

## Obtaining a What-If Degree Audit using U.Achieve

- Log-in to your eSIS account
- Locate the drop down menu in the middle of your home page just to the left of your class schedule
- Select “Degree Audit” (the list is alphabetized)
- Click the blue arrow button to the right of the drop down menu
- You will then have to push the “Login with U.Achieve” button, found on the right hand side of the page
- Login with your W number and Password

OR

- Visit the Registrar’s Office Website: [www.uwrf.edu/Registrar/](http://www.uwrf.edu/Registrar/)
- Follow the link “U.Achieve-Degree Audit” found on the bottom of the left side navigation bar
- Click the “Log into U.Achieve” button found on the right hand side of the page
- Proceed to log into U.Achieve with your W number and Password

### To obtain a “What-If” degree audit:

1. Select “Run Selected Program”
2. Select “Degree”
3. Select “Catalog Year”

The screenshot shows the 'Request an Audit' page in the eSIS system. At the top, there is a navigation bar with 'Students', 'Reports', and 'Security' menus. Below this is a sub-navigation bar with 'Audits', 'Comments', and 'Exceptions' options. The main content area is titled 'Request an Audit' and contains a 'Select A Program' section. Under 'Run Current Programs', there is a table with the following data:

Degree Program	Title	Catalog Year
BS 1810A	BACHELOR OF SCIENCE	Fall 2016

Below the table, there are three radio buttons and two dropdown menus. The first radio button is labeled 'Run Selected Program' and is selected. The second is 'Degree' and the third is 'Catalog Year'. Both are currently set to '-'. There are also 'Options' for 'Include In Progress Courses' (checked) and 'Format' (set to 'Regular (HTML)'). At the bottom, there are 'Run Audit' and 'Cancel' buttons. Red circles and arrows highlight the 'Run Selected Program' radio button (1), the 'Degree' dropdown (2), and the 'Catalog Year' dropdown (3).

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Once the degree and catalog year have been selected, you can select up to three additional major(s) and/or three additional minor(s).

1. Select "2<sup>nd</sup> Major" or "1<sup>st</sup> Minor"
2. Select additional major or minor from the drop-down list
3. Select the Format for the degree audit
4. Click "Run Audit"

**Request an Audit**

Select A Program

Run Current Programs:

Degree Program	Title	Catalog Year
BS 1810A	BACHELOR OF SCIENCE	Fall 2016

Run Selected Program:  
Choosing a degree program here will not change your declared degree program.

Program (First Major) BACHELOR OF SCIENCE - BUSINESS ADMINISTRATION - BS 9214  
Catalog Year Fall 2016 [Clear Selections](#)

Add: 2nd Major | 1st Minor

Options

Include In Progress Courses

Format   
Regular (HTML)  
Regular (HTML)  
PDF

[Run Audit](#) [Cancel](#)

Adding a 1st Minor:

1st Minor:  [Nevermind](#)