



# Submitter Training for the Course Equivalency Management System

Bale Theatre  
6/8/2010



# History and Background

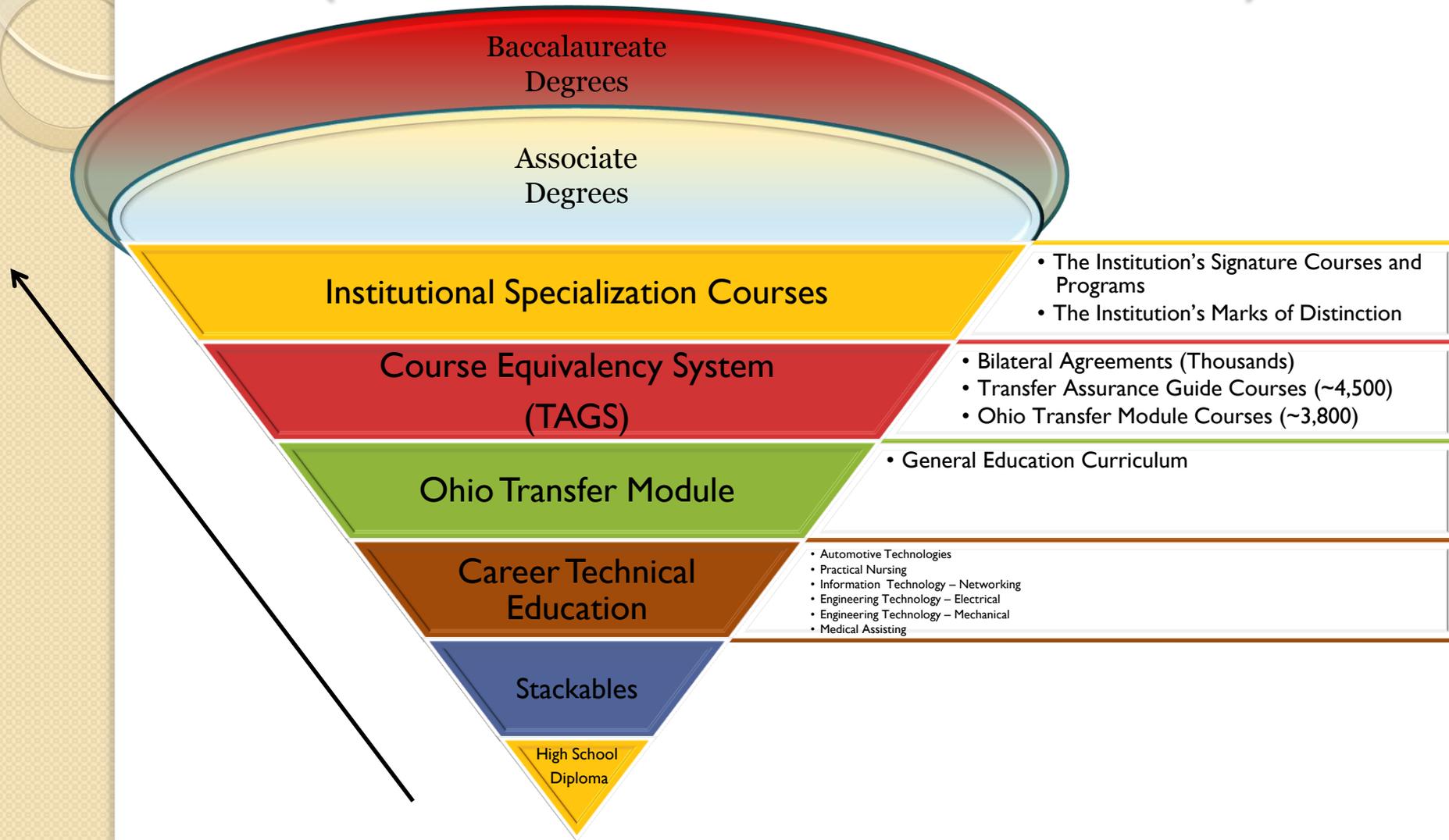
# The Legislation

- Ohio has had a statewide Articulation & Transfer Policy since 1990
  - Assured transfer students the same consideration and treatment as native students
  - Created the concept of a Transfer Module, a subset of general education courses guaranteed to transfer as a whole.

# The Legislation

- Revised Code 3333.16 (2003) – Colleges and universities working together to develop 38 Transfer Assurance Guides (TAGs)
- Revised Code 3333.162 (2005) – An effort to formalize a statewide guarantee enabling progression from career-technical institutions to public post-secondary education.
- Revised Code 3333.163 (2007) – The Articulation and Transfer Advisory Council must recommend standards for awarding course credit to students based on their scores on AP exams.

# Mobility Magnet (Attracts-Retains-Graduates)



# Strategic Plan for Higher Education 2008-2017

Submitted by Eric D. Fingerhut,  
Chancellor, Ohio Board of Regents



Board of  
Regents

Ohio

University  
System of Ohio

Tim Strickland, Governor  
Eric D. Fingerhut, Chancellor

# The Strategic Plan & Credit Transfer

- The University System of Ohio will raise Ohio's Educational Attainment (primary goal of the Strategic Plan) by:
  - Graduating more students
  - Keeping more graduates in Ohio
  - Attracting more talent to Ohio

These are economic growth drivers.

# Guaranteed Credit Transfer

- Inform students in advance about courses and programs needed and eligibility for transfer.

## KEY STRATEGY:

Students will know in advance the courses and programs **guaranteed to transfer** and apply to their degree program. This includes the general education component and the pre-requisite and beginning courses in their majors. An ever-expanding pool of guaranteed courses and degree programs for transfer will be available to the citizens of Ohio.

# **Increasing the Economic Vitality in the State**

- **Seamless Transfer**
- **Courses will transfer and apply, not only to fulfill general education requirements, but also as major credit**
- **Start education anywhere**

# Keys to Success

- TRUST among the Ohio institutions of higher education.
- Trust built through extensive FACULTY INVOLVEMENT. FACULTY are the key because they are responsible for the curriculum.
- Trust built through the VALIDATION PROCESS OF FACULTY REVIEWING the courses for rigor and content against the established learning outcomes.
- Trust built through meeting the implementation needs of our educational partners and having them involved in the up-front design.



# **Statewide Credit Transfer Guarantee**

# Ohio Transfer Module

- Designed in 1990
- A collection of general education courses in five subject areas:
  - English
  - Math
  - Arts and Humanities
  - Social Sciences
  - Natural Sciences and Physical Sciences
- Now can transfer on a course by course basis

# Transfer Assurance Guides

- In 2004 House Bill 95 passed which called for a common course equivalency system.
- Thirty-eight Transfer Assurance Guides developed by faculty panels went into effect in fall of 2005.
- Causing the largest curriculum reform in the history of Ohio's public institutions of higher education.
- Thirty-nine TAGs are active today.

# Semester Hour Example

**TRANSFER TO BACCALAUREATE DEGREE AND MAJOR**

**ASSOCIATE DEGREE**

**Pre-major & Major Courses –Additional hours**

**OHIO TRANSFER MODULE**

(36-40 semester hours / 54-60 quarter hours)

**Elective Courses – 16 semester hours**

- Courses in transfer module that are for major pathway

**Required Courses – 24 semester hours**

- 3 hrs. English
- 3 hrs. Math
- 6 hrs. Natural / Physical Sciences
- 6 hrs. Arts & Humanities
- 6 hrs. Social Sciences

**TAG**

**OTM**

# TAGs - Ohio Articulation Numbers

- Presently there are 148 active OANs that represent a set of learning outcomes.
- Institutions map their course(s) to the OANs. Sometimes an institution will map more than one course to an OAN. (The difference in many cases is due to the mapping done by quarter and semester institutions.)
- Faculty panels reviewed the course mappings.

# **TAG Transfer Guarantee**

- If a student takes an approved TAG course then that course is guaranteed to transfer as major credit to any of Ohio's public institutions.
- TAG courses are equivalent when they have been matched to the same set of learning outcomes (OAN) and have been approved during the same time period.

# Institutional Bilateral Agreements

- Bilateral transfer agreements identify courses that will transfer between individual institutions.
  - Bilateral agreements are developed by the institution's faculty.
- OTM and TAG courses carry a statewide transfer guarantee.
  - OTM and TAG guarantees were developed by statewide faculty panels.

# Efficiency from OTM and TAG

- Cost-saving for students/parents

Students can take general education (OTM) and/or major- or pre-major-related courses (TAGs) at any public institutions of higher education in Ohio. Because learning outcomes for approved TAG courses are the bases for statewide transfer course guarantee, students can complete certain courses at the two-year institution, whose tuition is more affordable than that of the four-year counterparts.

# Efficiency from OTM and TAG

- Time-Saving for Students

OTM and TAG will assure transfer of coursework without unnecessary duplication or barriers, which allows students to graduate on time.

For instance, a developmental psychology course at a community college could be equivalent, according to the Psychology faculty panel review, to a developmental psychology course at a four-year school, which is offered at the upper level (300/400) because both courses met the learning outcomes.

# Career-Technical Credit Transfer (CT)<sup>2</sup>

Revised Code 3333.162 (2005) – An effort to formalize a statewide guarantee enabling progression from career-technical institutions to public post-secondary education.

Automotive Technology

Basic Police Officer

Culinary & Food Service Management

Electrical Engineering Technology

EMT

Fire Fighting

HVAC/R

Information Technology

Mechanical Engineering Technology

Medical Assisting

Practical Nursing

# **(CT)<sup>2</sup> Rationale and Benefits**

Collaborative effort among

- Ohio Board of Regents**
- Office of Career-Technical and Adult Education of the Ohio Department of Education**
- Public Secondary/Adult Career-Technical Education Institutions**
- Public Higher Education**

# **(CT)<sup>2</sup> Rationale and Benefits (Cont'd)**

Under guidance of the (CT)<sup>2</sup> Advisory Committee

- ❑ (CT)<sup>2</sup> established
  - Criteria
  - Policies
  - Procedures
  
- ❑ Whereby students can earn college credit for technical knowledge and skills, thereby decreasing time to degree completion.
  
- ❑ Knowledge and skills are based on recognized industry standards such as credentialing or licensing examinations.

# **(CT)<sup>2</sup> Rationale and Benefits (Cont'd)**

## **Major Benefits**

- More secondary and adult career-technical students will go to college.
- More will enter college with credit.
- Time to degree completion will be decreased, thus saving money and time.
- Business and industry will benefit from a workforce with advanced skills.

# Ohio's AP Policy

- A score of 3 or higher will provide credit at any public institution of higher education (PIOHE) in Ohio. The credit must count towards graduation and will meet a general education requirement if the course to which the AP credit is equivalent fulfills a requirement at the receiving institution.
- When it clearly enhances the opportunity for student success, an institution should strongly advise that an AP score of at least a 4 is needed for a student to be successful in a second course in a highly dependent sequence of courses in a STEM area. For example, an advisor should strongly recommend that an AP score of at least a 4 is needed on the AP Chemistry exam in order for the student to be successful in the second course in Chemistry.

# Ohio's AP Policy

- A score of 3 or higher on an AP exam in a foreign language will provide credit for at least the first year of foreign language at any PIOHE.
- Each PIOHE in Ohio will provide information on awarding AP credits, which should include the number of credits awarded and the course equivalents earned for a score of 3 or higher.
- Credits earned via AP exams are transferable within PIOHE in Ohio according to the state's transfer module and transfer policy.

# **Benefits of Standardization of AP Score & Credit**

## **Cost & Time Saving for Students/Parents**

Students can earn college-credit (OTM, TAG, electives) while in high school. This allows students to graduate with a baccalaureate or associate degree on time or early.

The price of taking AP exams (\$86 each exam) is less than the tuition for a 3-credit course offered at most public colleges and universities in Ohio.

# **Benefits of Standardization of AP Score & Credit**

## **Cost-Saving or Possible Resource Reallocation for Institutions**

By earning a passing grade of 3 or higher on AP English Language/Composition or English Literature/Composition, students can receive a college credit equivalent to the first English composition course. These students will not need to take developmental/remedial courses in English. Institutions could redirect this additional resource to other areas that are much needed.

# Five Steps to Course Equivalency

1. **Defining** – Joint faculty panels meet to define learning outcomes and credit hour ranges.
2. **Agreeing** – Educational partners reach consensual agreement on the learning outcomes via a statewide feedback process.
3. **Matching** – Institutions match courses to learning outcomes and credit hour ranges.
4. **Submitting** – Institutions submit specific course materials based on learning outcomes and credit hours.
5. **Reviewing** – Faculty review panels validate course materials against learning outcomes, recommended credit hour ranges, and other requirements.

# What is a match?

A match is a set of one or more courses in a subject area that are grouped together as meeting a specific set of learning outcomes, recommended credit hour ranges, and other requirements, represented by a corresponding Ohio Articulation Number (OAN).

An OAN is simply a naming convention used to uniquely identify each set of learning outcomes. Because Ohio does not have a common course numbering system, OANs were created instead to act as “connectors.”

# Who approves matches?

- Faculty panels have been formed based on nominations from both two- and four-year institutions.
- These panels consist of faculty members from across the state who have been chosen to represent their discipline.
- It is these panel members who make the decisions regarding whether or not a match should be approved.

