Click for printable version.
Offerings Planner – Proof Copy

This is how to generate a Proof Copy in MAUI. The Proof Copy for a specific session will be available as soon as the session replication occurs.

1) Log into MAUI (http://www.mauj.uiowa.edu).

2) From MAUI HOME screen, click Registrar tab.

3) Click Offerings Planner.

➢ Please Note – To find the exact Replication of Session date, see below.
Academic Calendar – Finding Session Dates

This is how to find specific session dates in the Academic Calendar.

1) Log into MAUI (http://www.maui.uiowa.edu).

2) From MAUI HOME screen, click Registrar tab.

3) Click Academic Calendar.
4) You will receive the Academic Calendar dashboard.
   A. Select the desired Session from drop down list.
   B. You can use the Search box as described below.
   C. The Registrar Dates is the default tab. Click on desired tab to see dates for the other areas.
   D. You can sort the Description, Begin Date, and End Date fields to find desired date.

   ➢ Replication of session is the highlighted example.
4) Click **Proof Copy**.

5) You will receive the **Proof Copy** screen.
   A. Select the desired **Session**.
   B. Select one (or more) of the following filters - **Course Subject**, **Management Type**, **Course Level**.
   C. Click **Add All** (or **Remove All**) to add all (or remove) **Field Options** to the proof copy, **OR** click on each option individually.
   D. Click **Go**.

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**Offerings Planner**

**Course Offerings Schedule**

<table>
<thead>
<tr>
<th>Session</th>
<th>Deadline to submit course approval forms</th>
<th>Planner Closed to Editing</th>
<th>ISIS Course Browse Available</th>
<th>Early Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2012</td>
<td>12/02/2011</td>
<td>12/14/2011 - 02/14/2012</td>
<td>02/19/2012</td>
<td>04/16/2012 - 04/27/2012</td>
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<tr>
<td>Fall 2012</td>
<td>01/25/2012</td>
<td>02/02/2012 - 01/21/2012</td>
<td>02/21/2012</td>
<td>04/16/2012 - 04/22/2012</td>
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<tr>
<td>Winter 2012</td>
<td>06/19/2012</td>
<td>06/22/2012 - 08/20/2012</td>
<td>06/21/2012</td>
<td>11/12/2012 - 12/04/2012</td>
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<tr>
<td>Spring 2013</td>
<td>08/23/2012</td>
<td>08/31/2012 - 10/17/2012</td>
<td>10/22/2012</td>
<td>11/12/2012 - 12/04/2012</td>
</tr>
</tbody>
</table>

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**Offerings Planner > Proof Copy**

- **Course Subject:** ANTH (Anthropology)
- **Management Type:**
- **Course Level:**

**Field Options**

- Section
- Course
- Time & Location
- Reg Status
- Planner Status
- Opt
- Hours
- Restrictions

**Quick Tools**

**Add All>>**

**Remove All**

**Selected Fields**

The fields are sortable for your convenience. You may select/deselect as many fields as you want and rearrange them how you see fit.

**Report Type:** Condensed

**Output:** PDF

PDF output produces a document for printing that may take some time to generate depending on the size of the subject. Therefore the PDF request will be sent to the queue for later processing. You should receive an email in several minutes (depending on the size of the report requested and current mail traffic it may take longer). The email will be sent from maui-workflow@uiowa.edu with a subject that begins with **Proof Copy**. If processing fails you should receive an email with a short reason.
6) You will receive the following message.
7) Check your email for the pdf proof copy.

- Below is a sample pdf proof copy.

<table>
<thead>
<tr>
<th>Section</th>
<th>Course</th>
<th>Time &amp; Location</th>
<th>Reg Status</th>
<th>Planner Status</th>
<th>Opt</th>
<th>Hours Restrictions</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100 (113:00) 0001</td>
<td>First-year Seminar Science, Food and Culture in the Archaeological Record</td>
<td>Oct 22, 2012 - Dec 5, 2012 Subsection: OF CYCLE</td>
<td>Open</td>
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<td>ANTH 100 (113:00) 0002</td>
<td>First-year Seminar Subtitle: The Anthropology of Archaeology</td>
<td>Aug 21, 2012 - Oct 23, 2012 Subsection: OF CYCLE</td>
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<td>Aug 20, 2012 - Dec 7, 2012</td>
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<tr>
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<tr>
<td>ANTH 100 (113:00) 0012</td>
<td>Cultural Anthropology Subtitle: Social Sciences, Values, Society, and Diversity</td>
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