

# WUachieve Quick Reference Guide

Provided by the Office of the University Registrar

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WUachieve is a web-based degree audit system centrally managed by the Office of the University Registrar. Support is available within each participating school and within each A&S department. Use your WUSTL Key to log into WUachieve at [wuachieve.wustl.edu](http://wuachieve.wustl.edu).



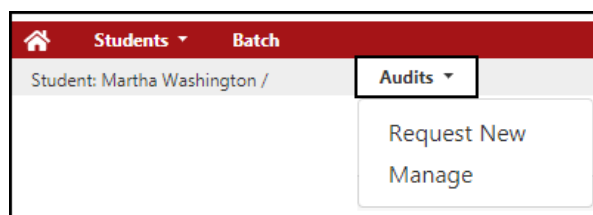
Select **Students** to work with an individual student. Batch functionality is reserved for administrative use. Access Help features by clicking on the Gear icon to the right.

After selecting **Students**, search by:

- ✓ Student ID
- ✓ Preferred Name

NOTE: You may be restricted to the list of students specifically assigned to you.

Once a student is selected, a gray menu bar appears. Use this menu to Request a New audit or Manage existing audits.



## Reminders

- ✓ Every time you log in, student information may have changed. **Always run a fresh audit.**
- ✓ WUachieve assumes that any In Progress (IP) course will be completed with a satisfactory grade.
- ✓ WUachieve does allow for exceptions. There are users in each school with this access. If you have questions about exceptions please contact the appropriate school administrator. Users in the School of Arts & Sciences may also contact their department.
- ✓ When advising a student using WUachieve, please only advise on your own requirements.

For additional information please contact the appropriate school administrator. Users in the School of Arts & Sciences may also contact their department.

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More info: <http://registrar.wustl.edu/faculty-staff/wuachieve/>