

Course Equivalency Management System (CEMS)

How to Copy a Course

Step 1: Go to <https://cems.regents.ohio.gov>. Enter your username and password assigned to you by your Institutional or OBR Coordinator.

Course Equivalency Management System (CEMS) Login

Username

Password

Login

[Forgot your](#)

[New User? Request an Acc](#)

Step 2: Click on "Courses" in the main tab near the top of the page.

HOME

COURSES

MATCHES

REPORTS

[| Homepage |](#) [Faculty Matches |](#)

Step 3: Click on the Pencil under the "Copy" button on the right of the page for the Course to be copied.

[| Courses |](#)

Institution Courses

Search:

Number of Results to Display:

15

Go

Reset

All Courses Matched Courses Unmatched Courses

Filter By

Search Results

Institution [▲]	Course Title	Course ID(s)	Edit	Edit	Copy
BELMONT COLLEGE	Child Development	CDT 225 : AU1970-SM2012			
BELMONT COLLEGE	State and Local Government	POL 202 : SM2009-SM2012			
BELMONT COLLEGE	Business Calculus I	MAT 221 : AU2008-SM2012			
BELMONT COLLEGE	STATISTICS II	MAT118 : AU2008-SM2012			

Step 4: The next screen will ask to “Confirm” the task.

Matched Courses Unmatched Courses

Course Title	Course ID(s)	Edit ▲	Copy
Paramedic Theory I	28EMS 101 : AU1970		

Are you sure you want to copy [Paramedic Theory I](#)?

Confirm

Step 5: Make necessary changes to the copied course. Don't forget to expand the individual sections. Before finalizing, check carefully all of the changes were made. Note that during this step, you may review the “How to Edit a Course” document to get a more detailed review on how to edit.

When finished, click on “Save Changes”.

Edit Course Cancel

Course Data

Institution: * BELMONT COLLEGE

Course Title * Advertising

Campus(es): * BELMONT COLLEGE

Course ID(s)

Course ID	Subject Abbreviation	Course Number	Start Term	Start Year	End Term	End Year	
BUS 245	BUS	245	Autumn	1970	Winter	2005	remove

> **Additional Course Data**

> **Hours**

> **Textbooks & Readings**

> **Documents**

Save Changes Delete Course