

Course Equivalency Management System

How to Edit a Returned Match by Faculty Submitter

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 password?](#)
[New User? Request an Account Here!](#)

Step 2: Click on the “Faculty Matches” from the main page, or simply scroll on the “Home” page to find the “Returned for Rework” heading.

OhioHigherEd
University System of Ohio

Ohio.gov State Agencies | Online Services | Feedback

HOME COURSES MATCHES REPORTS

| Homepage | Expiration Requests | Coordinator Matches | **Faculty Matches** |

Step 3: Click on the “Returned for Rework” drop down arrow to show the matches.

Click on the “Returned for Rework” Match from the main page.

Click on the review button to review/edit the Match.

Returned for Rework (CTAG)

Review Type: Standard Expedited

CTAG Rework

There are no matches meeting these requirements

Returned for Rework (TAG)

Review Type: Standard Expedited



TAG Rework

There are no matches meeting these requirements

Returned for Rework (OTM)

Review Type: Standard Expedited

OTM Rework

Match ID▲	OTM Title	Institution	Review Type	Review
10721	Transfer Module Arts and Humanities	UNIVERSITY OF AKRON	Expedited	
10722	Transfer Module Social and Behavioral Sciences	UNIVERSITY OF AKRON	Standard	

1 - 2

Step 4: Make necessary changes to reflect the desired outcomes.

Expand the Courses, Learning Outcomes, and Additional Requirements to ensure all the changes.

In order to change the course content or replace a document for the course, "Edit a Course" process needs to be followed. See a separate guide for "Edit a Course".

Match Submission Cancel

[Match Status History/Comments](#)

Match Details

Institution: * OHIO UNIVERSITY

Review Type: * Standard Expedited

Start Term: * 2012 Winter Spring Summer Autumn

End Term: Winter Spring Summer Autumn

TAG Area/Panel: * Studio/Fine Arts

OAN: * OAH001 - BASIC DRAWING

▶ Courses

▶ Learning Outcomes

▶ Additional Requirements

Step 5: You may view the courses that are a part of the returned match. The courses can either be removed or added to the match. Clicking on the link for the course under Course Title will provide detailed information of that course, shown in the next step.

▼ Courses

Course Title
[Human Relations](#)

Add a Course

Course Look-Up:

Courses:

141 - IT	2040240 - Human Relations
2011111 - ashita	
2020121 - English	
2020222 - Technical Report Writing	
2030 - Mathematics for Modern Technology	
2030152 - Technical Mathematics II	
2030153 - Technical Mathematics III	
2030161 - Math for Modern Technolog	
2030345 - 2030345	
2040241 - Technology & Human Values	

Step 6: This shows the pop-up detail of the Course Details. Changes cannot be made to the course in this screen, but is left in a view only mode.

Course Details Winter Spring Summer Autumn

Course Details

Institution: UNIVERSITY OF AKRON MAIN CAMPUS

Course Title: Human Relations

Campus(es): UNIVERSITY OF AKRON MAIN CAMPUS
 UNIVERSITY OF AKRON WAYNE COLLEGE

Course ID(s)

Course ID	Subject	Number	Begin Term	End Term
2040240	2040	240	AU2008	-

Credit Hours

Low Credit Hours: 3.00

High Credit Hours: 3.00

Contact Hours

Lecture Hours Per Week:

Lab Hours Per Week:

Other Hours Per Week:

Pre-Requisite and Co-Requisite Requirements:
No data entered

Step 7: The Learning Outcomes can also be edited. Use the “edit” function under the Learning Outcomes dropdown as shown to make changes to the text for *each* section.

Learning Outcomes & Guidelines

Type: *Guideline*

Description: *Guideline 1 - The course has the required entry level college proficiencies appropriate to the course. Entry level college proficiencies can be shown using a variety of means including placement exams, prerequisite coursework and a description of the course materials.*

Institution Response: *No response entered*

add | edit

Type: *Guideline*

Description: *Guideline 2 - Course is not remedial or developmental.*

Institution Response: *3333*

add | edit

Step 8: Additional Requirements that can be added include the Interdisciplinary Weight Requirements for the match.

▼ **Additional Requirements**

Current Additional Requirements

There are not currently any additional requirements listed for this match

[Add Interdisciplinary Weight Requirement](#)

Step 9: Lastly, comments can be added to the match if desired before saving. There are two options after review is complete, either to "Save as Draft" or "Save and Submit to Institution Coordinator". Choose the appropriate option and click on the "Submit" button at the bottom of the page to save or complete the Match.

Comments:

Text area for comments with up and down arrows on the right side.

- Save as Draft
- Save and Submit to Institution Coordinator

Save