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.mau.iuowa.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.

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.

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<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>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1200 (11.03): 0001</td>
<td>3:30P - 4:45P</td>
<td>Approved</td>
<td>Open</td>
<td>15</td>
<td>Restricted to first-year undergraduates</td>
</tr>
<tr>
<td>ANTH 1200 (11.03): 0002</td>
<td>3:30P</td>
<td>Approved</td>
<td>Open</td>
<td>15</td>
<td>Restricted to Honors Program members</td>
</tr>
<tr>
<td>ANTH 1200 (11.03): 0003</td>
<td>2:30P - 2:50P</td>
<td>Approved</td>
<td>Open</td>
<td>15</td>
<td>Restricted to first-year undergraduates</td>
</tr>
<tr>
<td>ANTH 1211 (11.09): 0001</td>
<td>10:30A - 11:50A</td>
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<td>Open</td>
<td>25</td>
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</tr>
<tr>
<td>ANTH 1211 (11.09): 0002</td>
<td>9:30A - 10:50A</td>
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<tr>
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<tr>
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<td>Open</td>
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<tr>
<td>ANTH 1213 (11.09): 0001</td>
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