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.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](http://www.maui.uiowa.edu)).

![MAUI Login Screen](image1)

2) From MAUI HOME screen, click Registrar tab.

![Registrar Tab](image2)

3) Click Academic Calendar.

![Registrar Screen](image3)
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.