

WUachieve Quick Reference Guide

WUachieve is a web-based degree audit system. For users of past DARS versions, WUachieve is the new and more interactive version of DARSweb.

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



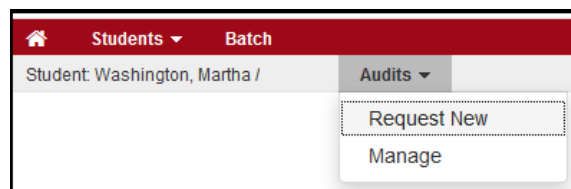
Select **Students** to work with an individual student. Batch functionality is reserved for administrative use. Access Help features by clicking on the Gear button to the right.

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:

- ✓ Once a student is selected, WUachieve will display the most recently run audit. 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 relevant admin below.
- ✓ When advising a student using WUachieve, please only advise on your own requirements.

For additional information contact Laura Setchfield or the appropriate school contact:

Laura Setchfield
Cris Baldwin
Elizabeth Fogt
Elizabeth Hahn

Registrar's Office
Sam Fox School
University College
Brown School

Tobin Harris
Marissa Kaltwasser
Pat Howard
Sue Eggemeyer

Engineering
College of Arts & Sciences
Graduate School of A&S
Law School

Full user guide available at <http://registrar.wustl.edu/faculty-staff/wuachieve/>