



Cairo Campus of



Cape  
Breton  
University

# Convocation 2016

A guidebook for Potential Graduates

## **A Special Time**

Convocation is the culmination of years of serious academic dedication and hard work. It is also an event to celebrate your achievement. To assist you in your preparation, the Student Affairs Department has compiled this booklet, outlining important dates, times and locations for CIC Annual Convocation 2016.

This information is also available at [www.cic-cairo.com](http://www.cic-cairo.com) under **Convocation Guidebook**.

Please review dates and times carefully. As well, please review answers to frequently asked questions about Convocation. If you still have questions please contact **Ms. Merihan HASSAN** or **Mrs. Eman Nabil Ext. 335** or via email ([merihan\\_hassan@cic-cairo.com](mailto:merihan_hassan@cic-cairo.com) / [eman\\_nabil@cic-cairo.com](mailto:eman_nabil@cic-cairo.com)).

**Convocation 2016 will be held on 17<sup>th</sup> October, 2016 from 6:00 to 9:00 PM at Fairmont Heliopolis, Canyon Ballroom.**

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## **CIC Annual Convocation 2016 Schedule**

Please take a few minutes to review the following **important dates** and times.

### **Wednesday, July 27th**

#### **Gown Pick-up**

Time: 10:00 AM - 03:00 PM

Place: Ottawa Hall – Building C

### **Wednesday, August 3rd**

#### **Photo Session**

Time: 10:00 AM - 02:00 PM

Place: Ottawa Hall – Building C

There will be a photo session at CIC on Wednesday, August 3rd in Ottawa Hall, Building C at 10:00 AM sharp. This day is very important as you will have your graduation personal photo taken as well as your group photos with your colleagues and academic staff.

All students must come with their gowns pressed and ready for their photos. These photos will be handed in with the certificate during the convocation.

During the day of the photo sessions some photos will be taken for you with your colleagues around the campus and maybe some interviews will be recorded to use in the Convocation Day

### **Monday, October 3rd**

#### **Convocation Ceremony rehearsal**

Time: 12:00 PM - 01:00 PM

Place: Toronto Hall – CIC

(Make sure to attend the rehearsal as it will give you all the information regarding the ceremony and you will be given some important tips and instructions for the big day.

### **17th of October - Convocation Day**

#### **Assembly for Grads**

Time: 2:00 PM - 2:30 PM

Place: Toronto Hall.

Grads are required to assemble promptly at 2:30 pm. in Toronto Hall- CIC - to be picked up by CIC buses to the Hotel. Buses will move at 2:30 pm sharp.

Students who can come with their own means of transportation please be at the hotel by maximum 3:30pm.

Please come fully dressed and with your gowns pressed ready to wear.

### **Assembly in the Hotel: Turquoise Hall at 3:30 Pm**

All Grads will assemble in Turquoise Hall to get ready and dressed up. At 4:30 students will start to line up in preparation for the graduation ceremony. Please listen well and follow the instructions of the Student Affairs Staff who will be assisting you.

### **The Name Card**

Student Affairs Staff as they line you up will hand each graduate a Card with his/her name. Each major will have a different card color. Students will proceed in their march and in their seating according to that order. **(Make sure to keep this card and never lose it because you will have to present it to the MC as you go up the stage)**

### **Convocation Ceremony: The Big Event**

Time: 06:00 PM - 09:00 PM

Location: Fairmont Heliopolis Hotel – Canyon Ballroom

### **Graduates' Reception**

An open reception for graduates and guests will take place immediately following the ceremony.

Time: 9:00 PM

Location: Fairmont Heliopolis Hotel

### **Gown Return**

**Monday, October 31<sup>st</sup>**

Time: 10:30 AM - 04:00 PM

Place: Admission Office - CIC

### **Regalia**

The Colors approved for the CIC/CBU undergraduate regalia are orange, green, and white. The inside lining of all undergraduate hoods, therefore, utilizes these colors with the white centering the green and orange. Gowns are all black. The edging of the hood for all Bachelor's Degrees is two inches wide. The academic degree is distinguished by the color of this velvet binding.