# What qualifies a match for approval?

- The match must meet at least 70% (or in some cases 100%) of the learning outcomes.
- Credit hours should be taken into account as well because they are commonly viewed as an indicator of breadth and depth.
- The match must also meet any other requirements including: pre/co-requisite, laboratory hours, and textbooks.



# How the Course Equivalency Management System Works

# The Electronic Five Step Process

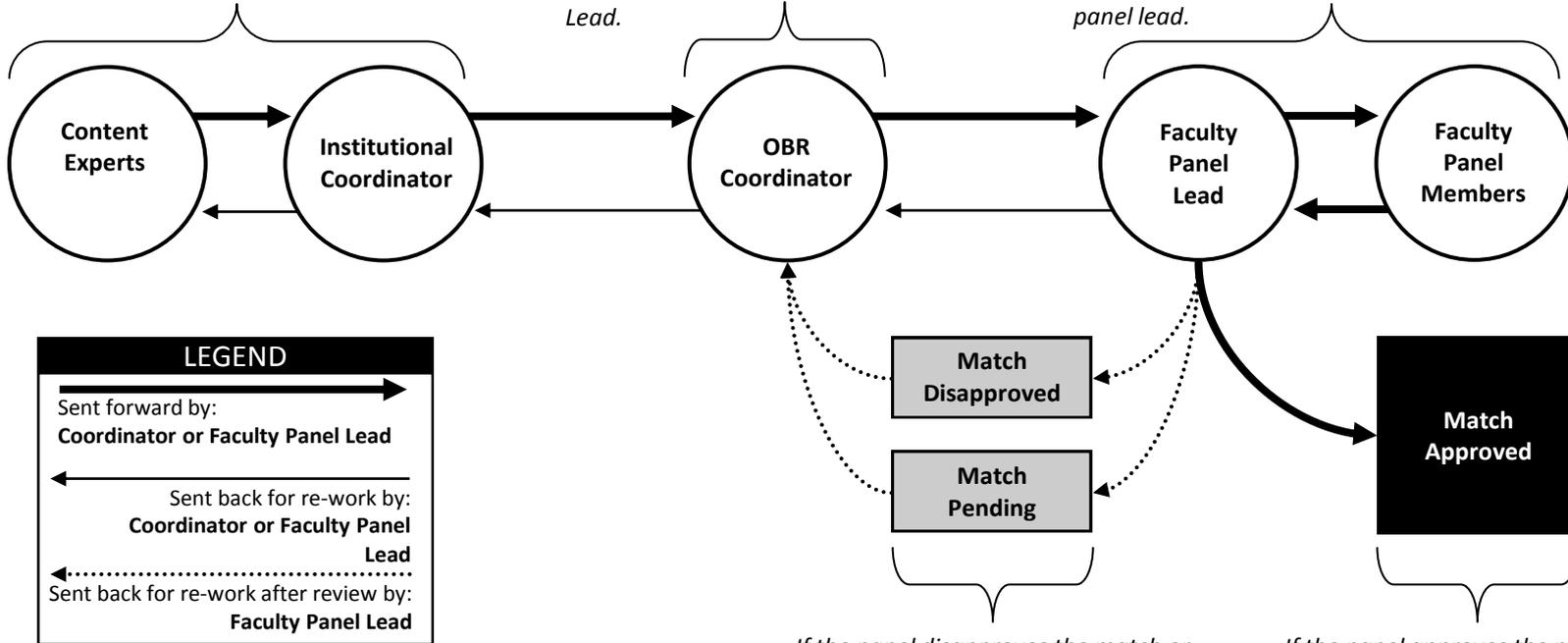
- Course Inventory Creation
- Match Inventory Creation
- Match Submission
- Match Review
- Posting

# Workflow

The content experts at a given institution work in conjunction with their institution's Coordinator to develop both a course inventory and a match.

The institutional Coordinator quickly reviews the submission, and if there are no glaring errors, sends the submission forward to the appropriate Faculty Panel Lead.

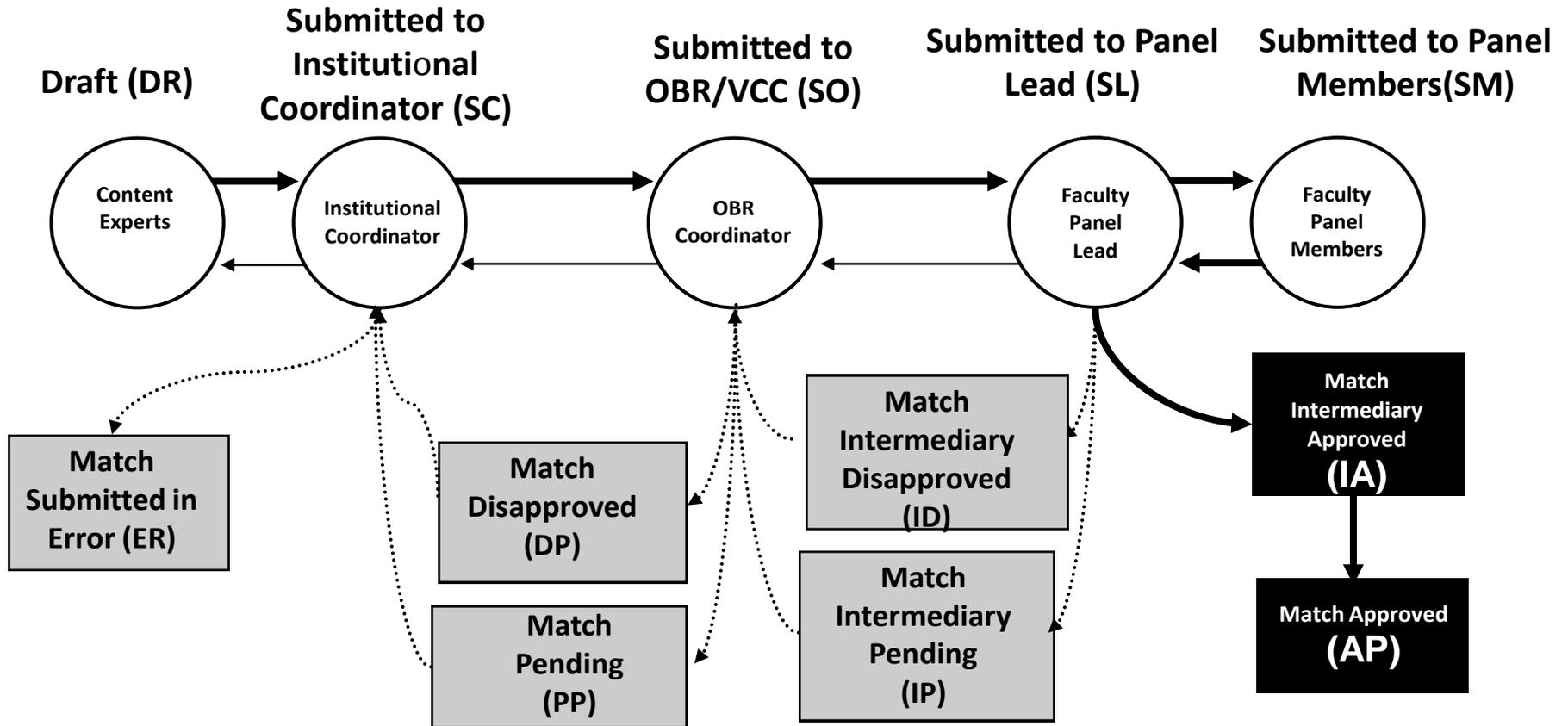
Upon receipt of the submission, the Panel Lead conducts a quick review, and if there are no glaring errors, sends it forward to the panel members, who send their decisions back to the panel lead.



If the panel disapproves the match or says it is "pending," the match is sent back to the OBR Coordinator, who then forwards it to the school's institutional Coordinator for re-work. It may then be re-submitted in the next review cycle.

If the panel approves the match, it is then posted as part of a guarantee.

# Status Definitions



# Course Inventory Creation

- Each course that will be aligned with a transfer guarantee in CEMS must be put into the system.
- Information required for each course includes Course Title, Transcript ID, Beginning and End Date (if applicable), Course Description, Course Objectives, Syllabus and other supporting documents.

# Course Inventory Creation

## Step 1 – Enter Course information

- Course Title
- Campuses Offered at
- Transcript Identifier
- Transcript Subject
- Transcript Number
- Start Year/Term
- End Year/Term

OHIO BOARD OF REGENTS

User: Sam Stoddard  
Institution: Ohio Board of Regents  
Help Logout Suggestion

This is a Testing Environment. (UAT) Please go to <https://atc.regents.ohio.gov/CEMS> for the production system.

Enter Course or Program Information - Screen 1

Page 1 out of 5

Institution: CUYAHOGA COMMUNITY COLLEGE DISTRICT  
Course or Program Title: DC Electric Circuits I  
Course Offered at Campuses:  CUYAHOGA COMMUNITY COLLEGE DISTRICT  
If Career Tech Program, please identify if it is Adult or Secondary:  Adult  Secondary  
Course or Program Ids:

Transcript Identifier	Transcript Subject	Transcript Number	Start Year	Start Term	End Year	End Term
EET 1160	EET	1160	2009	Autumn		

Add Identifier Select Aliases From SIS Import

Next Reset Cancel

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## Step 2 – Enter Course details

- Credit Hours
- Contact Hours
- Pre-requisites/Co-requisites
- Catalog Description
- Textbooks
- Additional Materials
- Instructional Goals or Objectives
- Description of Assessment and/or Evaluation of Student Learning:

Credit Hours

Low Credit Hours: 2.0  
High Credit Hours: 2.0

Contact Hours

Lecture Hours per Week: 1.0  
Lab Hours per Week: 2.0  
Recitation or Other Hours per Week: 0.0

Pre-requisite Requirements: None  
(If applicable attach any pre-requisite syllabus using the next screen)

Catalog Description: Basic introduction to Direct Current circuits that includes Ohm's law, Kirchoff's Voltage Law (KVL), Kirchoff's Current Law (KCL), wire sizes, engineering notation, electric units, series circuits, parallel circuits, and series/parallel circuits.

Textbooks and/or Lab Manuals

ISBN	Title	Publisher	Author	Edition	Year	Additional Notes
0-13-173044-4	Introductory circuit analysis	Pearson/Prentice Hall	Robert L. Boylestad	11th ed	2007	

Lookup Book remove

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# Course Inventory Creation

## Step 3 – Add Attachments

- Master Syllabus
- Working Syllabus
- Accreditation or Approval Letters (CT)<sup>2</sup>
- Calendar of Coverage
- Course Plan of Work
- Pre/Co-Requisite Syllabus (OTM)
- Old Syllabus (Expedite Only)
- Memo Detailing Changes (Expedite Only)
- Any other relevant materials



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Ohio Board of Regents - Course / Program Equivalency Management System UAT - v12.0  
 Institution: Ohio Board of Regents  
[Help](#) [Logout](#)

This is a Testing Environment. (UAT) Please go to <https://atc.regents.ohio.gov/CEMS> for the production system.

### Enter Course or Program Information - Screen III

Submit working syllabus and if available the master syllabus in addition to any other required information Page 3 out of 5

Institution: CUYAHOGA COMMUNITY COLLEGE DISTRICT

Attach File (PDF Attachments Preferred)

File Attachments	Document Description	
EET-1160, DC Circuits, HW Packet.doc	Other <input type="text"/>	<input type="button" value="delete"/>
EET-1160, EET-1170, DC Circuits, Lab Packet.doc	Other <input type="text"/>	<input type="button" value="delete"/>
EET1160 OfficialCourseOutline.docx	Master Syllabus <input type="text"/>	<input type="button" value="delete"/>
Syllabus EET 1160 Spring 2010.docx	Working Syllabus <input type="text"/>	<input type="button" value="delete"/>

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# Match Inventory Creation

- Matches are made up of one or more courses that fulfill a set of guidelines/learning outcomes.
- Matches can be made to an Ohio Articulation Number (OAN), Career-Technical Articulation Number (CTAN), Transfer Module Subject Area (OTM), Transfer Module Articulation Number (TMAN), or an AP test.

# Match Inventory Creation

Step 1 – Enter the term/year the match.

## Submit Match Information

Enter effective dates for the Match

Notes:

- Please enter the timeframe for which this match is valid.
- The Year and Term refer to the Calendar Year.
- Please note that the start term may be revised by the faculty panel to match the date for which the faculty panel approves the match.

Initiated Term      Terminated Term  
 2010    Spring    None

Step 2 – Enter the type of match (AP, CTAG/CTAN, TAG, or OTM).

## Submit Match Information

Select Match Type

Advanced Placement (AP)  
 Career Technical Articulation Number (CTAG/CTAN)  
 Ohio Articulation Number (TAG)  
 Ohio Transfer Module (OTM)

Previous Next Cancel

Step 3 – Select the subject area and articulation number.

## Submit Match Information

Select the Articulation Number (OAN) for the Match

Page 3 out of 8

Faculty Panel

Narrow the list of OAN's by selecting the faculty panel which reviews the articulation number.

All  
 Anthropology  
 Art History  
 Biology  
 Business  
 Chemistry (general)  
 Chemistry (organic)

Articulation Number (OAN)

Select the OAN for this Match.  
 Please note that selecting a different articulation number will erase any learning outcome data that you have previously entered for this match.

