

## 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:

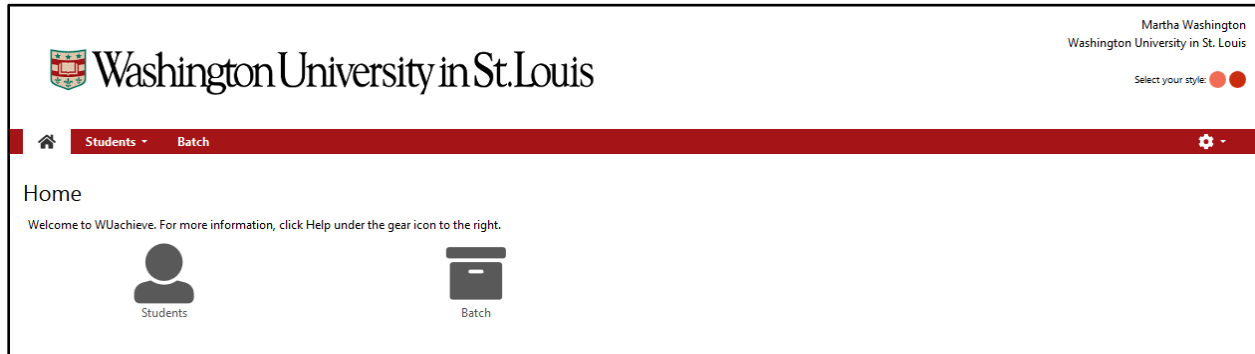
- WebSTAC (under *Academics*)
- WebFAC (on the left-hand menu)
- WebAdvising (on the banner menu)

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## 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.

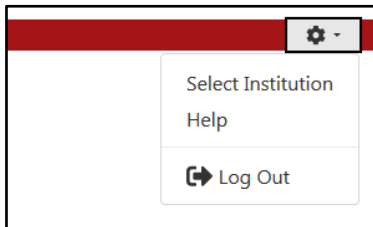


- Select *Students* to view/request a degree audit for an individual student.
- Select *Batch* to view/request a batch of audits.

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.

## 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.

Select	First Name	Last Name	Student Id	Email
<input type="checkbox"/>	Joelle			
<input type="checkbox"/>	Joe			

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.

Washington University in St. Louis

Washington University in St. Louis

Select your style

Students Batch

Student: Martha Washington Audits

## 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*.

Request an Audit

[Run Declared Programs:](#)

Program	Title	Catalog Year
LA1101	Bachelor of Arts Major in Economics	Spring 2012

[Select a Different Program:](#)

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Advanced Settings [Click to view available options.](#)

[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.

Advanced Settings [Click to view available options.](#)

**Include In Progress Courses**

**What If Courses**

**Run Type** S - Audit with Cour

**Format** Regular (HTML)

**List All** ' ' - Default

**COM** ONL - Default

[Run Declared Programs](#)

## 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.

### Request an Audit

[Run Declared Programs](#)

Select a Different Program

Choosing a program here will not change your declared program. Please see your school or your advisor if you are considering a new field of study. You must select a Catalog Year below. If unsure what to enter, use the Catalog Year listed above for your declared program.

Division: ALL - Washington Uni

Program: FIRST - Select a Division Above

Catalog Year: -

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Advanced Settings [click to view available options](#)

Run Different Program
Cancel

## 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.

### Completed Audit Requests

Below are existing audits. Please be mindful of the date/time stamp. You should always run a fresh audit when logging into WUachieve. Click the 'Run Audit' button now if you have not already submitted a request.

Run Audit
Delete

[select all/select none](#)

Program	Title	Catalog Year	Created	Audit Type	Format	Run By	View	Delete
<a href="#">LA1101</a>	AB Major in Economics	Spring 2012	01/03/2019 2:18 PM		PDF	washing	<a href="#">View Audit</a>	<input type="checkbox"/>
<a href="#">GF9502</a>	M.F.A. in Visual Art	Spring 2019	12/11/2018 3:30 PM	WHAT-IF	HTML	Student	<a href="#">View Audit</a>	<input type="checkbox"/>
<a href="#">LA1101</a>	AB Major in Economics	Spring 2012	12/11/2018 3:30 PM		HTML	Student	<a href="#">View Audit</a>	<input type="checkbox"/>

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.

- 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 screenshot shows the WUachieve interface for an audit. The top navigation bar includes 'Students' and 'Batch' menus. The main header area displays 'AB Major in History' and a 'Request Audit' button. Below this, a table lists audit details: 'Prepared On' (01/10/2019 02:39 PM), 'Program Code' (LA2201), 'Catalog Year' (Fall 2016), and 'Student ID'. The 'Audit Results' tab is selected and highlighted. Below the table, there are links for 'Open All Sections', 'Close All Sections', and 'Printer Friendly'. A red warning message states 'AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED'. The requirements list includes 'Introductory History Courses' with a sub-requirement '1) Take any 100-level course in History.' which is marked as completed with a green checkmark. At the bottom, a course entry shows 'SP17 HST.122.164 3.0 A Introduction to World History'.

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.

## 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.

The screenshot displays the 'Batch Definitions' tab within the 'Batch' section. It includes a search filter 'Filter Batch Results (Minimum 3 Characters)', a filter by 'Type' and 'Owner', and an 'Add Batch' button. A table lists the batch definitions with columns for 'Run Batch', 'Id', 'Description', 'Type', 'Owner', 'Last Modified', 'By', 'Clone', 'Edit', and 'Delete'. The first two rows are highlighted with a yellow box.

Run Batch	Id	Description	Type	Owner	Last Modified	By	Clone	Edit	Delete
<a href="#">Run</a>	650	Med School Grad Batch 2018 (MD)	S - Audit with Course Sort		12/12/2018 9:20 AM				
<a href="#">Run</a>	651	Med School Grad Batch 2018 (MSTP)	S - Audit with Course Sort		12/12/2018 9:21 AM				

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.





**Batch**

[Batch Definitions](#)   [Scheduled Jobs](#)   [Run Results](#)

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**Run Result List**

Filter by:   

▲ Id	Description	Type	Owner	Last Run Date	Audit Result Status	View Audits
650	Med School Grad Batch 2018 (MD)	S		12/12/2018	88 Not Complete / 16 Complete	 
651	Med School Grad Batch 2018 (MSTP)	S		12/12/2018	19 Not Complete / 1 Complete	 

- 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).