

Course Equivalency Management System

How to Revise a Returned Match as Institutional Coordinator

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 pass](#)
[New User? Request an Account](#)

Step 2: Click on the desired match that has been returned for rework.

Click on the number next to the Match Type (CTAG, TAG, OTM, and AP).

| [Homepage](#) | [Expiration Requests](#) | [Coordinator Matches](#) | [Faculty Matches](#) |

Returned for Rework

The following number of matches have been returned for rework. In order to view the matches for a specific articulation type, click on the value listed corresponding column.

Returned for Rework	
CTAG.....	0
TAG.....	0
OTM.....	3
AP.....	0

Institution Coordinator Submissions

The following number of matches have been submitted for review or returned for rework. In order to view the matches for a specific articulation type, listed in the corresponding column.

New Submissions			Resubmissions			Returned for Rework		
CTAG.....	0		CTAG.....	1		CTAG.....	0	
TAG.....	1		TAG.....	1		TAG.....	1	
OTM.....	0		OTM.....	0		OTM.....	0	
AP.....	0		AP.....	0		AP.....	0	

Step 3: Click on the Pencil icon under the Review Column to revise the Match.

Returned for Rework (OTM)

Review Type: Standard Expedited

OTM Rework

Match ID▲	OTM Title	Institution	Review Type	Review
8571	Transfer Module Arts and Humanities	UNIVERSITY OF CINCINNATI	Standard	
9217	Transfer Module Natural Sciences	UNIVERSITY OF CINCINNATI	Standard	
10624	Transfer Module Arts and Humanities	UNIVERSITY OF CINCINNATI	Standard	

1 - 3

Step 4: On this next screen, it is best to click on the “Match Status History/Comments” to review why the match was returned for rework.

Match Submission [Cancel](#)

Match Details

Institution: * UNIVERSITY OF CINCINNATI

[Match Status History/Comments](#)

Step 5: Review the match status comments and establish what changes need to be made. Click on the red "X" on the upper right corner to close this page and return to the Match Information.

Status Updated On	Status Prior To Update	Status Changed By	Comment Added On	Status Changed To	Comment Added By	Status C
30-DEC-11 10:48:05 AM	Submitted to Institutional Coordinator	cincmsc	30-DEC-11 10:48:05 AM	Submitted to OBR Coordinator	cincmsc	Closest pr quarter co number wi 15HIST22 -Adrian He
30-DEC-11 12:17:23 PM	Submitted to OBR Coordinator	htsuchida	30-DEC-11 12:17:23 PM	Submitted to Panel Lead	htsuchida	The next r cycle will b January 2; return the result to O March 1.
20-JAN-12 10:09:40 AM	Submitted to Panel Lead	showard	20-JAN-12 10:09:40 AM	Submitted to OBR Coordinator	showard	-
20-JAN-12 10:53:36 AM	Submitted to OBR Coordinator	htsuchida	20-JAN-12 10:53:36 AM	Submitted to Institutional Coordinator	htsuchida	returning t submission because w closing do submission for the win review cyc updated s was not se OBR.
03-APR-12 12:05:13 PM	Submitted to Institutional Coordinator	cincmsc	03-APR-12 12:05:13 PM	Draft	cincmsc	Closer to s science - s for OTM b social scie standard n
09-AUG-12 03:16:26 PM	Draft	SYSTEM	-	-	-	-

Step 6: The final step is to make necessary changes and review the Match.

Each area should be reviewed for accuracy and can be edited from this page without having to use the "back" button by using the "Edit" button on the right of each item. If additional comments are desired, they can be entered at the bottom of the page.

If the course(s) associated with the match needs to be edited including adding a revised syllabus, save the match as Draft first and follow Step 7.

Once review is complete, either to "Save as Draft" or "Save and Submit to Institution Coordinator". Choose the appropriate

Match Submission [Match Status History/Con](#)

Match Details

Institution: * UNIVERSITY OF CINCINNATI

Review Type: Standard Expedited

Start Term: * Winter Spring Summer Autumn

End Term: Winter Spring Summer Autumn

OTM Area/Panel: *

OTM: *

[Courses](#)

[Learning Outcomes & Guidelines](#)

[Additional Requirements](#)

Comments:

Save as Draft
 Save and Submit to Institution Coordinator

option and click on the “Submit” button at the bottom of the page to save the Match.

If an error is encountered, be sure to review the message and the Match to ensure all requirements were met.

Step 7: Edit a Course

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 revision.

Click on the “Save Changes” button to save the changes.

Repeat Steps 2, 3, and 6. “Save and Submit to Institution Coordinator” once it’s complete.

HOME COURSES MATCHES REPORTS

| Homepage | Faculty Matches |

| 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			