OHL008 - INTRODUCTION TO MEDICAL (CLINICAL) LABORATORY SCI  
 OCM010 - INTRODUCTION TO MULTIPLE CAMERA PRODUCTION  
 OAH045 - INTRODUCTION TO PHILOSOPHY  
 OCM011 - INTRODUCTION TO PHOTO JOURNALISM  
 OCM008 - INTRODUCTION TO SINGLE CAMERA PRODUCTION  
 OSS030 - INTRODUCTION TO SOCIAL WELFARE  
 OSS023 - INTRODUCTION TO SOCIAL WORK

Previous Next Reset Cancel

# Match Inventory Creation

Step 4 – Select the courses that will be included in the match.

### Submit Match Information

Select Courses or Programs for the Match

*Note: All selected items are required to get credit for the match (i.e. All courses or programs selected here are "anded"). A new or programs to generate credit for the match. A match should either contain all courses or all programs.*

Course / Program Inventory:      Matching Courses / Programs:

ACC204	SW 270
ACC205	
AFS200	
ART206	
ART207	
ART208	
ART209	
ART211	
ART212	
ART213	
ART214	
ATH241	

Courses / Programs selected for this match: SW 270

Previous    Next    Reset    Cancel

Step 5 – Fill in the learning outcomes/guidelines for the match using information from the syllabus and other supporting documents.

### Submit Match Information

Enter Learning Outcome Data for the Match

SW 270 Social Work as a Profession

Describe how each Learning Outcome is fulfilled for Ohio Articulation Number OSS029.

Enter instructional content from program or course syllabi that addresses each Learning outcome. You may copy and paste from other documents.

View Recommendations from the Panel

Id	Learning Outcome Description	Describe how the courses or programs address each learning outcome/guideline. The documentation needs to be clear, concise, and definitive, such as providing text by copying and pasting from a syllabus. In addition, other documentation may be used if it verifies learning outcomes/guidelines.
1	Identify and describe the various roles and responsibilities of social workers	Request: Chapter 1 - Social Work: A Helping Profession and Chapter 2: An Evolving Profession. Students further discuss social worker roles and responsibilities in their weekly reflection notes, the final Social Worker Interview paper (The purpose of the above assignment is as follows: a) to introduce students to social workers practicing in the field, b) to acquaint students with at least one setting where social workers practice, c) to help students examine a social agency's response to a social problem), and the Oral Presentation (Your presentation should be an organized synopsis of the information contained in your interview paper and should include information on the role and function of the social worker in the particular field of practice that you have chosen to

Time on Topic: 4.0    Hours    Days     Weeks    Months    Class Periods    Percentage of Total Time

# Match Inventory Creation

Step 6 – Select any additional requirements.

## Submit Match Information

### Additional Requirements

Select any additional requirements to add to the Match.

Course Repetition Requirement

Previous Next Reset Cancel

Step 7 – Review the match and submit it to the institutional coordinator.

## Preview Match Information

### Match Preview

**Match Name:** 12163 - OBOR, WSUN - INTRODUCTION TO SOCIAL WORK, SW 270 Social Work as a Profession  
**Match Type:** Ohio Articulation Number (TAG)  
**Match Status:** Approved  
**Match Review Type:** Standard  
**Institution:** WRIGHT STATE UNIVERSITY-MAIN CAMPUS - [Calendar](#)  
**Courses or Programs:** SW 270 Social Work as a Profession  
**OAN:** OSS029 - INTRODUCTION TO SOCIAL WORK  
**Match Dates:**  
 Initiated Term: 2010 / SP  
**Additional Requirements:**

### Learning Outcomes:

Learning Outcome Description	Describe how the Courses or Programs address each outcome
------------------------------	---

# Match Submission

Step 1 – Go to your coordinator portal, then select a new submission or resubmission.

Step 2 – Review the submission details and submit the match to OBR, or send back to the institutional faculty for revision.

**Coordinator/Contact Portal**

**View a Match** *New Match*

Match Name: 11544 - OBOR, TLDO - Physics B, PHYS2070  
 Match Type: Advanced Placement (AP)  
 Match Status: Submitted to Institutional Coordinator  
 Institution: UNIVERSITY OF TOLEDO - Calendar  
 Courses or Programs: PHYS2070  
 Advanced Placement Subject: Physics B  
 Match Dates:  
 Initiated Term: 2009 / AU  
 Additional Requirements:  
 Test Score must be equal to 3  
 Learning Outcomes:  
 Show / Hide Course or Program Data

This match was entered by:  
 Name: TLDO CMS COORDINATOR  
 Title & Department: JOB\_TITLE, DEPARTMENT  
 Organization: UNIVERSITY OF TOLEDO  
 Address: ADDR1  
 Address: TOLEDO , OH 436063390  
 Email: marcia.king-blandford@utoledo.edu  
 Phone:  
 Fax:

**Coordinator Decision**

Return Match to Institutional Faculty for modifications  
 Submit Match for Validation

Comments for the decision :

# Faculty Panel Review

Faculty panel members log on and select courses to review.

**Review Matches - Panel Member**

Panel:

Matches Submitted	Matches to Review
<p><b>New Submission</b></p> <p>99393 - OBR, CINC - OMT005 CALCULUS I, 15ANT            99400 - OBR, OHSU - OMT007 CALCULUS III / MUI            99394 - OBR, CINC - OMT008 ELEMENTARY LINE            99397 - OBR, CINC - OMT009 ELEMENTARY DIFF</p> <p><input type="button" value="Review Match"/></p>	<p><b>Review Completed (by me)</b></p>
<p><b>Resubmission</b></p> <p>99396 - OBR, OHSU - OMT005 CALCULUS I, ALLI</p>	

They review the learning outcomes/guidelines and fill in if they have been covered.

Learning Outcome Description	Institution's description of how the match addresses each Learning Outcome
1. Solve first-order differential equations that are separable, linear, or exact.	<p><b>Time spent on Topic:</b> 0.0 Days</p> <p>scheduled at a common time and location. The exact time and place will be announced during the fifth or sixth week of the course. The first half of the exam is prepared by the Department and is given to all sections. It consists of approximately 20 multiple-choice questions, and use of calculators is not allowed during this part. During the second half of the exam period each section takes a</p> <p><b>Is this recommend guideline/learning outcome met:</b> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Need more information</p> <p>Explanation of why more information is needed.</p>
2. Solve first-order differential equations by making the appropriate substitutions.	<p><b>Time spent on Topic:</b> 0.0 Days</p> <p>Calculus, Concepts and Contexts (3rd edition) by James Stewart. Syllabus: Chapters 1 - 4 with coverage of sections 1.4, 3.3, 4.4, 4.7 and 4.8 optional. Common Exams: The final exams for all sections of Calculus 251 (including the Honors sections) are scheduled at a common time and location. The exact time and place will be announced during the fifth or sixth week of the course. The first</p> <p><b>Is this recommend guideline/learning outcome met:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Need more information</p>

# Faculty Panel Review

They then make a decision on if they approve the match, disapprove it, or mark it as pending, and give comments.

10. Use infinite power series to solve higher-order differential equations about ordinary points.

Time spent on Topic: 0.0 Days

test

Is this recommend guideline/learning outcome met:  Yes  No  Need more information

Recommendation for the Match  Approved  Disapproved  Pending

**Comments if 'Pending' or 'Disapproved' was selected**  
 Explanation of why this course is deemed "pending." This explanation should refer directly to the learning outcome(s) that were deemed to not have enough information to be assessed as having or having not met the learning outcome.

Submit to Panel Lead Save Review as Draft Cancel

The panel lead then reads all of these decisions and based on the consensus of the group, sends the final disposition to OBR, making notes on why courses were disapproved or marked as pending.

Panel Reviewer Name	Review Decision:	Review Status	Review Comments	E-mail Address	Select Members to send email Select All <input type="checkbox"/>
LCCC PANEL 1	Approved	Draft		lcccpanel1@gmail.com	<input type="checkbox"/>
CINC PANEL 1	Approved	Submitted	Looks good!	cincpanel1@gmail.com	<input type="checkbox"/>
LCCC PANEL 2	Pending	Submitted	Explanation goes here of why the course is pending. It will be a succinct yet sufficient explanation as to what information is desired that does not currently appear in the submission from the institution about how a learning outcome might be met.	lcccpanel2@gmail.com	<input type="checkbox"/>

Send Review Reminder Send a Message

**Review Decision:**  
 Approved  Disapproved  Pending

**Comments if 'Disapproved' or 'Pending' was selected**

Submit Panel Decision to OBR Cancel

[Return to Work Page](#)

# Faculty Panel Review

Finally, OBR verifies these results and sends the information to the institutions on the Review Panel's decisions.

## OBR Coordinator Decision

Return Match to Panel Leaders for Review

Finalize Status to Approved

Enter Effective Date for Match

Initiated Term

Terminated Term

2009

Autumn



Comments for the decision :

Submit

Cancel

[Return to OBR Coordinator Work Page](#)

# Posting or Rework

After the reviews have been completed, you should receive an e-mail from OBR detailing the results.

Three result types: Approved, Pending, Disapproved.

Approved – Course or courses meet the learning outcomes/guidelines.

Pending – Course or courses may meet learning outcomes/guidelines, but important information is unclear or not provided. Details on what needs to be added or clarified are included.

Disapproved – Course or courses that were submitted do not meet the learning outcomes. This match should either be withdrawn or revised.

# Posting or Rework

If a course is approved, it should be posted on the reporting system within two weeks. The reporting system can be found here:

<http://regents.ohio.gov/transfer/tagcourses/>

# Posting

## Select your search type:

 Approved Course List

 Course Equivalency Comparison

**Current Institution:**

**Subject Area:**

**Course ID:**

**OAN Code (Equivalency ID):**

**Term / Year Course Taken:**



[Save as Excel](#)

[Printable Version](#)

Institution	Subject Area	OAN Code	Effective Date	Expiration Date	Course ID	Total Courses
Miami University	Psychology	OSS048 - LIFE SPAN	SU07		PSY231	Course 1 of 1
Miami University	Geography	OSS026 - MAP COMMUNICATION AND ANALYSIS	AU05		GEO241	Course 1 of 1
Miami University	Sociology	OSS025 - SOCIAL PROBLEMS	SP07		SOC201	Course 1 of 1
Miami University	Sociology	OSS024 - RACE & ETHNICITY	SU07		SOC348	Course 1 of 1
Miami University	Sociology	OSS023 - MARRIAGE AND FAMILY	SU07		SOC361	Course 1 of 1
Miami University	Sociology	OSS021 - INTRO / FUNDAMENTALS OF SOCIOLOGY	SP07		SOC152	Course 1 of 1
Miami University	Sociology	OSS021 - INTRO / FUNDAMENTALS OF SOCIOLOGY	SP07		SOC151	Course 1 of 1
Miami University	Psychology	OSS018 - PSYCHOLOGY OF PERSONALITY	SU08		PSY241	Course 1 of 1
Miami University	Psychology	OSS017 - ABNORMAL PSYCHOLOGY	SP08		PSY242	Course 1 of 1

# Rework

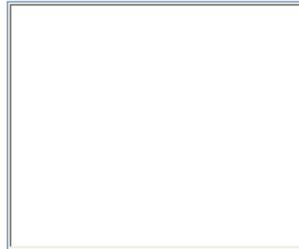
If a course is marked as 'pending' or 'disapproved' it will appear in your Coordinator Portal under "Rework Required."

## Matches Ready for Validation

### New Submission

- 11487 - OBOR, TLDO - Art His
- 11488 - OBOR, TLDO - Art His
- 11489 - OBOR, TLDO - Art His
- 11524 - OBOR, TLDO - Latin L
- 11544 - OBOR, TLDO - Physic
- 11560 - OBOR, TLDO - French
- 12046 - OBOR, TLDO - INTRC
- 12048 - OBOR, TLDO - INTRC
- 12516 - OBOR, TLDO - Transf
- 12531 - OBOR, TLDO - Transf

### Resubmission



## Matches Returned for Rework

### Rework Required

- 11543 - OBOR, TLDO - Europe
- 11575 - OBOR, TLDO - Compu
- 11578 - OBOR, TLDO - Compu
- 12049 - OBOR, TLDO - INTRC
- 12050 - OBOR, TLDO - INTRC
- 12154 - OBOR, TLDO - DC Cir
- 12158 - OBOR, TLDO - Manuf
- 12517 - OBOR, TLDO - Transf
- 12557 - OBOR, TLDO - Transf
- 12560 - OBOR, TLDO - Transf

Please review the comments on these courses and send them back to the faculty for revision.

# Rework

Step 1 – Review the returned match and click ‘View comments’.

*Rework Required*

nce, Dance History

[View Comments](#)

[View Log](#)

CAMPUS - Calendar

Step 2 – Review the comments for the course and determine the course of action for the match.

**This is a Testing Environment. (UAT)** Please go to <https://atc.regents.ohio.gov/CEMS> for the production system.

Date	Status	Person	Phone	Organization	Comment
Jan 7, 2010 11:50:11 AM	Intermediary Disapproved	MATC CMS USER	7403748716	WASHINGTON STATE COMMUNITY COLLEGE	-The History of Dance TAG course must equal at least 4 quarter credit hours. This course is only 3 quarter credit hours.
Oct 5, 2009 11:13:35 AM	Submitted to Panel Lead	MATC CMS COORDINATOR	7405881360	ZANE STATE COLLEGE	Sent to panel lead for review. If content is correct, sent to panel members after 10/7/09.

Step 3 – Return the Match to Institutional Faculty for modifications.

