

Students - What to Expect During the Transition to JenzabarOne

With the implementation of JenzabarOne across campus, we are pleased to announce the upcoming launch of an enhanced version of MyAIC that will feature:

- More intuitive navigation
- Mobile friendly
- Fewer separate websites for students and employees

The MyAIC upgrade will begin on Wednesday, February 19th, at 4:30pm and will be completed by the end of the day on Friday, March 14th. MyAIC will be available as read-only during this time and many MyAIC functions will be impacted.

As we are getting ready to launch the upgraded platform, please take a moment to review the information below about the features that will be affected. The impact on students during this time should be minimal, but the College has implemented plans to ensure students can access the necessary resources.

Before systems shutdown we recommend you do the following

- [Print out your degree audits and unofficial transcripts](#)

February 19th – March 14th

Systems will go down in the Registrar, Student Accounts, and Finance Offices on **February 19th at 4:30 pm**. The data in the systems will be converted to the new system during this timeframe. Systems will begin to come up Friday, March 7th – Friday, March 14th.

The [myAIC portal](#) will be up in read only mode. Offices will be responding to email requests and changes will be processed after the new system becomes operational. The table below will help guide you when MyAIC is read only.

Offices: Registrar, Advising and the Office of Student Accounts

Action	Procedure
Registrar's Office	<p data-bbox="493 321 1230 348">Click here to go the Registrar Office page in the MyAIC portal</p> <p data-bbox="493 394 1425 457">Fall and Summer Registration begins on Monday, March 31st, after all systems are operational.</p>
Advising	<p data-bbox="493 527 1425 625">Advisors can meet with students to discuss any changes to majors, minors or other course/academic questions you have. Students should make appointments with advisors to prepare for registration.</p> <p data-bbox="493 667 1365 695">Advising centers within each school will register students for FA25 classes.</p>
Student Billing or Student Accounts	<p data-bbox="493 764 1425 863">Click here to go the Office of Student Accounts page in the MyAIC portal. See the Quick Links right below the Action Items on the page for all the areas related to student billing.</p>
Pay my Bill	<p data-bbox="493 932 938 959">Payment Plans and Online Payments</p> <p data-bbox="493 968 1406 1066">Note: You are expected to continue to make payments at the payment gateway. If you have questions about your statement, you can send an email to studentaccounts@aic.edu</p> <p data-bbox="493 1075 1386 1136">*Please note that balances through the payment gateway will not update after February 19th.</p>
Financial Aid	<p data-bbox="493 1205 1425 1373">Incoming awards, grants, loans, and scholarships from Financial Aid cannot be posted to your account during the shutdown. Financial Aid changes will be posted after the systems are operational. Please wait for announcements about this. If you have questions about Financial Aid, you can send an email to financialaid@aic.edu</p>
Refund Checks	<p data-bbox="493 1478 1393 1608">Refund checks cannot be processed during the shutdown. After the systems are operational, we plan to start processing payments and Financial Aid as soon as possible. Refund checks are issued within 14 days after financial aid posting has resumed. Please wait for announcements about this.</p>

Beginning March 17

Beginning Monday, March 17th, the enhanced version of MyAIC will be available to the entire campus, and all regular functions within MyAIC will resume. New features will roll out in spring and summer. We will continue to reach out with updates along the way.

- Advanced course planning tools for easier class registration
- A simplified way to track progress toward degree completion
- More integrated payment processor so all billing and payment functions are located in one place
- Paperless processing and workflows
- Parent Portal

Please be patient as everyone gets comfortable with the new system. Services may take a little longer in the first few weeks of going live.

Contact your advisor if you encounter any issues with the new course registration system.

Student Videos

These videos, created by our vendor partner, will give you an idea of the new things you will see after the MyAIC upgrade is complete. Full details on how to access these functions on MyAIC will be provided once the upgrade is complete.

[Register for a Course](#)

[Drop a Course](#)

[Calculate My GPA](#)

[Generate Student Grade Report](#)

[Explore Other Majors](#)