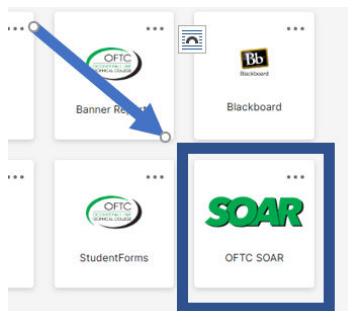# OCONEE FALL LINE TECHNICAL COLLEGE

SOAR Instructions

Log in Directions
1. Go to www.oftc.edu
2. Click MyOFTC at the top of the screen
3. Enter Username
   > Example: tsmith@student.oftc.edu
   > *(tsmith is an example of the first portion of a student email account)*
4. Enter Password
5. Click OFTC SOAR card

If your account is disabled, please email the Registrar's Office at registrar@oftc.edu. For all other log in issues, please contact the IT Office at 478-274-7873 or itshelp@oftc.edu.

Registration
Before registration, please make an appointment to meet with your advisor

Browse Classes
1. Click "**Registration**" on the Student Services card
2. Click "**Browse Classes**"
3. Select the **Term**
4. Click "**Continue**"
5. Enter **Subject** and **Course Number**
6. Click "**Search**"
7. Make note of the **CRN** to enter when you register

Register for Classes
1. Click "**Registration**" on the Student Services card
2. Click "**Registration**"
3. Click "**Register for Classes**"
4. Select the **Term**
5. Click "**Continue**"
6. Click the "**Enter CRNS**" tab at the top
7. Type the CRN and click "**Add to Summary**"
8. Click "**Submit**"
9. If you receive an error, please email **registrar@oftc.edu**

Add/Drop Classes
1. Click "**Registration**" on the Student Services card
2. Click "**Registration**"
3. Click "**Register for Classes**"
4. Select the **Term**
5. Click "**Continue**"
6. **To add:** Repeat the steps for "**Register for Classes**"
   To drop: select Drop-Banner Web on the drop-down menu under "**Action**"
7. Log out of SOAR when complete

Withdraw from Classes
1. Click "**Withdrawal Form**" on the Student Services card
2. Complete a withdrawal form request for each course in which you would like to withdraw
3. Click "**Submit**"

Transcript Services

Unofficial Transcript Request Instructions
1. Locate the Transcript Services card
2. Click on "**Unofficial Transcript**"
3. Select Transcript Level: **All Levels**
4. Select Transcript Type: "**Official Paper Transcript**"
5. Use the "**print**" button to either print to a physical printer, or print to PDF to download a copy

Official Transcript Request Instructions
1. Locate the Transcript Services card
2. Click on "**Official Transcript**"
3. Enter your email address then click "**Continue**"
4. Enter the required information (with an asterisk *) and click "**Create Account & Continue**"
5. You will receive an access code at the email address you entered.
6. Click "**Verify your email address**" or enter the code and click "**Submit**"
7. If you are sending your transcript to another college, use the search field to select the recipient. If not, click "I'm sending to myself or another individual"
8. Choose either "**electronic**" or "**Print & Mailed**". Please note, the PDF (electronic method) will process faster
9. Verify your information entered is correct and click "**Continue**"
10. Review your information and click "**Yes, continue with selection**"
11. Enter the required information and submit your signature.
12. Click "**I certify under penalty of law that I am the individual identified above and am authorized to take this action.**"
13. Click "**Continue**"
14. Review your order and click "**Continue**"
15. Enter your payment information to complete your order.

Please watch for email correspondence about your order in case they need additional information or an electronic signature.

View Grades or Transfer Credit

1. Click "**View Audit**" on the Degree Progress Card
2. You will be able to see grades for the classes you have taken as well as any course(s) that were transferred from other colleges

Check Financial Aid Status:

1. Locate the Financial Aid Card
2. Click "**Self Service**"
3. Click "**Award Offer**"
4. Select **Award Year** at the top of the screen
5. View Awards under Grants and Scholarships to Pay for College

Verify My FAFSA

1. Locate the Financial Aid Card
2. Click "**Campus Logic**" (*Directions to Log On*)
3. Follow on screen prompts for "Needed Actions"

To View Account Balance

1. Locate the Financial Aid Card
2. Click "**View Balance/Pay**"
3. Select **Term**
4. View Balance Information
5. If a balance is owed, please use the "**Pay Now**" button to pay your balance

If you need to view payment options, please go back to the Financial Aid Card and click on "**Nelnet Payment Plan**".

Locate your 1098T Tax Document

1. Locate the Student Services Card
2. Click "**1098T Tax Form**"
3. Select the "**Year**"
4. Use the print icon to print your document