdel Latif at 012.7178.7876 or Hossam Salouma at 012.2809.9946.
Fitting for the gowns will take place in room 1002, first floor of the 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>May 14 - June 15</td>
<td>11 am – 2 pm</td>
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<tr>
<td>June 3 (Saturday)</td>
<td>11 am – 2 pm</td>
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You will be refunded your deposit if you return your cap and gown to room 1002, first floor of the Conference and Visitor Center, located in the Campus Center during the period from June 19 to July 6 from 11 am to 2 pm. If not, you will lose the deposit, and it will be used to purchase a replacement.

The return deadline is Thursday, July 6, 2017 at 2 pm. For any inquiry 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 and 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 performances will be honored at commencement.

Summa cum laude will wear golden ribbons, magna cum laude will wear silver ribbons, and 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 any inquiry please call Aly Abdel Latif at 012.7178.7876 or Hossam Salouma at 012.2809.9946.
Invitations

Invitations will be distributed during the rehearsal on Thursday, June 15, 2017 at 11 am in the ARTOC Sports Complex, AUC New Cairo. Each student will receive four invitations in the field 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 any outstanding balance or library fines is Monday, June 12, 2017.

On the day of the rehearsal:
- Collect your original credentials and receive a credential clearance card.
- Present your national ID/passport to receive your invitations.

PLEASE NOTE:
If you clear your account after the deadline, you need to obtain a clearance card from the following and bring them with you to the rehearsal to receive your invitations:
- Office of Student Accounting
- AUC Library

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

You must arrange to pick up your invitations on Thursday, June 15, 2017.

The Dean of Students, George Marquis, will send an announcement with a link to fill in 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 who is attending commencement and are unable to walk at all, please email medicalserv@aucegypt.edu starting Sunday, May 14, 2017 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, June 13, 2017.

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 Dalia Issa at the Office of Student Engagement at studentorgs@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 four-minute speech, as well as a separate listing of the student’s GPA, activities, honorary awards, etc.
The deadline for submissions is Tuesday, May 30, 2017, 11 am sharp.
Late submission will be disregarded. Only short listed candidates will be contacted.
The winner will be announced on Tuesday, June 6, 2017.

Important Dates

**Sunday, May 14 to Thursday, June 15, 2017 (Sundays to Thursdays) and Saturday June 3, 2017**
Cap and gown fittings are from 11 am to 2 pm. For Thursday, June 15, fittings are after the rehearsal

**Friday, May 26, 2017**
Group photos with cap and gown

**Tuesday, May 30, 2017, 11 am**
Deadline for submission of proposed graduation speeches via email at studentorgs@aucegypt.edu

**Tuesday, June 6, 2017**
Announcement of the graduation speech winner

**Monday, June 12, 2017**
Deadline for clearing any outstanding balances from the Office of Student Accounting, Administration Building, room P035
Deadline for clearing Library fines, which can be cleared at the Library circulation desk

**Thursday, June 15, 2017**
Rehearsal in the ARTOC Sports Complex, AUC New Cairo at 11 am and distribution of invitations

**Saturday, June 17, 2017**
Commencement ceremony at 9 pm

**After the Ceremony:**
**From Monday, June 19 to Thursday, July 6, 2017**
Return of cap and gown daily from 11 am to 2 pm in room 1002, first floor, Conference and Visitor Center, Campus Center, AUC New Cairo

**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 9 pm. You may reach them at 010.6669.4358
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.

What should I do if I am denied for 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 over to a following semester.