

Course Equivalency Management System

How to Create a Course

Step 1: Go to <https://atc.regents.ohio.gov/CEMS> and enter the username and password given to you by your Institutional TAG/OTM/CTAG Coordinator.

Course / Program Equi Management System

User Name
 Password

Step 2: Click on Faculty on the left side of the screen to enter your faculty portal.

Home
 Institution

 Logout
 Welcome to the Management System
 Reminder:
 Unsaved data will be lost

Step 3: Click on Course/Programs Inventory Tab and select Query Courses or Programs to see if the course has already been input.

Home
 Institution
 Faculty
 Logout
 Course / Program Inventory | Match Inventory | Academic Calendar

Step 4: Enter the entire Course ID, or any part of the ID in the Course ID search field. Make sure to use the % symbol both before and after the name if entering a partial ID. The search fields are case-sensitive.

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:
 Only Matched Courses
 Only Unmatched Courses
 To only return courses included in a specific match, enter a match id:
 Match Id:

Step 5: If the course already exists, please review it. If the data are correct, then you may create a match. If they are incorrect, contact your institutional coordinator to resolve the issue.

Institution	Course Name	Course Id - Effective Dates
UNIVERSITY OF CINCINNATI-MAIN CAMPUS	Biology for Non-Majors	15BIOL100 : 2010/AU
UNIVERSITY OF CINCINNATI-MAIN CAMPUS	DhTestBIO02	DHTESTBIO02 : 2013/SP - 2012/SM
UNIVERSITY OF CINCINNATI-MAIN CAMPUS	Biology I	BIOL1200 : 2012/AU - 2012/SM
UNIVERSITY OF CINCINNATI-MAIN CAMPUS	DHBIO1	DHBIO 101 : 2012/WI - 2012/SM

Step 6: If the course does not exist, you must create it. Click Return to Home Page, then click Create a New Course or Program.

Course / Program Inventory | Match Inventory | Academic

Step 7: Enter the title, select the campuses where the course is offered, and enter the transcript identifier as it appears on the transcript, transcript subject, and transcript number. If this is a career-tech program, select Adult or Secondary.

Institution: University of Cincinnati
Course or Program Title: General Biology I
Course Offered at Campuses: UNIVERSITY OF CINCINNATI-CLERMONT COLLEGE
 UNIVERSITY OF CINCINNATI-RAYMOND WALTERS COLLEGE
 UNIVERSITY OF CINCINNATI-MAIN CAMPUS
If Career Tech Program, please identify if it is Adult or Secondary: Adult Secondary
Course or Program Ids: **Transcript Identifier** BIO 1125 **Transcript Subject** BIO **Transcript Number** 1125

Step 8: Enter the start term and year of the course. This will generally be the current term and year, unless the course will not be offered until a future date. End term should remain blank.

Start Year 2012 **Start Term** Autumn **End Year** **End Term**

Step 9: Enter details about the course. Low and high credit hours are the same unless the course is a variable hour course.

Credit Hours
Low Credit Hours: 3.0
High Credit Hours: 3.0
Contact Hours
Lecture Hours per Week: 3.0
Lab Hours per Week: 0.0
Recitation or Other Hours per Week: 0.0

Step 10: Fill in additional information as required. When adding a textbook, you can fill in the ISBN and click 'Lookup Book', and CEMS should populate the information for you. If not, please fill in the information.

Catalog Description: A beginning course in Biology for the biology major. This course teaches the fundamentals of cellular biology and
Textbooks and/or Lab Manuals
 ISBN: 080537146X
 Title: Biology
 Publisher: Benjamin-Cummings
 Author:
 Edition:
 Year: 2005
 Additional Notes:

Step 11: Add attachments as required. Use the Browse button to find the document, then attach it with the proper type. Note that for OTM submissions, any pre/co-requisite syllabi are required. For expedited submissions, the semester-hour syllabus and a memo detailing changes are needed.

Enter Course or Program Information - Screen III
 Submit working syllabus and if available the master syllabus in addition to any other required information
Institution: University of Cincinnati
Attach File (PDF Attachments Preferred)
File Attachments Document
 Master Syllabus
 Master Syllabus
 Working Syllabus
 Accreditation or Approval Letters
 Calendar of coverage
 Course Plan of Work
 Pre-requisite/Co-requisite syllabus (OTM)
 Old Syllabus (Expedite only)
 Memo Detailing Changes (Expedite Only)
 Other

Step 11: Go to the next screen and review your submission, then click 'Finalize' to add the course to your inventory.