

WUachieve Quick Reference Guide

Provided by the Office of the University Registrar

Last Updated 3/21/2019

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 <http://wuachieve.wustl.edu>.



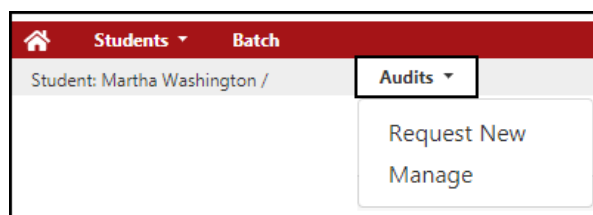
Select *Students* to work with an individual student. Batch functionality is reserved for administrative use. Access *Help* features by clicking on the Gear icon to the right.

After selecting *Students*, search by:

- Student ID
- Preferred Name

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

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



Reminders

- **Always run a fresh audit** when logging in or accessing a new student. WUachieve uses real-time data and student information may have changed.
- WUachieve assumes that any In Progress (IP) course will be completed with a satisfactory grade.
- WUachieve does allow for exceptions. There are administrators in each school and in each A&S department who can make exceptions.
- When advising a student using WUachieve, please only advise on your own requirements.

For additional information

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 contact their department administrator.

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