Return Match to Institutional Faculty for modifications

Submit Match for Validation

**Coordinator Decision**

Comments for the decision :

Step 4 – Communicate with appropriate faculty what needs to be done. If you need assistance, contact the Board of Regents. We can get you in contact with the panel lead if additional information is needed.

# Removing Courses and Matches from Your Inventory

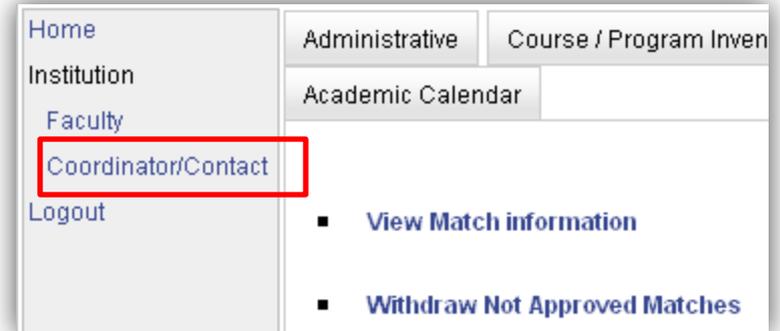
- Courses can not have end dates unless all of the matches they are used in also have end dates, or are withdrawn in error.
- Approved Matches are expired. Non-approved matches are withdrawn in error.

# Withdrawing a Not Approved Match

- Sometimes a submission is made that is either incorrect or a duplicate. These matches will sit in the 'Draft' status until they are removed and will appear on all compliance reports as 'Work Needed'.
- Only an Institutional Coordinator can Withdraw or Expire a match.
- Withdrawn matches are instant. Expired matches require an OBR Coordinator for verification.

# Withdrawing a Not Approved Match

Step 1 – Log into CEMS as Coordinator, select the Coordinator Role.



Step 2 – Select Match Inventory and Withdraw Not Approved Matches.



# Withdrawing a Not Approved Match

Step 3 – Find the match that should be withdrawn, click select.

**Withdraw Not Approved Matches**

**Institution** BELMONT TECHNICAL COLLEGE

**Match Type** Ohio Articulation Number (TAG)

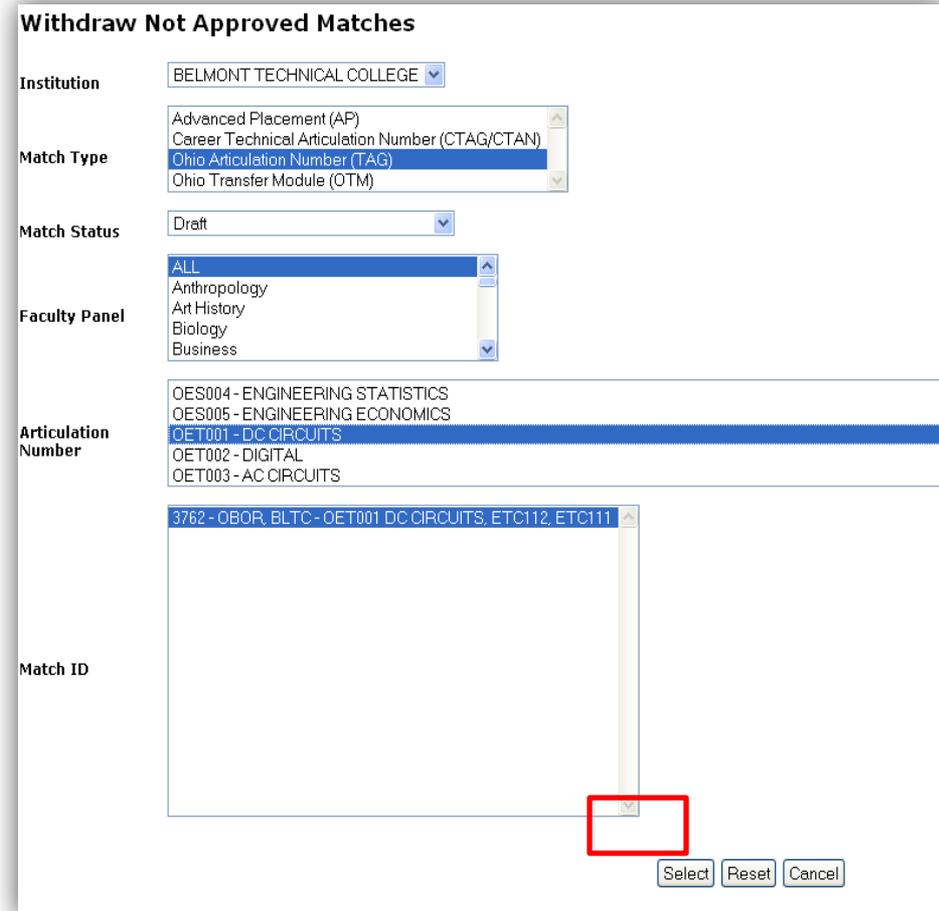
**Match Status** Draft

**Faculty Panel** ALL

**Articulation Number** OES004 - ENGINEERING STATISTICS  
OES005 - ENGINEERING ECONOMICS  
OET001 - DC CIRCUITS  
OET002 - DIGITAL  
OET003 - AC CIRCUITS

**Match ID** 3762 - OBOR, BLTC - OET001 DC CIRCUITS, ETC112, ETC111

Select Reset Cancel



# Withdrawing a Not Approved Match

Step 4 – Review the match information, then click ‘Withdraw this Match’.

10

Properties of inductors and their behavior under DC conditions

Show / Hide Course or Program Data

**This match was entered by:**  
Name ATC SYSTEM  
Title & Department ATC SYSTEM, ARTICULATION AND TRANSFER  
Organization OHIO BOARD OF REGENTS  
30 E. BROAD ST.  
Address 36TH FLOOR  
COLUMBUS , OH 43215  
Email jginzer@regents.state.oh.us  
Phone 6147529486  
Fax 6147280102

[Withdraw This Match](#)

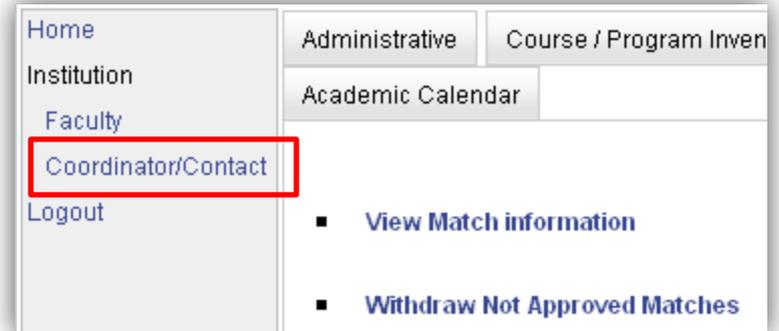
[Return to Home Page](#)

# Expiring an Approved Match

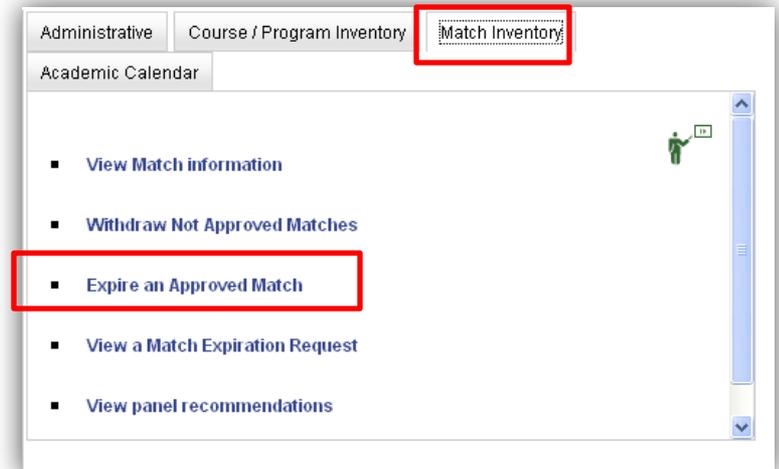
- Approved matches should be withdrawn for several reasons:
  - The courses involved are not currently being offered, and there is no plan to offer them in the future.
  - The courses involved need to undergo a revision.
  - A new match to the learning outcomes with different courses will replace the current match.
  - A new articulation number has been created, and you wish to revise your current course or courses to meet the new articulation number.

# Expiring an Approved Match

Step 1 – Log into CEMS as Coordinator, select the Coordinator Role.



Step 2 – Select Match Inventory and Expire an Approved Match.



# Expiring an Approved Match

Step 3 – Find the match that should be expired, click select.

**Expire an Approved Match**

**Institution** BELMONT TECHNICAL COLLEGE

**Match Type** Ohio Articulation Number (TAG)

**Match Status** Approved

**Faculty Panel** Anthropology

**Articulation Number** 3845 - IMPORT - OBOR, BLTC - OSS001 CULTURAL ANTHROPOLOGY, ANT223

**Match ID**

Select Reset Cancel

# Expiring an Approved Match

Step 4 – Review the match information, then click ‘Create an Expiration Request’.

Show/Hide Course or Program Data

**This match was entered by:**

Name	ATC SYSTEM
Title & Department	ATC SYSTEM, ARTICULATION AND TRANSFER
Organization	OHIO BOARD OF REGENTS
Address	30 E. BROAD ST. 36TH FLOOR COLUMBUS , OH 43215
Email	jginzer@regents.state.oh.us
Phone	6147529486
Fax	6147280102

[Create Expiration Request](#)

[Return to Home Page](#)

Step 5 – Fill in the last term that this match will be offered. Enter the reason for expiration, then submit the request.

### Expire Match information

**Note:**

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

**Match Name**

3845 - IMPORT - OBOR, BLTC - OSS001 CULTURAL ANTHROPOLOGY, ANT223 [View Match](#)

**Initiated Term**  
2008 / SM

**Terminated Term**  
2011 | Autumn ▾

**Enter comments/reasons for Expiration:**

This course will no longer be offered after AU 2011

[Submit Expiration Request](#)

[Return to Home Page](#)

# Expiring an Approved Match

- An OBR Coordinator will review your request and should approve it within one business day.
- The only time a request will be disapproved is if the changes you wish to make in the course (e.g., textbook) would not effect the learning outcomes, and do not require a resubmission, or if the expiration date is incorrect.

# Expiring a Course

- Courses should be expired if they are no longer offered, or if the content is undergoing a significant revision (credit hours, learning outcomes, etc.).
- Courses can only be expired if all the matches they are used in are also expired.
- Courses can appear in multiple match types, in multiple stages of the approval process, so make sure to check to see if all the matches they are used in are expired.

# Expiring a Course

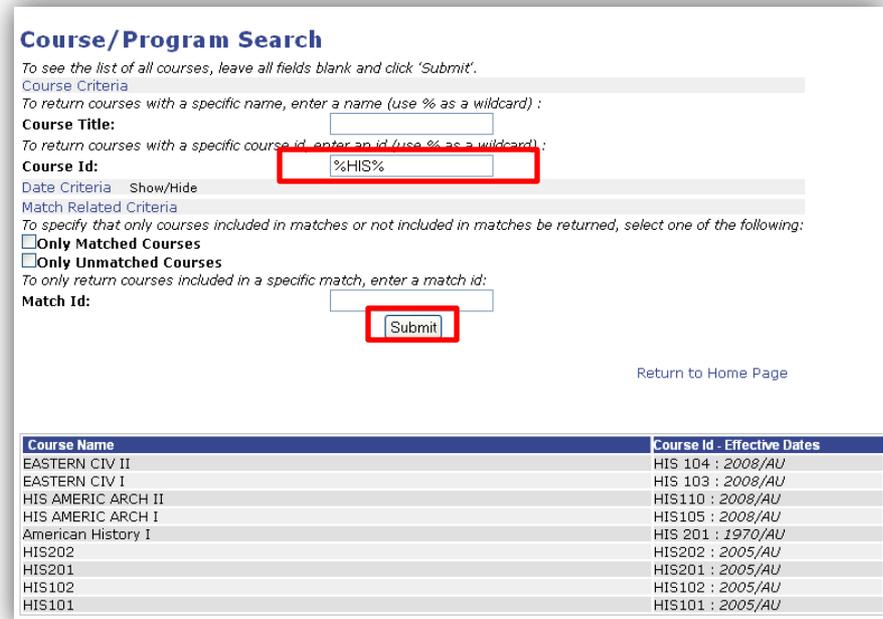
Step 1 – As either a faculty or coordinator, select Query Courses or Programs.



The screenshot shows a web interface with a left sidebar containing navigation links: Home, Institution, Faculty, Coordinator/Contact, and Logout. The main content area has three tabs: Course / Program Inventory (selected), Match Inventory, and Academic Calendar. Below the tabs is a list of three options: 'Create a new Course or Program', 'Query Courses or Programs' (highlighted with a red box), and 'Copy course from uploaded SIS File into CEMS'. A small green person icon is visible in the top right corner of the main content area.

Step 2 – Search for the course you wish to expire. You can search by course title, course ID, or the match ID it is used in.

When searching, it is best to use the % sign as a wildcard before and after your criteria to get the most results.



The screenshot shows the 'Course/Program Search' form. It includes instructions: 'To see the list of all courses, leave all fields blank and click 'Submit''. The form has several input fields: 'Course Title', 'Course Id' (containing '%HIS%'), and 'Match Id'. There are also checkboxes for 'Only Matched Courses' and 'Only Unmatched Courses'. A 'Submit' button is highlighted with a red box. Below the form is a table of search results.

