GRADUATION 2011 INFORMATION
BEFORE THE “D” DAY

The deadline for any payments and reservations for the Graduation Dinner is June 3rd, 2011
No further bookings and payments possible after this date.

A. Your official transcript and your diploma
In order to avoid mistakes, we kindly ask you to check your last and first name on ATOM.
- Go on your personal profile on ATOM
- Click on “Programs”
- Click on “Transcripts”
You will have your last and first name displayed on the top of this “non-official transcript”.
Please note that the name on your diploma will match exactly the name as it appears on this transcript.

If there are any changes to make or spelling mistakes, please go directly to the registrar, David Cranman (office 213) before May 13, 2011.

Make sure everything is completed in your student’s file and check your payment status.
More info with David Cranman at dcranman@monaco.edu

B. Yearbook 2011
You certainly all have fun pictures you would like to share with your classmates in the IUM Yearbook 2011.
Please send high resolution pictures (at least 500Ko) to Stéphane Cozzo at scozzo@monaco.edu, or see him (office 203) if you need more information / instruction.
The deadline to send the pictures is May 13, 2011.

C. Welcome to the IUM Alumni Community!
You will be asked to fill out the IUM Alumni questionnaire before May 20th, 2011. You will find it online on ATOM on the Graduation tab (second from left).

This questionnaire is highly important for our placement reports and the IUM Alumni department. As you will graduate from IUM, you will become an Alumnus/a.

Please see Sophie de Lorenzo (office 202) who will help you fill out this questionnaire. The deadline to hand in the questionnaire is Friday, May 20, 2011.
It is mandatory to hand it back as it is a graduation requirement.

When you become an Alumnus/a, you will have access to the Alumni Intranet on ATOM (same login and password you had as a student). You will find the IUM Alumni activities, and you will also have access to the FIRST ALUMNI DIRECTORY by the end of July 2011!!
D. Emails on your monaco.edu address

In September 2011, emails sent to your monaco.edu address will be automatically forwarded to your personal address. In order to avoid mistakes, you are kindly asked to send your personal email address to Serge at sdebono@monaco.edu.

E. Caps and Gowns rent or buy

Most of our students buy their caps and rent only the gown. However, it is possible to BUY everything or to RENT everything.

For any payments, please go ONLINE on ATOM http://atom.monaco.edu, click on “Graduation” and then “Online Payment”

- **Case 1: To buy everything**
  85€ to be paid online
  It includes the cap, the gown and the dry cleaning fee
- **Case 2: To buy the CAP but not the gown**
  25€ to be paid online + deposit of 60€ **by CHECK only (see Alexia)**
- **Case 3: To RENT everything**
  10€ to be paid online for the dry cleaning fee (compulsory) + deposit of 75€ **by CHECK only (see Alexia)**

NB: The deposit is refundable BUT will be retained if you do not return your cap and gown immediately after the Ceremony.

The deposit must be made **by check only**, if you do not have a French checkbook, please ask one of your classmates who has a checkbook. Give them a deposit in cash and they can write the check for you.

**THE CAP AND THE GOWN WILL NOT BE BOOKED IF YOU DO NOT PAY THE DEPOSIT.**

When you pay the deposit, please indicate the size of your gown: small, medium or large.

F. Graduation Ceremony and Gala dinner tickets

- **Graduation Ceremony**

The tickets for the Ceremony are free of charge, but we need to know how many people will attend the Graduation Ceremony due to the limited capacity of the Salle Garnier.
Therefore, you are kindly asked to see Alexia (office 203) to pick up your tickets for the Ceremony for your guests and family members, or send an email to agiulietti@monaco.edu.
• Gala dinner

The Gala dinner is taking place at the Hotel Méridien Beach Plaza at 8.00pm. The price per person is 115 euros.

Please make your payment online on ATOM: http://atom.monaco.edu

In order to organize your table, you are kindly asked to send an email to Alexia (agjulietti@monaco.edu) and provide her the list of your guests at your table.

There will be ROUND tables, the minimum per table is 8 persons and 12 the maximum.

G. Booking hotels for guests, family and friends

IUM has negotiated special prices for your guests and family members who need to book hotel rooms for the Graduation.

The list of hotels and prices is available online on ATOM: http://atom.monaco.edu.

Booking are made with the IUM reception.

H. Graduation Day Souvenirs

The price for pictures taken by the official photographer are as follow:
- 15*23 size picture is 10€
- 20*30 size picture is 20€

All the pictures taken during the Ceremony will be available for you to view and order during the Gala dinner at “Le Méridien”.

Otherwise, the pictures will be available at the end of June, and you will be able to order from the photographer website directly (the website address will be given later).

I. IUM Rings

Every year, IUM proposes a Class ring designed by Jostens.

You can see the rings by clicking here

You will be able to choose your size and make your payment online. If you have a US postal address, it will save you the customs fees, as the company is based in the US.

Also, if you would like to see what the ring looks like, please go to David’s office, #213.

Last update on April 22nd, 2011