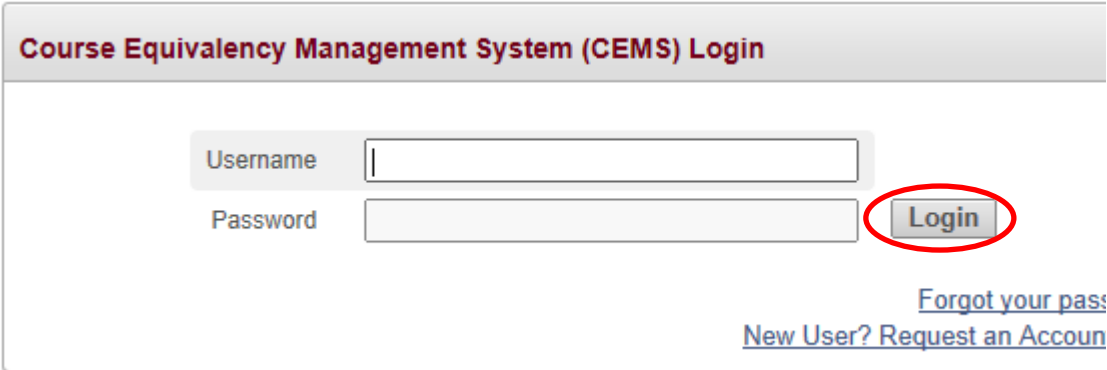
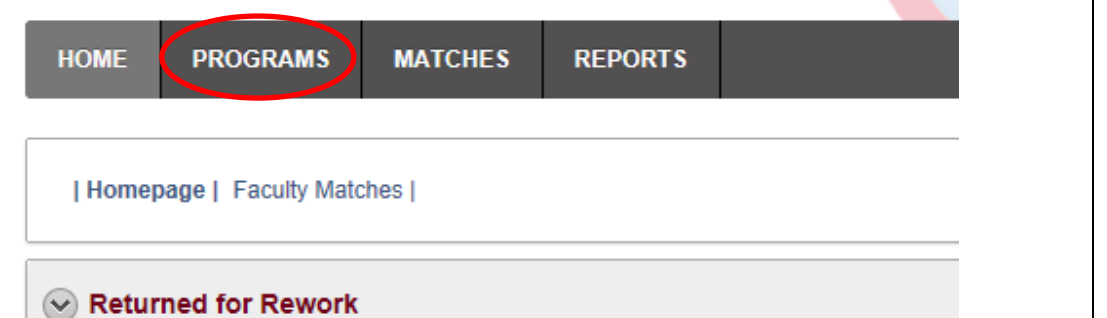
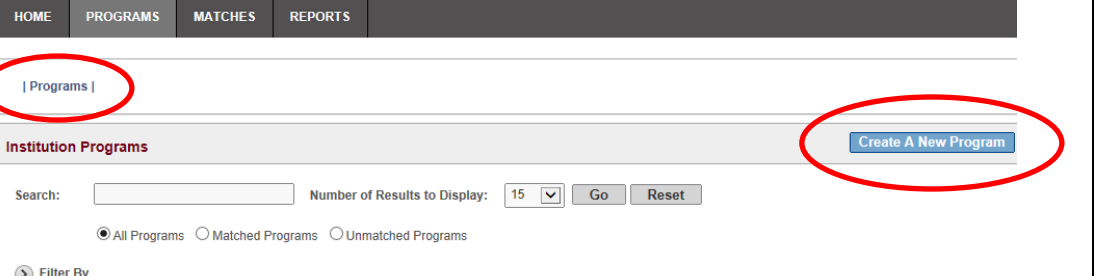
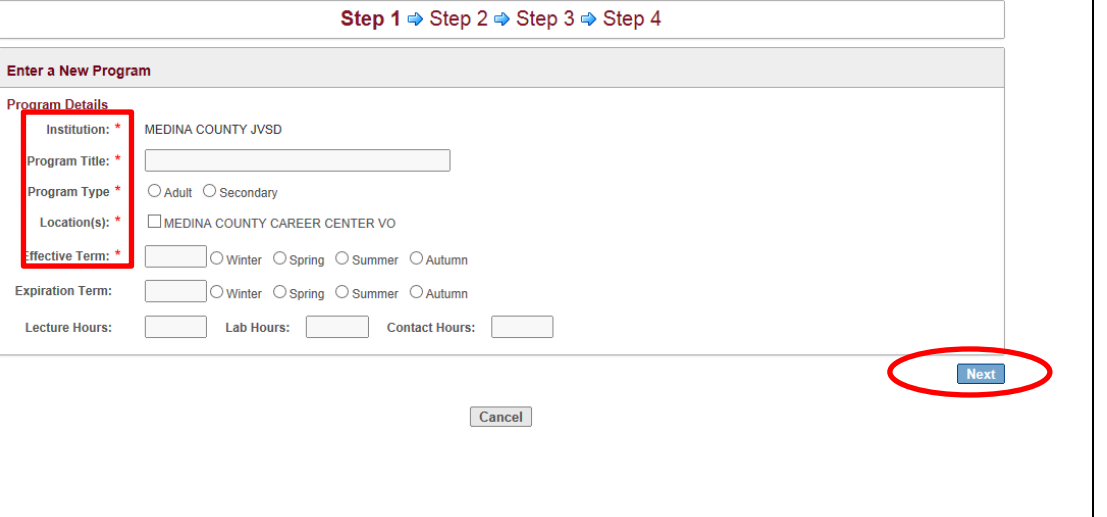