Bachelor of Technology Information  
Bachelor of Business Administration  
Bachelor of Engineering Technology  
Bachelor of Mass Communication

Russet/Green  
Russet  
Green  
White

The Colors approved for the CIC (Regular Program) undergraduate regalia is red for all Bachelor Degrees.

The cap is worn squarely on the head with the point in the middle of the forehead. The tassel is worn on the right side of the mortarboard until the end of the ceremony when the degrees are officially and formally conferred the tassel is then moved from the right side to the left side of the mortarboard.

### **Academic & Stage Party**

All will wear their academic gowns. Those who don't have one will be provided with a black gown.

## **Ceremony Overview**

The Academic procession starts and students will enter first in two rows followed by the academic staff then the stage party. All will enter in order from back line to front. You will have guides from the Student Affairs Staff walking with you in the procession and will accompany you throughout the event. Please listen very well to their instructions to help them to make the ceremony proceed smoothly and the day to be well organized.

The Master of Ceremonies will introduce himself and welcome the guests. The MC will ask all the people to stand up for the national anthems of both Egypt and Canada. Please remain standing for the national anthems of Egypt and Canada then sit down as the MC says so.

The MC will then welcome the Students, CIC, CBU representatives, UO representative and academic staff and introduce the stage party one by one from back to front (by name and title). As each one is called he/she will stand up and will remain standing until all the names are called.

The MC will announce the start of the ceremony.

This will be followed by Salutation by one or two grads.

This will be followed by presentation of Medals of Excellence.

Conferral of the Honorary Degrees.

Conferral of CBU Degrees.

Conferral of UO Degrees.

Conferral of CIC Degrees.

This will be followed by Valedictory speech by one or two grads. In the end of this speech the graduate student will recognize the academic staff and will ask all the academics to please stand up to give them all and every one of them a big applause

During the Ceremony films will be played and speeches will be given by stage party members. (more details will be included in the convocation program).

The MC will then finalize the ceremony by saying few words and ask the graduates to stand up and to gather in front of the stage. He will then ask them to move the tassel from the right side to the left side of the mortarboard of the Cap as a mark of their graduation and ask everyone to give them applause. A group photo will be taken then. The MC will then ask them to throw their caps in the air and at the same time the final song will start and the ceremony will come to an end.

After the Ceremony, everybody will move for the reception Cocktail.

### **Conferral of Degrees:**

During the conferral of Degrees the MC will ask the School Dean to start handing out the parchments to the graduates and will began calling upon the graduates in the school one by one as they hand him their cards.

The students will be arranged in lines - the whole of each row will stand before calling the first one in this row, and they will be lined under the stage waiting to move and go up to the stage.

The students' procession to take their parchments will be typical to the rehearsal. **When a student goes to the stage he/she will give the Master of Ceremonies a card showing his/her name** and he/she will stand on the stage for few moments his/her face to the audience (in a special outlined area) and at this moment MC will call his/her name as it appears on the card in front of him. The student shall then shake hands with the President and the Dean who will be giving out the parchments. (Two ushers at the back of the stage will be handing the certificates to the Dean). The student will then go down and back to his/her seat.

As the first graduate is called upon and before moving forward the MC will ask Dr. Magdy El Kady to step forward to present the alumni pin for him/her marking his transfer from a student to a graduate status. Then Dr. Magdy will go back to his seat and the student will proceed to receive his/her parchment then go down back to his/her seat.

Other graduates will be handed an envelope with their alumni letter and pin as they come down from the stage and going back to their seat.

## **Frequently Asked Questions**

### **When Do I See the Final Graduation List?**

This potential grad list for all graduates will be posted on the Bulletin Boards at CIC and will be also on our website, CMS and plasma screen just at the CIC main entrance **on September 30<sup>th</sup>, 2016.**

*PLEASE NOTE:* Graduating students will not be forwarded any degree parchment until all fees, fines or other accounts owed to the Canadian International College are paid in full.

