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.maui.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.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.
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</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 1000 (11:03:00) Section Type: Stand-Alone General Education Text: First-year Seminar Subtitle: Food and Farmer in the Archaeological Record Aug 20, 2012 - Dec 6, 2012 Subsession: OFF CYCLE Primary Instructor: Teacher, Joe</td>
<td>3:30P - 4:45P MW 228 CB</td>
<td>Open</td>
<td>Approved 15</td>
<td>1</td>
<td>Restricted to first-year undergraduates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 1000 (11:03:00) Section Type: Stand-Alone General Education Text: First-year Seminar Subtitle: The Anthropology of Slavery Aug 20, 2012 - Dec 7, 2012 Primary Instructor: To be Determined</td>
<td>3:30P - 4:45P TH 117 MH</td>
<td>Open</td>
<td>Approved 25</td>
<td>3</td>
<td>Jan 16, 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 1000 (11:03:00) Section Type: Stand-Alone General Education Text: The Evolution of Human Sex Aug 20, 2012 - Dec 7, 2012 Primary Instructor: Teacher, Joe Course Supervisor: Faculty, Jill</td>
<td>5:00P - 6:15P MW 116 MH</td>
<td>Open</td>
<td>Approved 25</td>
<td>3</td>
<td>Apr 10, 2012</td>
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<td></td>
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<tr>
<td>ANTH 1000 (11:03:00) Section Type: Stand-Alone General Education Text: Anthropology of Virtual Worlds Aug 20, 2012 - Dec 7, 2012 Primary Instructor: To be Determined</td>
<td>6:30P - 7:45P MW 116 MH</td>
<td>Open</td>
<td>Approved 25</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 1000 (11:03:00) Section Type: Stand-Alone General Education Text: Anthropology of Immigration Aug 20, 2012 - Dec 7, 2012 Primary Instructor: Teacher, Joe</td>
<td>5:00P - 6:15P TH</td>
<td>Cancelled</td>
<td>Approved 25</td>
<td>3</td>
<td></td>
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<td></td>
</tr>
</tbody>
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