Course Equivalency Management System

How to Create a New Program

<p>Step 1: Go to https://cems.regents.ohio.gov. Enter your username and password assigned to you by your Institutional or OBR Coordinator.</p>	 <p>Course Equivalency Management System (CEMS) Login</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Login</p> <p>Forgot your password? New User? Request an Account</p>
<p>Step 2: Click on the “Programs” button from the main navigation bar located at the top of the page.</p>	 <p>HOME PROGRAMS MATCHES REPORTS</p> <p> Homepage Faculty Matches </p> <p>Returned for Rework</p>
<p>Step 3: Next, click on the “Create a New Program” button on the right of the page.</p>	 <p>HOME PROGRAMS MATCHES REPORTS</p> <p> Programs </p> <p>Create A New Program</p> <p>Search: <input type="text"/> Number of Results to Display: 15 <input type="button" value="Go"/> <input type="button" value="Reset"/></p> <p><input checked="" type="radio"/> All Programs <input type="radio"/> Matched Programs <input type="radio"/> Unmatched Programs</p> <p>Filter By</p>
<p>Step 4: This is a 4 step process.</p> <p>First enter a program title and type, and then select a location from the populated list. Note that the location depends on the institution selected. Ensure that all areas marked with a red* are filled out. When finished, click on the “Next” button on the lower right of the page.</p>	 <p>Step 1 ➔ Step 2 ➔ Step 3 ➔ Step 4</p> <p>Enter a New Program</p> <p>Program Details</p> <p>Institution: * MEDINA COUNTY JVSD</p> <p>Program Title: * <input type="text"/></p> <p>Program Type: * <input type="radio"/> Adult <input type="radio"/> Secondary</p> <p>Location(s): * <input type="checkbox"/> MEDINA COUNTY CAREER CENTER VO</p> <p>Effective Term: * <input type="text"/> <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Autumn</p> <p>Expiration Term: <input type="text"/> <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Autumn</p> <p>Lecture Hours: <input type="text"/> Lab Hours: <input type="text"/> Contact Hours: <input type="text"/></p> <p>Next</p> <p>Cancel</p>

Add Textbooks and Readings

Textbook Details

ISBN:

Title:

Publisher:

Authors:

Edition:

Copyright Year:

Notes:

Attached Textbooks

No textbooks have been attached to this program

Additional Readings

Outside Readings/Ancillary Materials/Instructional Resources:

Step 5: Enter the textbooks and readings for the Program. You may use the 9 or 13 digit ISBN number to search for texts. Additional Readings can be entered at the bottom of the page.

When finished, click on the “Next” button on the lower right of the page.

Step 6: Enter any Additional Program Data, Objectives & Assessment or Additional Information if necessary. Note that these do not have to be completed.

When finished, click on the “Next” button on the lower right of the page.

Additional Program Data

Pre-Requisite/Co-Requisite Requirements & Catalogue Description

Pre-Requisite and Co-Requisite Requirements:

Catalog Description:

Objectives & Assessment

Instructional Goals or Objectives:

Description of Assessment and/or Evaluation of Student Learning:

Additional Information

Step 7: Lastly, upload any necessary Program documents either in PDF, Word, or Excel format. Start by choosing the document type, then browsing for the file.

When finished, click on the “Save” button on the lower right of the page to create the new program. This is the last and final step in the process.

Step 1 → Step 2 → Step 3 → **Step 4**

Attach Program Documents

Upload a Document


Document Type:

Select a File:

(PDF, Word or Excel Preferred)

Attached Documents

No document have been added to this program

 Program created successfully