

Course Equivalency Management System (CEMS)

How to Expire a Match, and then 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 password?](#)
[New User? Request an Account](#)

Step 2: Click on the “Matches” button from the main navigation bar located at the top of the page.

HOME COURSES MATCHES

[| Homepage | Faculty Matches |](#)

Step 3: First, click on the appropriate Match Type (CTAG, TAG, OTM, AP) under the sub-navigation bar.

[TAG Matches](#) | [OTM Matches](#) | [AP Matches](#) |

[Create a New TAG Match](#)

Step 4: Next, scroll down and expand the Display Columns section.

Click on the “Expire/Withdraw” in order to show the Expire/Withdraw column beside each match.

The Match can then be searched in the box shown in order to bring up the correct and more precise Match to expire.

TAG Matches

[Click to view a list of TAG Definitions](#)

Search: Num1

Filter By

Display Columns

Select the columns you would like to display:

- Institution
- Faculty Panel
- Articulation Number
- Match ID
- Course List
- Effective Date
- Expiration Date
- Match Status
- Review Type
- Edit
- Expire/Withdraw
- Copy

Step 5: Locate the Match that needs to be expired.

Click on the Expire icon (clock) in the Match that needs to be expired in order to generate an expiration request.

If a pop-up doesn't appear, check the pop-up blocker setting in the Browser.

Search Results

Match ID	Institution	Faculty Panel	Articulation Number	Status	Review Type	Edit	Expire / Withdraw
20433	UNIVERSITY OF CINCINNATI	BUSINESS	OBU001	DR	Standard		
20502	UNIVERSITY OF CINCINNATI	CRIMINAL JUSTICE	OSS033	DR	Standard		
10881	UNIVERSITY OF CINCINNATI	GEOGRAPHY	OSS026	AP	Standard		
10882	UNIVERSITY OF CINCINNATI	HISTORY	OHS010	AP	Standard		
10883	UNIVERSITY OF CINCINNATI	JOURNALISM	OCM011	AP	Standard		
10884	UNIVERSITY OF CINCINNATI	PHILOSOPHY	OAH046	AP	Standard		
10887	UNIVERSITY OF CINCINNATI	SOCIOLOGY	OSS024	AP	Standard		

Step 6: Fill out the Expiration Request. Ensure that comments are entered to facilitate the request to the OBR Coordinator.

When finished, click on the "Save" button on the bottom left of the pop-up to submit or click on the "x" on the upper right hand corner to cancel.

Create Expiration Request

Expiration Request

- Please enter the year and term for which this Match will terminate.
- Please note that the Termination Term needs to be approved by the OBR

Match Details

Match: 10883 - INTRODUCTION TO PHOTO JOURNALISM (OCM011)

Effective Term: AU2007

Current Expiration Term: SM2012

Requesting Expiration Term: Winter Spring Summer Autumn

Comments/Reasons for Expiration:

Save

Step 7: An expiration request submission message will appear if an expiration request was submitted successfully.

Close out the page showing a successful submission.

Create Expiration Request

Expiration request submitted successfully

Step 8: Click on "Courses" in the main tab near the top of the page.

Note that the only courses that can be expired are those with approved expiration requests for all of the approved matches that the course is affiliated with.

Please wait until the expiration request has been granted by OBR Coordinator.

HOME

COURSES

MATCHES

REPORTS

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

Step 9: In order to check for the course being approved for other matches, search the course.

Once the course is found, click on the course title.

| Courses |

Institution Courses

Search: Number of Results to Display: 15

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 10: A pop-up with course information will appear. Scroll all way down to the bottom of the pop-up page. Find other matches by looking at “Associated Matches” section.

Work on expiration requests for all of those matches if the course is no longer active.

Course Details

Institution: BELMONT COLLEGE
Course Title: Calculus III
Campus(es): BELMONT COLLEGE

Course ID(s)

Course ID	Subject	Number	Begin Term	End Term
MAT 227	MAT	227	AU2008	SM2012

Textbooks

Title	Edition	Publisher	Author
Calculus Early Transcendentals	6th Edition	Brooks Cole	Stewart

Additional Readings

Outside Readings/Ancillary Materials/Instructional Resources:
TI-83 or higher Graphic Calculator; Notebook

SUPPLEMENTAL MATERIALS AVAILABLE: Tutorial software is available in the computer lab and mathematics videotapes and free tutoring are available in the Learning Commons.

Associated Matches

[6123 - Transfer Module Mathematics, Statistics and Logic \(TMMSL - TMMATHSTATSANDLOGIC\)](#)

Step 11: Once all of the expiration requests have been approved by OBR Coordinator, the course is ready to be expired.

Click on “Courses” in the main tab near the top of the page and search for the course.

Click on the Pencil under the “Edit” button on the right of the page for the Course that needs to be expired.

| Courses |

Institution Courses

Search: Number of Results to Display: 15

All Courses Matched Courses Unmatched Courses

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Step 12: Enter an End Term and End Year for the course. This term should be the last term that the course is being offered.

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

Edit Course

Course Data

Institution: *

Course Title *

Campus(es): *

BELMONT COLLEGE

Course ID(s)

Course ID	Subject Abbreviation	Course Number	Start Term	Start Year	End Term	End Year	
<input type="text" value="CDT 225"/>	<input type="text" value="CDT"/>	<input type="text" value="225"/>	<input type="text" value="Autumn"/>	<input type="text" value="1970"/>	<input type="text" value="Summer"/>	<input type="text" value="2012"/>	<input type="button" value="Remove"/>

Step 13: Click on the “Save Changes” button to save the expiration date.

> **Additional Course Data**

> **Hours**

> **Textbooks & Readings**

> **Documents**