Background

WUachieve is a web-based degree audit system centrally managed by the Office of the University Registrar. Participating schools are outlined on the University Registrar’s website (see link below). Not all schools allow both student and admin access. Please contact the appropriate school administrator if you have questions about who should/should not have access to WUachieve.

Use your WUSTL Key to log into WUachieve at http://wuachieve.wustl.edu.

You can also access WUachieve via other university systems such as:
- WebSTAC (under Academics)
- WebFAC (on the left-hand menu)
- WebAdvising (on the banner menu)

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More info: https://registrar.wustl.edu/wuachieve/
Dashboard

After you have entered your WUSTL Key, your WUachieve Dashboard is displayed. A red menu bar will appear across the top of the page. At any point while logged into WUachieve, click the small house button to return to your dashboard.

- Select Students to view/request a degree audit for an individual student.
- Select Batch to view/request a batch of audits.

Note: If you are a staff member and a student, you will see a Student Access button that will take you to your student profile.

Settings

The settings menu may be viewed via the gear drop-down on the right end of the menu bar.

- Select Institution should be avoided. Stay logged in to ‘Washington University in St. Louis’ at all times.
- The Help option will take you to an external website with help specific to your role.
- Always remember to log out when you are finished using the application.

More info: https://registrar.wustl.edu/wuachieve/
Students

After selecting Students you can either enter a student ID or search by preferred student name. You may be restricted to students within your school or department. If searching by name, you will need to select the correct student from the results listing.

Once a student is selected, you will be taken to the audit request page and a grey menu bar will appear under the primary menu. The grey menu bar is specific to the selected student and can be used to:

- Request a fresh audit.
- Return to the Manage page.

Request an Audit

Once a student is selected, you will be taken to the audit request page. You can return to this page and request a fresh audit anytime by clicking:

- Request New on the grey menu bar under Audits.
- The red Run Audit button on the Manage page.

By default, the audit request page will display the student’s declared, primary program. To run the student’s declared program(s) click Run Declared Programs.
At the bottom of the audit request page you have access to advanced settings. Under Format you can choose either Regular (HTML) or PDF. Use PDF only if you are printing the results. Do not use any of the other advanced setting options.

Request a What-If Audit

From the audit request page, you also have the ability to run a “what-if” audit. This will force the student’s courses, demographics, etc. to run under a program of your choosing.

Click on Select a Different Program. You will then be prompted to select an alternate Division, Program, and Catalog Year. If you are unsure what catalog year to select, use the catalog year from the student’s declared program.

Note: This functionality may also be needed for students with dual degrees in different divisions.

More info: https://registrar.wustl.edu/wuachieve/
Audit Results

After requesting an audit you will be directed to the Manage page. The Manage page houses all previously run audits for the selected student. The most recently run audit will always appear at the top of the list.

Note: Only school-level users can delete audits.

Each audit will have a data/time stamp, program and catalog year, type, and will specify the audit format. If everything looks right, click View Audit.

If you have selected a PDF audit, it will display in an Adobe Reader window inside your browser. The Regular (HTML) audit is interactive. It allows you to expand and collapse sections of the audit. It includes three tabs with audit information.

Once on the interactive audit:

- The Audit Results tab houses the audit itself and is the default display.
- The Course History tab displays all course records available in WUachieve.

More info: [https://registrar.wustl.edu/wuachieve/](https://registrar.wustl.edu/wuachieve/)
- The Applied Exceptions tab displays exceptions made to the student’s record by authorized users. Exceptions are stored in WUachieve and will not appear in SISAdmin. There is a Memo area with additional information regarding who authorized the exception.

The Audit Results tab:

- Displays requirements between horizontal lines.
- Displays sub-requirements using numbers within each requirement.
- Will have a disclaimer at the top referring to the audit as a tool or guide. Schools along with departments/programs make the final determination on requirement completion.
- Assumes any In Progress course (flagged with IP) will be completed with a satisfactory grade. The grading option for an IP course appears in parentheses next to the unit count.
- Pulls student data in real-time. A course may have been dropped, or a grade changed. Always run a fresh audit.

More info: https://registrar.wustl.edu/wuachieve/
Batch

Batch allows administrators to run and print batches of audits. Only select users have the ability to create batches that can then be shared. Batch appears as an icon on the WUachieve Dashboard and also on the red menu bar.

- The **Batch Definitions** tab displays the list of batches that have been created/shared.
- The **Scheduled Jobs** tab shows any batches scheduled for routine or future runs.
- The **Run Results** tab shows a list of completed batch results.

Run an Existing Batch

To run a batch, click **Run** on the **Batch Definitions** tab for the desired batch. The system will confirm the number of audits to be run. Click **Submit**. Batches must be run before 10am or after 4pm. There is a university-wide batch blackout in place midday to keep the system running smoothly during our peak times. You can still access prior run batch results during a blackout.

Note: Only admins preparing for graduation checkout should be using batch functionality. We do not create batches for advisors. It’s recommended that advisors run a fresh audit anytime they met with an advisee.

Batch Results

When the batch run is complete, the audits may be viewed and/or printed. To view batch audits, navigate to the **Run Results** tab and click the purple **Audit** button.

More info: [https://registrar.wustl.edu/wuachieve/](https://registrar.wustl.edu/wuachieve/)
Batch

Run Result List

- To view/print a single audit, click on the red PDF button for the audit of interest.
- To view/print all audits click on the red Open All in PDF button.

Note: Batch information found in this user guide is generally available and pertains to users without access to batch creation. More comprehensive information and instructions for batch creation can be found in WUSTL Box for the appropriate users. See the WUachieve User Guide for Batch.

Contacts

The most up-to-date list of school and university WUachieve contacts can be found on the University Registrar’s website (see link below). In addition to the school admins listed, users in the School of Arts & Sciences may also contact their department.

Frequently Asked Questions

Some frequently asked questions are outlined on the University Registrar’s website (see link below).

More info: https://registrar.wustl.edu/wuachieve/