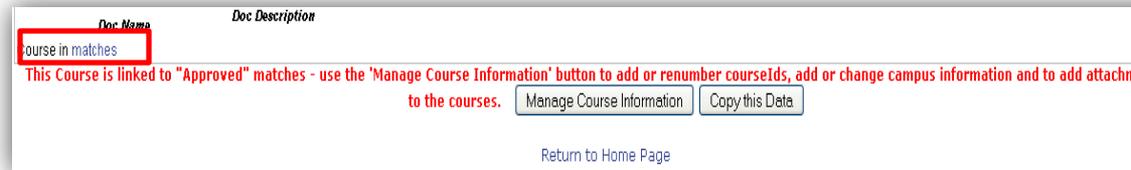
Course Name	Course Id - Effective Dates
EASTERN CIV II	HIS 104 : 2008/AU
EASTERN CIV I	HIS 103 : 2008/AU
HIS AMERIC ARCH II	HIS110 : 2008/AU
HIS AMERIC ARCH I	HIS105 : 2008/AU
American History I	HIS 201 : 1970/AU
HIS202	HIS202 : 2005/AU
HIS201	HIS201 : 2005/AU
HIS102	HIS102 : 2005/AU
HIS101	HIS101 : 2005/AU

# Expiring a Course

Step 3 – Select the course you wish to expire. Scroll to the bottom of the screen and click ‘Expire this Data’.



If the course is being used in active matches, you will receive an error message. Click on ‘Course in Matches’ to see what matches this course is being used in. These matches will have to be expired before you can expire this course.



The Course is a member of the following matches

Match Name	Status	Type
678 - IMPORT - OBOR, BLTC - OSS048 LIFE SPAN, PSY110	Approved	Ohio Articulation Number (TA)
6532 - OBR, BLTC - Transfer Module Social and Behavioral Sciences, HUMAN DEVELOP	Approved	Ohio Transfer Module (OTM)

# Expiring a Course

Step 4 – Review the information for this course, and put in a termination term. Any course you wish to create in CEMS with the same transcript identifier will need to have a start date at least one term after this terminated term.

Enter the reason for expiration and click 'Submit Expiration Request'. The request will automatically be approved.

**Expire Course information**

Note:

- Please enter the year and term for which this will terminate.

Course Name

American History I

Course Offered at Campuses

BELMONT TECHNICAL COLLEGE

Course Ids

Transcript Identifier	Transcript Subject	Transcript Number	Initiated Term	Terminated Term
HIS 201	HIS	201	1970 / AU	2012 <input type="text"/> Summer <input type="button" value="v"/>

Enter comments/reasons for Expiration:

[Return to Home Page](#)

# Query a Course

## Course/Program Search

To see the list of all courses, leave all fields blank and click 'Submit'.

### Course Criteria

To return courses with a specific name, enter a name (use % as a wildcard) :

**Course Title:**

To return courses with a specific course id, enter an id (use % as a wildcard) :

**Course Id:**

Date Criteria Show/Hide

### Match Related Criteria

To specify that only courses included in matches or not included in matches be returned, select one of the following:

**Only Matched Courses**

**Only Unmatched Courses**

To only return courses included in a specific match, enter a match id:

**Match Id:**

Submit

This is the Query Course/Program function. You can search by several criteria – Course Title, Course ID or Match ID. You can also filter to only matched courses, unmatched courses, or by dates. All searches must be identical to the course title or Course ID, including capitalization.

When searching, it is best to use the % sign as a wild card before and after the known part of the course you are searching for. For example, if looking for all Biology courses, you could search for %BIO%.

# Query a Course

## Course/Program Search

To see the list of all courses, leave all fields blank and click 'Submit'.

### Course Criteria

To return courses with a specific name, enter a name (use % as a wildcard) :

**Course Title:**

To return courses with a specific course id, enter an id (use % as a wildcard) :

**Course Id:**

Date Criteria [Show/Hide](#)

### Match Related Criteria

To specify that only courses included in matches or not included in matches be returned, select one of the following:

**Only Matched Courses**

**Only Unmatched Courses**

To only return courses included in a specific match, enter a match id:

**Match Id:**

Submit

[Return to Home Page](#)

Course Name	Course Id - Effective Dates
Biology I	BIOLOGY 101 : 2012/AU
Introduction to Biology	BIOL1040 : 2009/SM
Life in Extreme Environments	BIOL109 : 2008/AU - 2009/SP
	BIOL1090 : 2009/SM
Introduction to Biology	BIOL104C : 2008/AU - 2009/SP
	BIOL104H : 2008/AU - 2009/SP
	BIOL1040H : 2009/SM
	BIOL1040C : 2009/SM
Environment of Life	BIOL101 : 2008/AU - 2009/SP
	BIOL1010 : 2009/SM
Concepts in Biology II	BIOL2050 : 2009/SM
	BIOL205 : 2005/AU - 2009/SP
Concepts in Biology I	BIOL204 : 2005/AU - 2009/SP
	BIOL2040 : 2009/SM

# Query a Course

When you click on a course, you will have several options.

- **Edit this Data** – Reenter the Enter a Course screen to make adjustments. This can only be used if the course is not under review or in an approved match.
- **Copy this Data** – Create a new course with the same information in this course. Generally only used when updating a course that has only changed slightly.
- **Expire this Data** – If the course is not being used in an approved match, or all approved matches are expired, you can put an end date on the course.
- **Manage Course Information** – If the course is either under review, or used in an approved match, you can still make some adjustments to the course.

# Manage Course Information

## Manage Course or Program Information

**Institution:** BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS

**Course or Program Title:** Concepts in Biology II

**Course Offered at Campuses:**  BOWLING GREEN STATE UNIVERSITY-FIRELANDS  
 BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS

**Existing Course or Program Ids:**

Transcript Identifier	Transcript Subject	Transcript Number	Start Year	Start Term	End Year	End Term
BIOL205	BIOL	205	2005	AU	2009	Spring
BIOL2050	BIOL	2050	2009	SM		

**New Course or Program Ids:**

Transcript Identifier	Transcript Subject	Transcript Number	Start Year	Start Term	End Year	End Term
<input type="button" value="Add Identifier"/>	<input type="button" value="Select Aliases From SIS Import"/>					

**Attach File** (PDF Attachments Preferred)  no file selected

- Accreditation or Approval Letters
- Pre-requisite/Co-requisite syllabus (OTM)
- Old Syllabus (Expedite only)
- Memo Detailing Changes (Expedite Only)

**File Attachments**

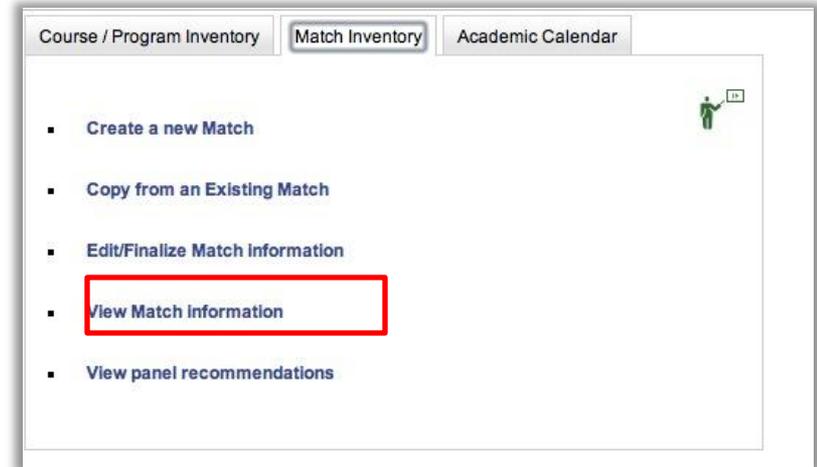
Document	Document Description
BGSU-2006-OSC003-BIOL205.pdf	Other

Even if a course is approved, you can still add or expire Transcript Identifiers (at least one must remain active), change the title of the course, change the campuses the course is offered at, or add one of the following attachments: Accreditation or Approval Letters, Pre/Co-Requisite Syllabi, Old Syllabi or Memo Detailing Changes.

If any other changes are needed, contact OBR.

# Search for Matches

Step 1 – Go to the Match Inventory Tab and select 'View Match Information'.



Step 2 – You will be able to search by several criteria. You must select the match type, but can then narrow it down by subject area, articulation number and match status.

For best results, include Course List and effective dates.

The screenshot shows a search form titled 'Query Matches by Status Code'. It contains the following fields and options:

- Match Type:** Ohio Articulation Number (TAG), Ohio Transfer Module (OTM), Career Technical Articulation Number (CTAG/CTAN), Advanced Placement (AP)
- Transfer Module Subject Area:** Calculus III, College Algebra, Elementary Differential Equations, Elementary Linear Algebra, First Writing Course
- Match Status:** ALL, Approved, Disapproved, Draft
- Exclude withdrawn (expired) matches
- Include only withdrawn (expired) matches
- Include CourseList in the results
- Include Effective Dates in the results
- Include Review Comments in the results (only for Disapproved and Pending statuses)
- Display only Totals
- 
- [Return to Home Page](#)

# Search for Matches

Step 3 – Enter your criteria and hit ‘search’. A listing of all matches matching your criteria will come up.

You may select any Match ID to view full information on the match.

Institution	Faculty Panel	Articulation Number	Match ID	Courses	Start Term	End Term	Match Status
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8923	MATH122, MATH1220, MATH1220R, MATH122R	2008 AU		AP
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8921	MATH116, MATH1160	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8931	STAT211, STAT2110, STAT2110H, STAT211H	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8925	MATH128, MATH1280	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8927	MATH130, MATH1300	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8924	MATH 126, MATH 1260	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8929	MATH134, MATH1340	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8922	MATH120, MATH1200	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8932	STAT212, STAT2120, STAT2120H, STAT212H	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8926	MATH129, MATH1290	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8928	MATH131, MATH1310	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGICTMMSL		8930	MATH135, MATH1350	2008 AU		

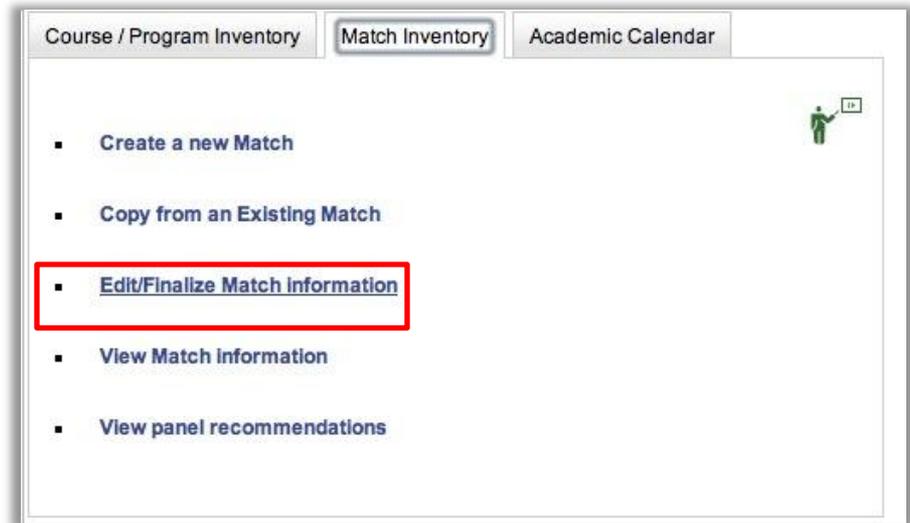
Export options: [Excel](#) | [PDF](#)

# Edit a Match

If a match comes back as disapproved or pending, you may need to edit it to make any changes or correct mistakes.

# Edit a Match

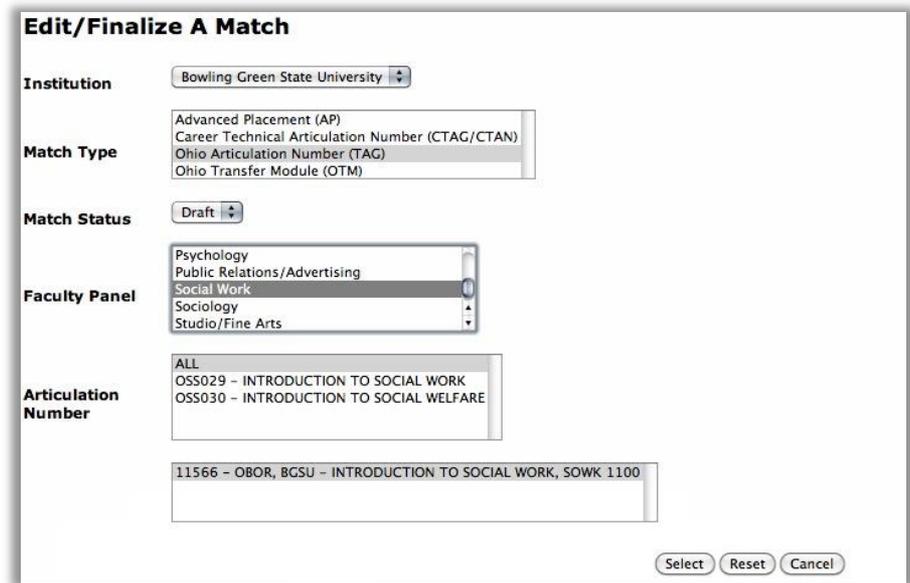
Step 1 – Go to your Match Inventory screen and click Edit/ Finalize Match Information.



