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.mauuiowa.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**.
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>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 (113:03)</td>
<td>10:30A-11:50A MWF 132 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ANTH 100 (113:09)</td>
<td>9:30A-10:20A MWF 119 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ANTH 100 (113:10)</td>
<td>5:00P-6:15P MW 119 MH</td>
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<td>3</td>
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<tr>
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<tr>
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<td>3</td>
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