Proof Copy
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.
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.
Offerings Planner – Proof Copy (cont.)

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 Description</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 1200 (11:02)</td>
<td>Subtitle Food and Cuisine in the Archaeological Record</td>
<td>3:30P - 4:45P MW 208 CB</td>
<td>Open</td>
<td>Approved</td>
<td>15</td>
<td>Restricted to first-year undergraduates</td>
<td></td>
</tr>
<tr>
<td>ANTH 1200 (11:02)</td>
<td>Subtitle: A History of Modernity and Power</td>
<td>3:30P - 4:45P</td>
<td>Open</td>
<td>Approved</td>
<td>15</td>
<td>Restricted to Honors Program members</td>
<td></td>
</tr>
<tr>
<td>ANTH 1203 (11:00)</td>
<td>Subtitle: Social, Cultural, and Spiritual Perspectives</td>
<td>2:30P - 3:45P</td>
<td>Open</td>
<td>Approved</td>
<td>15</td>
<td>Restricted to first-year undergraduates</td>
<td></td>
</tr>
<tr>
<td>ANTH 1201 (11:00)</td>
<td>Subtitle: The Anthropology of Violence</td>
<td>1:30P - 2:45P MW 112 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
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<tr>
<td>ANTH 1205 (11:04)</td>
<td>Subtitle: The Evolution of Human Sex</td>
<td>10:00P - 11:15P MW 128 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 1207 (11:06)</td>
<td>Subtitle: The Anthropology of Virtual Worlds</td>
<td>10:30P - 11:45P MW 118 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td></td>
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<tr>
<td>ANTH 1208 (11:07)</td>
<td>Subtitle: Anthropology of Immigration</td>
<td>10:00P - 11:15P MW 118 MH</td>
<td>Open</td>
<td>Approved</td>
<td>25</td>
<td></td>
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</tbody>
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