Course / Program Inventory   Match Inventory   Academic Calendar

- Create a new Match
- Copy from an Existing Match
- **Edit/Finalize Match information**
- View Match information
- View panel recommendations

Step 2 – Search your inventory of matches in draft status. Once you have found the match you wish to edit, hit select.



**Edit/Finalize A Match**

**Institution** Bowling Green State University

**Match Type** Advanced Placement (AP)  
Career Technical Articulation Number (CTAG/CTAN)  
Ohio Articulation Number (TAG)  
Ohio Transfer Module (OTM)

**Match Status** Draft

**Faculty Panel** Psychology  
Public Relations/Advertising  
Social Work  
Sociology  
Studio/Fine Arts

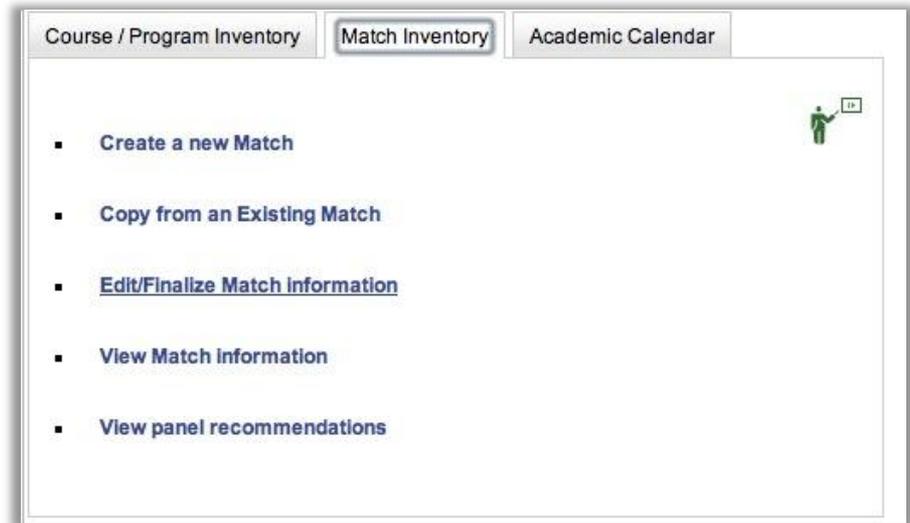
**Articulation Number** ALL  
OSS029 – INTRODUCTION TO SOCIAL WORK  
OSS030 – INTRODUCTION TO SOCIAL WELFARE

11566 – OBOR, BGSU – INTRODUCTION TO SOCIAL WORK, SOWK 1100

Select   Reset   Cancel

# Edit a Match

Step 1 – Go to your Match Inventory screen and click Edit/Finalize Match Information.

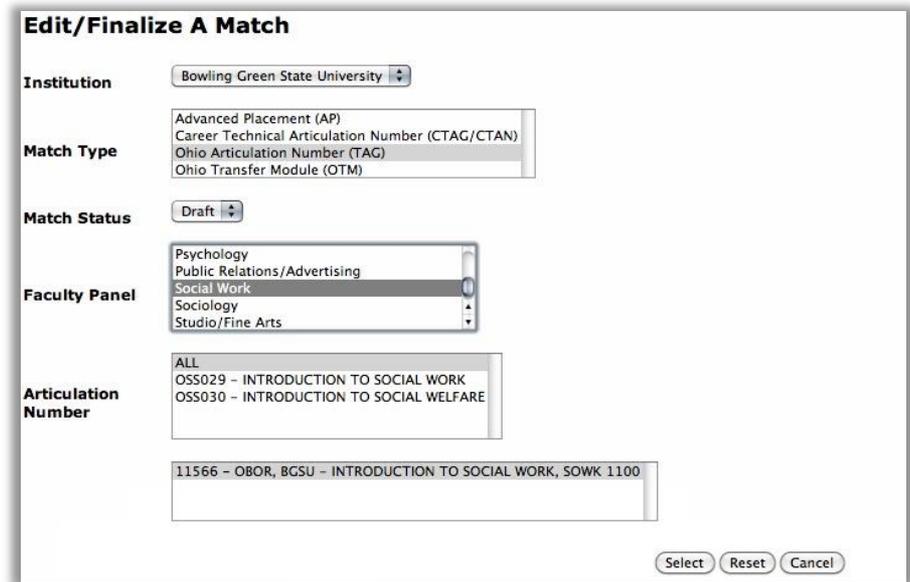


The screenshot shows a web interface with three tabs: "Course / Program Inventory", "Match Inventory" (which is selected), and "Academic Calendar". Below the tabs is a list of actions:

- [Create a new Match](#)
- [Copy from an Existing Match](#)
- [Edit/Finalize Match information](#)
- [View Match information](#)
- [View panel recommendations](#)

A small icon of a person with a speech bubble is visible in the top right corner of the main content area.

Step 2 – Search your inventory of matches in draft status. Once you have found the match you wish to edit, hit select.



The screenshot shows the "Edit/Finalize A Match" form with the following fields:

- Institution:** Bowling Green State University
- Match Type:** Advanced Placement (AP), Career Technical Articulation Number (CTAG/CTAN), Ohio Articulation Number (TAG), Ohio Transfer Module (OTM)
- Match Status:** Draft
- Faculty Panel:** Psychology, Public Relations/Advertising, Social Work, Sociology, Studio/Fine Arts
- Articulation Number:** ALL, OSS029 - INTRODUCTION TO SOCIAL WORK, OSS030 - INTRODUCTION TO SOCIAL WELFARE

A text input field at the bottom contains the value: "11566 - OBOR, BGSU - INTRODUCTION TO SOCIAL WORK, SOWK 1100".

Buttons at the bottom right: Select, Reset, Cancel.

# Edit a Match

Step 3 – You will now have the chance to review this match. If this is the match you wish to edit, go to the bottom of the screen at click “edit this match.” You can also create a new match from this data if you wish to create a new match with a different effective term.

Step 4 – You will now be brought to a screen that is identical to the “Create a New Match” processes, except the fields are already filled out. Make any changes needed and submit this to your institutional coordinator for review.

Show / Hide Course or Program Data

This match was entered by:

Name	DI-048520 CMS COORDINATOR
Title & Department	JOB_TITLE, DEPARTMENT
Organization	SOUTHERN LOCAL SD
	ADDR1
Address	POMEROY , OH 45769
Email	mike.wilfong@meigslocal.org
Phone	
Fax	

[Edit this Match](#) [Create new Match from this Data](#)

### Submit Match Information

**Enter effective dates for the Match**

Notes:

- Please enter the timeframe for which this match is valid.
- The Year and Term refer to the Calendar Year.
- Please note that the start term may be revised by the faculty panel to match the date for which the faculty panel Term.

Initiated Term      Terminated Term

2010    Autumn        None

[Next](#)   [Reset](#)   [Cancel](#)

# CEMS Updates – Version 14

The Newest Version of CEMS

# CEMS Version 14

- Quick Navigation Links when you create or edit a course/match

You have successfully added ' 3454 ' to your inventory.

[Create a new Course or Program](#)

[Query/Edit a Courses or Program](#)

[Create a new Match](#)

[Edit/Finalize Match information](#)

[Query/Manage another Course or Program](#)

[Return to Home Page](#)

# CEMS Version 14

- Additional Attachment Options

## Enter Course or Program Information - Screen III

Submit working syllabus and if available the master syllabus in addition to any other required information

**Institution:** OHIO STATE UNIVERSITY-MAIN CAMPUS

**Attach File** (PDF Attachments Preferred)

<b>File Attachments</b>		<b>Document</b>
Test1_Attachment.pdf	<input type="button" value="Master Syllabus"/>	Master Syllabus
Test1_Attachment.pdf	<input type="button" value="Working Syllabus"/>	Working Syllabus
Test1_Attachment.pdf	<input type="button" value="Accreditation or Approval Letters"/>	Accreditation or Approval Letters
	<input type="button" value="Calendar of coverage"/>	Calendar of coverage
	<input type="button" value="Course Plan of Work"/>	Course Plan of Work
	<input type="button" value="Pre-requisite/Co-requisite syllabus (OTM)"/>	Pre-requisite/Co-requisite syllabus (OTM)
	<input type="button" value="Old Syllabus (Expedite only)"/>	Old Syllabus (Expedite only)
	<input type="button" value="Memo Detailing Changes (Expedite Only)"/>	Memo Detailing Changes (Expedite Only)
	<input type="button" value="Other"/>	Other

# CEMS Version 14

- Courses can now be edited at any point before they have been submitted to the faculty panel

## The Course is a member of the following matches

Match Name  
12619 - OBOR, OHSU - SURVEYING, Advanced Civil Engineering-2

Status  
Submitted to OBR/VC Coordinator

Type  
Ohio Articulation Number (TAG)

[Return to Home Page](#)

## File Attachments

<i>Doc Name</i>	<i>Doc Description</i>
est1_Attachment.pdf	Memo Detailing Changes (Expedite Only)
est1_Attachment.pdf	Master Syllabus
est1_Attachment.pdf	Old Syllabus (Expedite only)

Course in matches

[Copy this Data](#)

[Edit this Data](#)

# CEMS Version 14

- Expedited Submission and Review

## Submit Match Information

### Select Courses or Programs for the Match

*Note: All selected items are required to get credit for the match (i.e. All courses or programs selected here are "anded"). A new match must be created if the programs to generate credit for the match. A match should either contain all courses or all programs.*

Course / Program Inventory:

0104
111
302_1
302_2
303
0405
0405_1
0407
0408
0415
0416
0421

Matching Courses / Programs:

330
-----

->  
<-

Courses ,

### Expedited Review

Check here if you would like to submit this match for expedited review

To review the list of TAGs and OTMs that are eligible for expedited review and their requirements, click [here](#)

Previous Next Reset Cancel



# Importance of Content Experts

# Importance of Content Experts

- Every review period, around 10% of submissions are listed as 'Pending' due to problems with the content of the submission.
- If this trend continues, we could see 300 submissions during calendar conversion that need to be reviewed more than once.
- To prevent this, Faculty Review Panels have requested that institutional faculty become involved in course submission and follow helpful hints that were suggested by each panel.

# Importance of Content Experts

- Faculty members can use CEMS to create courses.
- Training Materials will be provided on how to create courses and matches in CEMS that will be easy for faculty to follow.
- You should act as the first line of support whenever possible when faculty are creating courses/matches.

# Importance of Content Experts

## Course Equivalency Management System How to Create a Course

<p>Step 1: go to <a href="http://atc.regents.ohio.gov/CEMS">http://atc.regents.ohio.gov/CEMS</a> and enter the username and password given to you by your Institutional TAG/OTM/CTAG Coordinator</p>	<p>Course / Program Equi Management System</p> <p>User Name <input type="text" value="username"/></p> <p>Password <input type="password" value="*****"/></p> <p><input type="button" value="Submit"/></p>
<p>Step 2: Click on Faculty on the left side of the screen to enter your faculty portal.</p>	<p>Home Institution <b>Faculty</b> Logout</p> <p>Welcome to the Management S</p> <p>Reminder: • I Invoiced data will be lost</p>
<p>Step 3: Click on Query Courses or to see if the course has already been input</p>	<p>Home Institution Faculty Logout</p> <p>Course / Program Inventory   Match Inventory   Academic Calendar</p> <ul style="list-style-type: none"><li>• Create a new Course or Program</li><li>• <b>Query Courses or Programs</b></li><li>• Copy course from uploaded SIS file into CEMS</li></ul>

# Importance of Content Experts

Another option that some institutions use is to send faculty a form to show how the learning outcomes are met, and an administrator input that data into CEMS.

The content of this form will vary on a submission by submission basis, but if you wish to create one, learning outcomes can be found on the OBR website here:

[http://regents.ohio.gov/transfer/tags/course\\_descriptions/index.php](http://regents.ohio.gov/transfer/tags/course_descriptions/index.php)

In addition, content experts should view the helpful hints on the Calendar Conversion Website.

# Importance of Content Experts

## OAN Course Descriptions

Below are links to pages listing courses currently offered in the Transfer Assurance Guides (TAG). If you click on any of these, you will find the appropriate Ohio Articulation Number (OAN), the full name of the course, and the description/learning outcomes of the course. In some cases, description/learning outcomes have not been developed. Refer to the mapping directions provided. Learning outcomes hopefully will be developed in the future.

OAN's with no titles are place holders and need no action at this time.