Your name will appear on the final graduation list, but you will only be able to participate in Convocation ceremonies if your bill is fully paid.

### **Who will be on the Honor List?**

The first three top student in each school will be presented with an Honor medal.

Students who graduate with a cumulative average of 80% or above will receive a Certificate of Honor together with their parchment.

Honored students will be chosen through the graduation academic committee.

### **What Do I Need to Know About My Academic Dress?**

You are required to wear the academic gown and hood appropriate to your degree. See above schedule for dates and location of pick-up. Students will be available to assist you in picking out your academic dress. Please note: Gowns may require pressing.

Students will pay an insurance fee of L.E 350 upon receiving their gowns to the SA member of staff who will be available in Ottawa Hall – Building C and according to the potential grad list available. The student will sign in front of his/her name and will receive a receipt with the amount paid. This fee will be returned to the student upon returning the gowns on the dates stated above.

Students are responsible for their academic dress until it is returned.

All academic dress must be returned promptly after Convocation on the dates stated above.

If academic dress is not returned the student will lose the insurance fee he/she paid.

## **What about Photos?**

The students will receive the gowns one week before the Photo session. There will be a photo session at CIC on **Wednesday, August 3rd in Ottawa Hall Building C at 10:00 AM sharp.** There will be a group photo and two single photos taken for each grad. All students must come with their gowns pressed and ready for their photos.

The cost of the two single photos and the group photo will be **L.E.125** that will be paid on the day of the photo session to the studio representative available in Ottawa Hall just before the session.

These photos will be handed in with the certificate during the convocation.

## **How many free Invitations will I receive?**

Three free invitations for each graduate. Once invitations are ready you will receive an SMS with the date you can come and receive your invitations.

## **How Many Guests May I Bring to the Convocation Ceremony?**

You can buy invitations for your extra guests for L.E. 200 per ticket but the number is very limited so you will have to register the number of extra invitations you need at the International Affairs Dept. as soon as possible. Deadline will be August 30<sup>th</sup> 2016. No extra invitation will be available after that date as seats are very limited and we are striving to accommodate all guests.

## **How Do I Get My Gown?**

Students receiving degrees wear black gowns and the appropriate hood depending on their degree (see section on Regalia) as well as their cap. All graduates must pick up their academic dress during the dates listed in the Schedule of Events above.

## **Is There Accommodation For Out-of-Town Guests?**

The Fairmont Hotel will be giving special room rates to all guests related to our convocation ceremony. To have more information and coordination, please call Ms. Esraa Gamal Mohamed, on Ext. 347 or email her on: [esraa\\_mohamed@cic-cairo.com](mailto:esraa_mohamed@cic-cairo.com)

## **What about Photographing and Videotaping during the convocation?**

The Canadian International College will videotape the whole ceremony through a professional studio. Graduates may receive the video through the International Affairs Department after the convocation. Photos will be also taken and will be available on a CD. If you are interested in any of the photos to be printed out, you can for sure take the studio info from the CIC International Office.

## **What about Parking at the hotel?**

You can Park at the Hotel parking areas for only 30 L.E for the whole convocation time. If you will book a night at the Hotel, you can park for only 50 L.E.

## **Contact Information**

It is important that students notify the International Affairs Department of any change of address so their records are current. This also enables the Alumni Office to maintain contact with you. By keeping addresses updated, students can stay informed of the latest news at the Canadian International College and its partner Canadian universities.

## **What If I Cannot Attend the Convocation Ceremony?**

We hope that all graduating students will have an opportunity to participate in Convocation on October. However, if you are unable to attend, please complete the form below and return it to the International Affairs Department in person before the 30<sup>th</sup> of August, 2016. Your parchment will be available in the CIC International Office but only after the Convocation day for you to pick up at any time. If you for any reason change your mind at the last minute, make sure to notify International Affairs Office at least one week before Convocation.

**I do not plan to attend the Convocation ceremony.  
Please keep my parchment for pick up**

**Student Info:**

**Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mobile No.**

**Program:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Return To:**

International Affairs Department in person please.

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