

EAST AFRICAN CHRISTIAN COLLEGE (EACC)

4th Graduation Ceremony

Graduands' Rules and Guidelines

To ensure a dignified, orderly, and successful graduation ceremony, all graduands are requested to observe the following rules and guidelines:

1. Graduation Gown Collection

- ✓ Graduation gowns will be issued **from 21–23 July 2026, 9:00 AM – 5:00 PM** at the designated EACC gown collection point.
- ✓ Every graduand must present a **Student ID** together with proof of graduation clearance when collecting the gown.
- ✓ Graduands are encouraged to collect their gowns within the stated period to avoid delays.
- ✓ Graduands are responsible for the proper care of the gown. Any lost or damaged gown may attract a replacement charge.
- ✓ All hired gowns must be returned immediately after the graduation ceremony or by the deadline communicated by the College.

2. Before the Ceremony

- ✓ All graduands must arrive at the venue **no later than 7:00 AM** for assembly.
- ✓ Wear the official EACC graduation gown, hood, and cap correctly throughout the ceremony.
- ✓ Guests without a valid invitation or gate pass will not be admitted.

3. During the Ceremony

- ✓ Sit only in your assigned seat.
- ✓ Maintain silence and respect throughout the ceremony.
- ✓ Mobile phones must be switched to silent mode.
- ✓ Do not leave your seat unless instructed by ceremony officials.
- ✓ When your name is called, proceed calmly to the stage following the designated route, receive your certificate folder, pose for the official photograph, and return to your seat.

4. Dress Code

- ✓ Wear formal, decent attire beneath the graduation gown.
- ✓ Smart shoes are required; slippers, sandals, and casual footwear are not permitted.
- ✓ Maintain a neat and professional appearance throughout the ceremony.

5. Photography

- ✓ Only official photographers are permitted to access the stage.

- ✓ Stage photography by family and friends is permitted only after the graduation ceremony.
- ✓ Official graduation photographs will be made available after the ceremony.

6. Prohibited Items

- ✓ Food and drinks are not permitted in the graduands' seating area.
- ✓ Balloons, banners, whistles, horns, confetti, fireworks, and other disruptive items are strictly prohibited.
- ✓ Smoking, alcohol, and any unlawful substances are prohibited within the venue.

7. Guests

- ✓ Each graduand is entitled to generate **two (2) Guest Gate Passes** through the EACC MIS Portal. (Use your username and Password)
- ✓ The graduand must accurately enter each guest's **full name, phone number, and National ID/Passport Number** when generating the gate pass.
- ✓ Each gate pass admits **one (1) guest only** and is **non-transferable**.
- ✓ Every guest must present:
 - ❖ The **Guest Gate Pass** (printed or electronic copy); and
 - ❖ The **original National ID, Passport, or any other government-issued identification bearing the guest's photograph**.
- ✓ The **name and identification number** on the identification document must **exactly match** the details printed on the Guest Gate Pass. Any mismatch may result in denial of entry.
- ✓ Parents or guardians are responsible for supervising children accompanying them during the ceremony.
- ✓ For security reasons, **guest gate passes may not be shared, transferred, altered, or duplicated**. Unauthorized or fraudulent gate passes will be rejected.

8. After the Ceremony

- ✓ Return any hired graduation attire as instructed by the College.
- ✓ Collect all personal belongings before leaving the venue.
- ✓ Follow the directions of MC and security personnel when exiting the venue.

Important Notice

Failure to comply with these rules and guidelines may result in denial of participation in the graduation ceremony or removal from the venue.

Congratulations on your achievement! We wish you a memorable and successful 4th Graduation Ceremony.