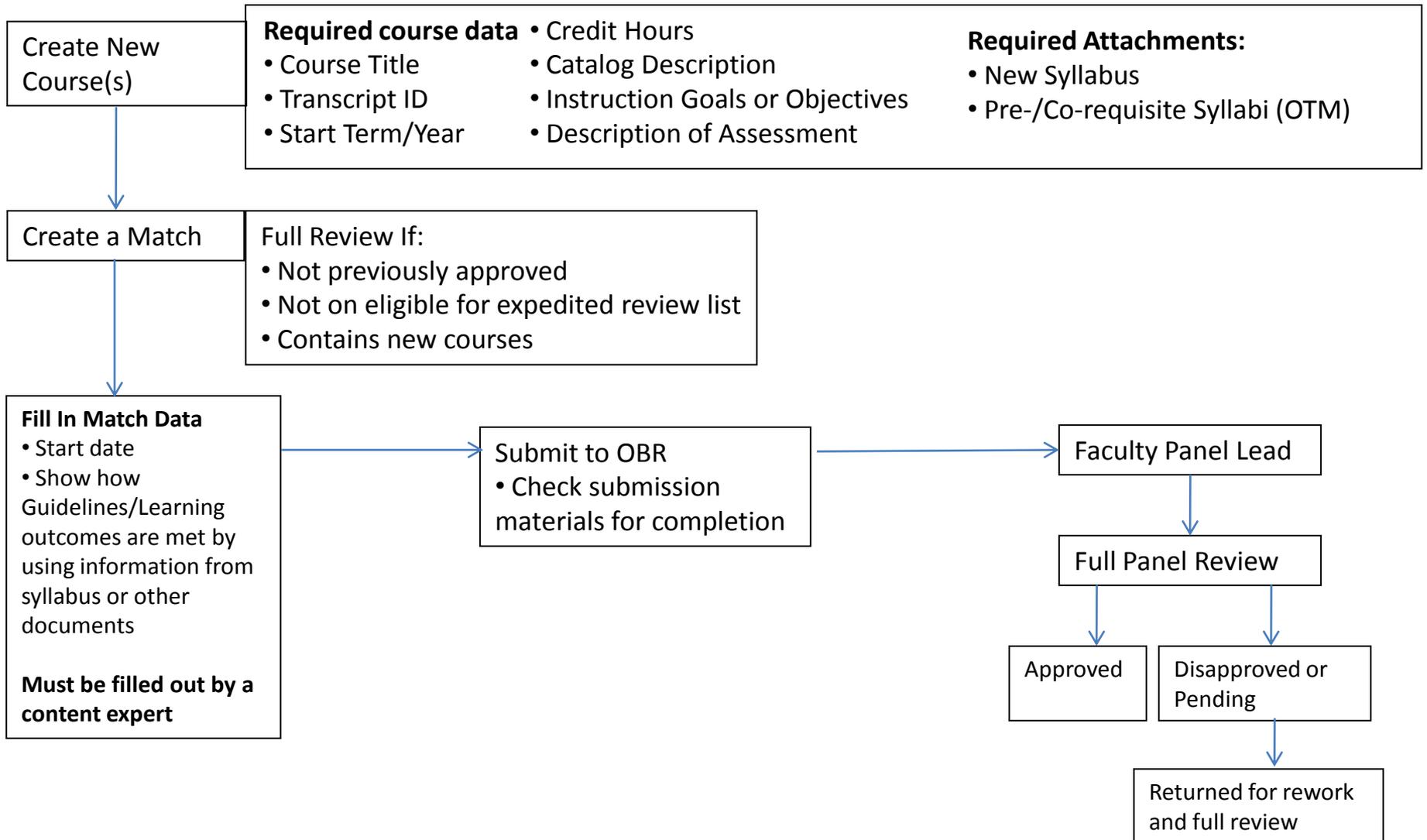
The course hours in the descriptions are all semester hours. In some cases, institutions may need to map more than one course to an OAN.

1. English Composition (OEN)
2. Mathematics & Statistics (OMT)
3. Natural & Physical Sciences (OSC)
4. Social Sciences (OSS)
5. Engineering Science (OES) & Engineering Technologies (OET)
6. Business (OBU)
7. Communication (OCM)
8. Arts & Humanities (OAH)
9. Health (OHL)
10. Education (OED)
11. History (OHS)

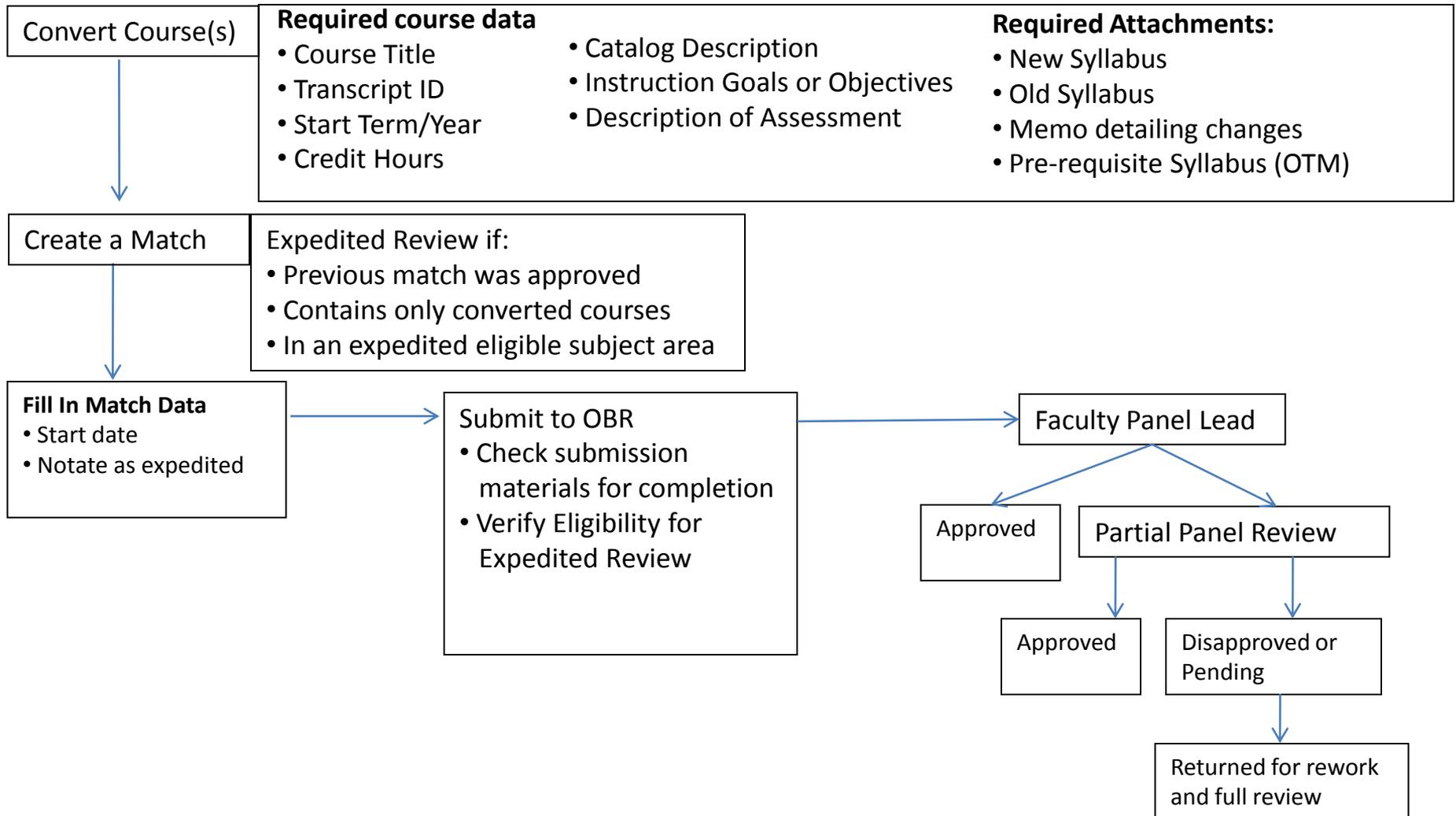


# Calendar Conversion in CEMS

# Process for Full Review Including Course Inventory Creation and Match Submission



# Process for Expedited Review Including Course Inventory Creation and Match Submission



# Requirements for Expedited Submissions

- Match must have been approved under the quarter system.
- All courses used in match must have had little to no content changes.
- A document indicating how the course has been changed in the conversion must be included with the course submission.
- A copy of the quarter hour syllabus must be included in the course submission.

# Creating an Expedited Match

Step 1 – Enter the initiated term/year the match. The match must start no earlier than SU 2012.

Step 2 – Enter the type of match (CTAG/CTAN, TAG, or OTM).

Step 3 – Select the subject area and articulation number. Most articulation numbers are eligible for expedited review, but some do require a full review.

## Submit Match Information

Enter effective dates for the Match

Notes:

- Please enter the timeframe for which this match is valid.
- The Year and Term refer to the Calendar Year.
- Please note that the start term may be revised by the faculty panel to match the date for which the faculty panel approves the match.

Initiated Term      Terminated Term  
2010    Spring    None

## Submit Match Information

Select Match Type

Advanced Placement (AP)  
Career Technical Articulation Number (CTAG/CTAN)  
Ohio Articulation Number (TAG)  
Ohio Transfer Module (OTM)

Previous    Next    Cancel

## Submit Match Information

Select the Articulation Number (OAN) for the Match

Page 3 out

Faculty Panel

Narrow the list of OAN's by selecting the faculty panel which reviews the articulation number.

All  
Anthropology  
Art History  
Biology  
Business  
Chemistry (general)  
Chemistry (organic)

Articulation Number (OAN)

Select the OAN for this Match.  
Please note that selecting a different articulation number will erase any learning outcome data that you have for this match.

OHL000 - INTRODUCTION TO MEDICAL (CLINICAL) LABORATORY SCI  
OCM010 - INTRODUCTION TO MULTIPLE CAMERA PRODUCTION  
OAH045 - INTRODUCTION TO PHILOSOPHY  
OCM011 - INTRODUCTION TO PHOTO JOURNALISM  
OCM008 - INTRODUCTION TO SINGLE CAMERA PRODUCTION  
OSS030 - INTRODUCTION TO SOCIAL WELFARE  
OSS029 - INTRODUCTION TO SOCIAL WORK

Previous    Next    Reset    Cancel

# Creating an Expedited Match

Step 4 – Select the course(s) that will be included in the match. Check the “Expedited Review” box.

If the courses used in the match do not have the correct attachments, you will receive an error message. If this happens, either go back to the Edit a Course screen and add them.

## Submit Match Information

Select Courses or Programs for the Match

*Note: All selected items are required to get credit for the match (i.e. All courses or programs selected here are “anded”). A new match or programs to generate credit for the match. A match should either contain all courses or all programs.*

Course / Program Inventory:

ACC204  
ACC205  
AFS200  
ART206  
ART207  
ART208  
ART209  
ART211  
ART212  
ART213  
ART214  
ATH241

Matching Courses / Programs:

EXPEDITE 002



### Expedited Review

Check here if you would like to submit this match for expedited review

To review the list of TAGs and OTMs that are eligible for expedited review and their requirements, click [here](#)

Previous Next Reset Cancel

### Courses with Missing Required Attachments Detected

The following course(s) does not contain one or more of the attachments required in order for this match to be eligible for the expedited review process:  
AFS200  
You may click OK to continue creating the match, but please note that you will only be permitted to save your work as a draft until all of the required documents have been attached to the course(s) listed above.

OK

# Match Inventory Creation

Step 5 – You will not be required to fill in learning outcomes. Instead, you will be taken to the additional requirements screen, then the preview match information screen.

Click “Finalize and Send to Coordinator or Contact” to complete the matching process.

## Preview Match Information

### Match Preview

<b>Match Type:</b>	Ohio Articulation Number (TAG)
<b>Match Status:</b>	Draft
<b>Match Review Type:</b>	Expedite
<b>Institution:</b>	WRIGHT STATE UNIVERSITY-MAIN CAMPUS - Calendar
<b>Courses or Programs:</b>	WSU Expedite 002
<b>OAN:</b>	0AH003 - 2-D FOUNDATIONS
<b>Match Dates:</b>	
<b>Initiated Term:</b>	2012 / AU
<b>Additional Requirements:</b>	
<b>Learning Outcomes:</b>	
<input type="button" value="Show / Hide Course or Program Data"/>	

# Submitting an Expedited Match

When you enter your coordinator portal, you should notice there are now two tabs – one for Standard (full) reviews, and one for Expedited reviews.

Use this portal to deal with all expedited submissions in the same way you use the normal coordinator portal.

