**OCONEE FALL LINE
TECHNICAL COLLEGE**

Degree Works Student Instructions

What is Degree Works (DGW)?

Degree Works is an easy-to-use, web-based, degree audit and academic advising software designed to enhance the advisement planning process. Degree Works is a powerful tool that allows you to view your academic program at any time and confirm how your course choices fulfill degree, diploma, and certificate requirements. It is designed to aid and facilitate academic advising, but **is not** intended to replace face-to-face advising sessions with your academic advisor.

Accessing Degree Works:

1) Log on to www.oftc.edu. You will see a link for **MYOFTCDASHBOARD** on the top of the home page.

2) Click on **My OFTC Dashboard Login**.

3) Enter your OFTC Username and Password.

4) Your Degree Works (DGW) audit should now open. Under **Student View**, you should see:
   a. Your name
   b. Your ID
   c. Advisor Name
   d. Phone #
   e. Degree Name
   f. Address

   If any of this information is not correct, please contact Student Affairs.

5) You should also see a heading for General Education Core and one for Occupational Courses Information. There will be a green check mark to the left of the courses that you have successfully passed. You should see the title of the course, grade earned, work ethics grade (if applicable) and the term the course was successfully passed.

6) Scroll down to the bottom of your DGW audit to see if there are any courses that are listed as **Classes No Applicable for Major** or **Insufficient**, if you have any questions about these courses, please contact your advisor.