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.mau.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.
Click for Replication of Session date instructions

# Academic Calendar - Finding Session Dates

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

1) Log into MAUI ([http://www.mauuiowa.edu](http://www.mauuiowa.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**.
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 1001 (13:029)</td>
<td>0001</td>
<td>First-year Seminar</td>
<td>3:30P - 4:45P MWF 200 SBA</td>
<td>Open</td>
<td>Approved</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>ANTH 1000 (13:032)</td>
<td>0002</td>
<td>First-year Seminar</td>
<td>3:30P - 4:45P MWF 200 SBA</td>
<td>Cancelled</td>
<td>Approved</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>ANTH 1000 (13:039)</td>
<td>0003</td>
<td>First-year Seminar</td>
<td>2:30P - 3:25P M 111 MHC</td>
<td>Open</td>
<td>Approved</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>ANTH 1001 (13:040)</td>
<td>0001</td>
<td>Issues in Anthropology</td>
<td>1:30P - 2:45P MWF 102 MHC</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1001 (13:045)</td>
<td>0001</td>
<td>The Evolution of Human Sex</td>
<td>1:30P - 2:45P MWF 111 MHC</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1002 (13:054)</td>
<td>0001</td>
<td>Anthropology of Violence</td>
<td>1:30P - 2:45P MWF 102 MHC</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1002 (13:056)</td>
<td>0001</td>
<td>The Anthropology of Virtual Worlds</td>
<td>1:30P - 2:45P MWF 102 MHC</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1004 (13:071)</td>
<td>0001</td>
<td>Anthropology of Immigration</td>
<td>1:30P - 2:45P MWF 102 MHC</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1005 (13:075)</td>
<td>0001</td>
<td>Cultural Anthropology</td>
<td>1:30P - 2:45P MWF 102 MHC</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td>3</td>
</tr>
</tbody>
</table>