

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 **Banner Web** on the top of the home page. You will then be prompted to type your User Name and Password

Your username is everything before the @student.oftc.edu in your email address. Your default password is your date of birth in the format of mmddyy.

- 2) Click on the **Student Services & Financial Aid Link**. Then click on **Degree Works**.
- 3) 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.

- 4) 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.
- 5) 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.

North Campus: 478-553-2064/478-553-2063

South Campus: 478-274-7834/478-274-7837

If you need help understanding your DGW Audit, please contact:

Dawn Lawson, Instructional Coordinator: 478-553-2051

OR Geri Clements, Student Navigator: 478-553-2066