## Coordinator/Contact Administrative Portal

Standard **Expedited**

Note :

- Select a Match from one of list boxes and click on 'View Match' button to View the Match details and take the appropriate action (to submit for validation or return to the Institutional Faculty for changes)



### Expedited Matches Ready for Validation

### Expedited Matches Returned for Rework

#### New Submission

13100 - OBOR, WSUN - 2-D F

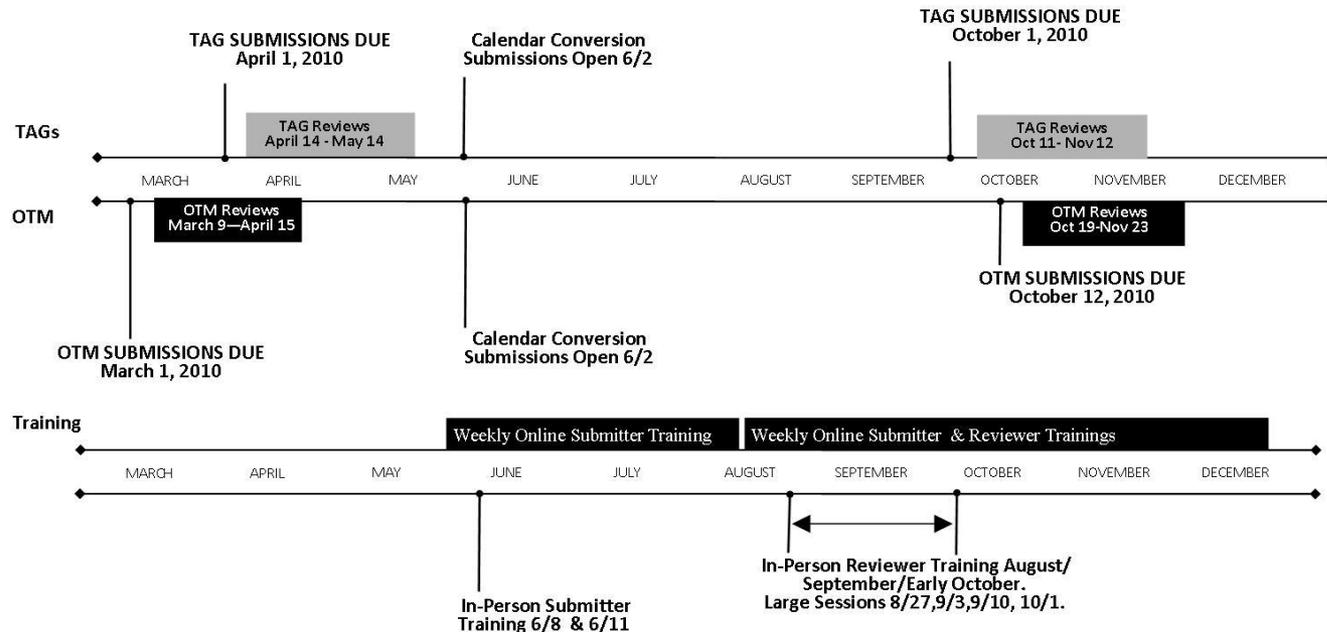
#### Resubmission

#### Rework Required

View Match

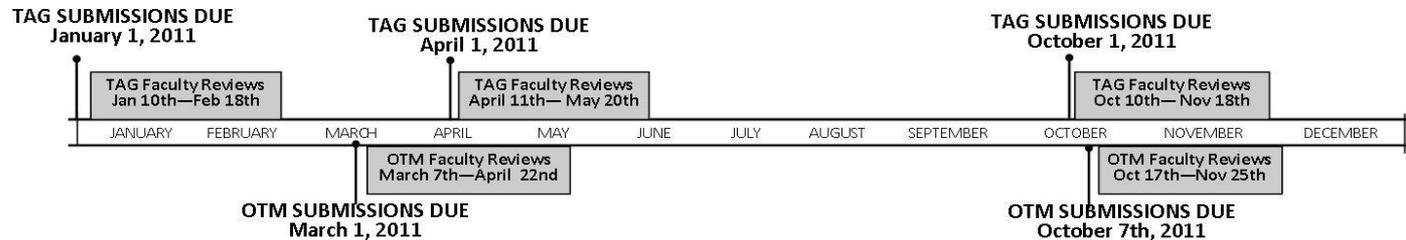
# 2010 Submission Timeline

## CEMS Submission and Training Timeline 2010



# 2011 Submission Timeline

## CEMS Submission and Review Timeline 2011





# Support

# CEMS Support Website

- <http://regents.ohio.gov/transfer/cemssupport/index.php>

The screenshot shows a Windows Internet Explorer browser window displaying the CEMS Support website. The browser's address bar shows the URL <http://regents.ohio.gov/transfer/cemssupport/index.php>. The website header features the Ohio Board of Regents logo and navigation links such as "About the Board", "Staff Organization", "Rnet", and "Career Opportunities". A sidebar on the left lists "Information For:" categories including "Students & Families", "Pre-K - 16", "Policymakers", "Colleges & Universities", "Media Representatives", "Business Stakeholders", and "Board of Regents". The main content area is titled "Course Equivalency Management System (CEMS) Support" and includes a brief description of the system, instructions on how to use it, and contact information for support. A "cems\_menu" sidebar on the right lists links for "Credit Transfer Home", "Calendar Conversion Home", "Eligible/Ineligible for Expedite List of OANS", "Helpful Hints", and "Training Powerpoints". The browser's status bar at the bottom indicates "Internet" and "100%" zoom.

**OHIO BOARD OF REGENTS**

**Information For:**

- Students & Families
- Pre-K - 16
- Policymakers
- Colleges & Universities
- Media Representatives
- Business Stakeholders
- Board of Regents

Link menu:

- About the Board
- Staff Organization
- Rnet
- Career Opportunities
- Staff Directory
- Contact Us
- Regents Home
- Related Links

**Course Equivalency Management System (CEMS) Support**

CEMS is used to submit courses and programs and create matches for Ohio Transfer Modules (OTM), Transfer Assurance Guides (TAGS), Career Technical Assurance Guides (CTAGS) and Advanced Placement (AP).

After courses are submitted to the CEMS, faculty panels use the CEMS to review and approve matches.

For those faculty and staff with CEMS accounts, you can [log in](#) and view training videos.

For CEMS support please contact the following:

- OTM CEMS Support: Sam Stoddard (614) 752-9532
- TAG CEMS Support: Hideo Tsuchida (614) 644-0642 or Sam Stoddard (614)752-9532

**cems\_menu**

- Credit Transfer Home
- Calendar Conversion Home
- Eligible/Ineligible for Expedite List of OANS
- Helpful Hints
- Training Powerpoints

# Calendar Conversion Website

- <http://regents.ohio.gov/calendar-conversion/index.php>



## OHIO BOARD OF REGENTS

- About the Board
- Staff Organization
- Rnet
- Career Opportunities
- Staff Directory
- Contact Us
- Regents Home
- Related Links

[▲ Hide Portal](#)

**Information For:**

- Students & Families
- Pre-K - 16
- Policymakers
- Colleges & Universities
- Media Representatives
- Business Stakeholders
- Board of Regents

- Regents Graduate Programs
- Ohio's Campuses
- Community Colleges
- Credit Transfer
- HEI System
- Academic Calendar Conversion
- Universities
- Choose Ohio First
- Course Applicability System
- Data and Reports
- Accountability
- Student Access & Success
- EmployOn
- Research Support Programs



 [Print](#)  [Bookmark](#)  [Search](#)

## Academic Calendar Conversion

To support the **Strategic Plan for Higher Education**, Ohio is undergoing a historic change. By the fall of 2012, all of **Ohio's public universities and colleges** will be on **academic calendars based on the semester system**. To achieve this, **17 of Ohio's colleges and universities** that have academic calendars based on quarters will be converting to calendars based on semesters beginning with the 2012-2013 academic year. With all institutions on the same academic calendar, Ohio's students will find it even easier to transfer between institutions.

The conversion process is a massive undertaking. As a part of this process, all Ohio Transfer Module and Transfer Assurance Guides submissions made under a quarter calendar will have to be resubmitted to show how they will be configured under a semester calendar. Over the next 18-24 months, thousands of courses will be reviewed by faculty panels to ensure all transfer classes meet the high quality and rigor that Ohioans expect. Faculty across the state and Articulation and Transfer staff will be working hard to ensure that all transfer courses are correctly entered in our systems to allow for efficient student transfer.

To aid in the conversion process, campus staff can review the **Articulation and Transfer calendar conversion processes** or view **each conversion institution's calendar conversion pages and calendar conversion contacts**. Also, the **course catalogs for schools that are currently on semesters** and on **quarters** are available.

### Calendar Conversion Menu

- [Calendar Conversion Home](#)
- [Credit Transfer Home](#)
- [Schools Undergoing Calendar Conversion](#)
- [Helpful Hints and Sample Syllabi](#)
- [Eligible/Ineligible for Expedite List of OANS](#)
- [Review Process](#)
- [Semester Definition](#)
- [Important Communications](#)
- [FAQ](#)



# Common Problems in CEMS

# Potential Duplicate Course Error

Possible Duplicate Detected ✕

The Course Id:  
FREN2010  
that you have entered may be a duplicate of another Course ID:  
FREN2010  
in the system. If you think it is a duplicate, please either change the Course Id you entered or click Cancel to exit to the course inventory creation process.  
Otherwise, continue with the entry of Course or Program Information.

**Problem: You are attempting to enter a Course ID that already exists.**

# Potential Duplicate Course Error

- Solution: View the course currently in the system. You can use this course to make any matches. If edits are needed to this course because it was imported, contact OBR.

Course / Program Inventory   Match Inventory   Academic Calendar

- [Create a new Course or Program](#)
- [Query Courses or Programs](#)
- [Copy course from uploaded SIS File into CEMS](#)

## Course/Program Search

To see the list of all courses, leave all fields blank and click 'Submit'.

Course Criteria

To return courses with a specific name, enter a name (use % as a wildcard) :

Course Title:

To return courses with a specific course id, enter an id (use % as a wildcard) :

Course Id:

Date Criteria   Show/Hide

Match Related Criteria

To specify that only courses included in matches or not included in matches be returned, select one of the following:

Only Matched Courses

Only Unmatched Courses

To only return courses included in a specific match, enter a match id:

Match Id:

Submit

[Return to Home Page](#)

Course Name

Intermediate French I

## Course or Program Data

Course Identification

Institution: BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS

Course or Program Title: Intermediate French I

Course or Program Offered at Campuses: BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS

Adult/Secondary (for Career Tech Programs):

Course or Program Status: Active

Aliased Course IDs: Transcript Identifier: FREN2010 Transcript Subject: FREN

Course Hours

Low Credit Hours: 3.0

High Credit Hours: 3.0

Lecture Hours per Week: 3.0

Lab Hours per Week: 0.0

# Potential Duplicate Course Error

If you need to update this course because it has changed, you will have to expire all matches it is used in, expire the course, then create a new course and new matches.

# Duplicate Match Warning

## Select Courses or Programs for the Match

Page 4 out of 8

**This match is a potential duplicate of Matches 8922 - OBR, BGSU - Transfer Module Mathematics, Statistics and Logic, COLLEGE ALGEBRA. To continue creating this match click the next button at the bottom of this screen.**

*Note: All selected items are required to get credit for the match (i.e. All courses or programs selected here are "anded"). A new match must be created if the user wants some other combination of courses or programs to generate credit for the match. A match should either contain all courses or all programs.*

Course / Program Inventory:

ACCT2210  
ACCT2220



Matching Courses /  
Programs:

MATH1200

- **Problem:** A match already exists in CEMS that uses the same course and has an overlapping effective date.

# Duplicate Match Warning

- Solution: Search CEMS for the match in question.

## Query Matches by Status Code

Match Type

Ohio Articulation Number (TAG)  
Ohio Transfer Module (OTM)  
Career Technical Articulation Number (CTAG/CTAN)  
Advanced Placement (AP)

Transfer Module Subject Area

ALL  
Calculus I  
Calculus II  
Calculus III  
College Algebra

Match Status

ALL  
Approved  
Disapproved  
Draft

- Exclude withdrawn (expired) matches  
 Include only withdrawn (expired) matches

- Include Counselist in the results  
 Include Effective Dates in the results  
 Include Review Comments in the results (only for Disapproved :  
 Display only Totals

Submit

[Return to Home Page](#)

# Duplicate Match Warning

Institution	Faculty Panel	Articulation Number	Match Id	Courses	Start Term	End Term	Match Status
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8923	MATH122, MATH1220, MATH1220R, MATH122R	2008 AU		AP
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8921	MATH116, MATH1160	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8931	STAT211, STAT2110, STAT2110H, STAT211H	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8925	MATH128, MATH1280	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8927	MATH130, MATH1300	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8924	MATH 126, MATH 1260	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8929	MATH134, MATH1340	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8922	MATH120, MATH1200	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8932	STAT212, STAT2120, STAT2120H, STAT212H	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8926	MATH129, MATH1290	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8928	MATH131, MATH1310	2008 AU		
BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	TMMATHSTATSANDLOGIC	TMMSL	8930	MATH135, MATH1350	2008 AU		

Export options: [Excel](#) | [PDF](#)

If the match is listed as “Disapproved”, “Draft” or “Pending” you should edit that match. If it is approved, you should either expire the original match, or leave it in the system as is.

# All Course IDs have End Dates

## Manage Course or Program Information

**All Course Ids have End Dates. There should be at least one Course Id without an End Date.**

**Institution:** BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS

**Course or Program Title:** Introduction to Canadian S

**Course Offered at Campuses:**  BOWLING GREEN STATE UNIVERSITY-FIRELANDS  
 BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS

**Existing Course or Program Ids:**

Transcript Identifier	Transcript Subject	Transcript Number	Start Year	Start Term	End Year	End Term
CAST201	CAST	201	2008	AU	2009	Spring
CAST2010	CAST	2010	2009	SM	2010	Autumn
CAST2010H	CAST	2010H	2009	SM	2010	Autumn
CAST201H	CAST	201H	2008	AU	2009	Spring

Problem: You are trying to put an end date on a course, but get the error “All Course IDs have end dates.”

# All Course IDs have End Dates

- Solution: This course is being used in a match that does not have an end date. You need to expire all matches that this course appears in. Once you have, you will have the option to expire this course.

## The Course is a member of the following matches

### Match Name

3313 - IMPORT - OBOR, BGSU - OAH005 SURVEY OF ART HISTORY I & II, ARTH146, ARTH145  
8895 - OBR, BGSU - Transfer Module Arts and Humanities, WESTERN ART I

### Status

Approved  
Approved

### Type

Ohio Articulation Number (TAG)  
Ohio Transfer Module (OTM)



**Other Problems?**



**Lunch**



# Hands-On Demonstration



**Questions?**