PROCEDURES FOR GRADUATION CEREMONY
FRIDAY JUNE 3, 2016

The graduation fee of US $ 275 should be paid at the Office of the Comptroller. This fee includes:
US $ 175 (non-refundable) for Cap and Gown rental, diploma (printing and cover), 4 photographs and DVD.
US $ 100 (deposit) to be refunded upon returning the Cap & Gown to the Office of Student Affairs.

Photographs are scheduled on Monday May 23, Tuesday May 24 and Wednesday May 25 from 10:00 AM till 1:30 PM at the Main Campus in Zakhem Auditorium (Next to the OSA).

Graduating students will be seated on the podium by 7:30 pm. You should be present no later than 4:00 pm as the rehearsal session is scheduled before the ceremony. No graduates will be seated if they miss the rehearsal. Rehearsal should end by 6:30 pm which will give you time for a short break before the ceremony. Graduates should attend the full ceremony and will not be allowed to leave the podium before the end of the ceremony under any circumstance.

You shall switch off mobile phones during the ceremony. During the ceremony, you will receive only the cover of the diploma with a congratulation note without the diploma. You may collect the official diploma from the Office of Admissions and Registration the following week.

Each graduate is entitled to 10 invitation cards to be collected with the Cap & Gown. For security measures, please inform your invitees to be present at least one hour ahead of time. No guests will be seated after the opening of the Ceremony. The invitees should also show the invitation card to the security guards at the main gate and to the ushers for seating. Seating will be according to the color of the card. Invitees should remain in their allocated seats during the ceremony and should not approach the stage for any reason. The use of horns is strictly forbidden.

The graduation fee of US $ 275 should be paid at the Office of the Comptroller. This fee includes:
US $ 175 (non-refundable) for Cap and Gown rental, diploma (printing and cover), 4 photographs and DVD.
US $ 100 (deposit) to be refunded upon returning the Cap & Gown to the Office of Student Affairs.

A Cocktail Reception for graduates and their parents is scheduled on Wednesday June 1, 2016 starting 7:00 p.m. in front of Zakhem Building (Green field side).

You may pick the Cap and Gown from the OSA between Monday, May 9 and Wednesday, June 1 from 8:30 AM till 1:30 PM. Caps and Gowns will not be delivered after Wednesday June 1. Please check the adequacy of the Cap and Gown upon pick-up and inform the OSA immediately in case of defects or unsuitability. Caps & Gowns should be returned to the OSA before Friday August 5, 2016.

You may pick the Cap and Gown from the OSA between Monday, May 9 and Wednesday, June 1 from 8:30 AM till 1:30 PM. Caps and Gowns will not be delivered after Wednesday June 1. Please check the adequacy of the Cap and Gown upon pick-up and inform the OSA immediately in case of defects or unsuitability. Caps & Gowns should be returned to the OSA before Friday August 5, 2016.

You may pick the Cap and Gown from the OSA between Monday, May 9 and Wednesday, June 1 from 8:30 AM till 1:30 PM. Caps and Gowns will not be delivered after Wednesday June 1. Please check the adequacy of the Cap and Gown upon pick-up and inform the OSA immediately in case of defects or unsuitability. Caps & Gowns should be returned to the OSA before Friday August 5, 2016.

You may pick the Cap and Gown from the OSA between Monday, May 9 and Wednesday, June 1 from 8:30 AM till 1:30 PM. Caps and Gowns will not be delivered after Wednesday June 1. Please check the adequacy of the Cap and Gown upon pick-up and inform the OSA immediately in case of defects or unsuitability. Caps & Gowns should be returned to the OSA before Friday August 5, 2016.