

# Course Equivalency Management System

## How to Create an OTM Match

**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  
**Faculty**  
Logout

Welcome to the Management S\

Reminder:  
Unsaved data will be lost

**Step 3: Click on the Match Inventory tab and select Create a New Match.**

Home  
Institution  
Faculty  
OBR Coordinator  
Change Password  
Logout

Course / Program Inventory  
**Match Inventory**  
Academic Calendar

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

**Step 4: Enter the initiated term for the match. The initiated term is generally the current term, unless the match is being created for future use and is not yet offered. If this will be an expedited submission, it must start Summer 2012 or later. Click Next.**

### Submit Match Information

Enter effective dates for the Match

Notes:

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

Initiated Term  Terminated Term

**Step 5: Select the OTM match type. Click Next.**

Select Match Type

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

**Step 6: Select the subject area. If this is a Math or English course, you can also select an OTM course with learning outcomes. If you choose this option, you will not be required to match to guidelines, but will have to match only to learning outcomes instead.**

Faculty Panel

Narrow the list of OTM's by selecting the faculty panel which reviews the Transfer Module Subject Area.

All  
Transfer Module Arts and Humanities  
Transfer Module English: Oral Communications  
**Transfer Module English: Composition**  
Transfer Module Mathematics, Statistics and Logic  
Transfer Module Natural Sciences

Transfer Module S

Select the OTM for this

TME001 - First Writing C  
TME002 - Second Writi  
TMEC - Transfer Modul

**Step 7: Highlight the course or courses from your inventory that will fulfill the learning outcomes/guidelines. Click the right arrow to move them to the Matching Courses/Programs column.**

Course / Program Inventory:

- 15AFAM101
- 15ANTH101
- 15ANTH102
- 15ANTH103
- 15ANTH104
- 15ANTH105
- 15ANTH201
- 15BIOL101
- 15BIOL101H
- 15BIOL102
- 15BIOL102H
- 15BIOL103

Matching Courses / Programs:

- 34ENGL111

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**Step 8: If this match is an expedited submission for calendar conversion, check the "Expedited Review" box. CEMS will check the attached courses to ensure that they are eligible. Expedited submissions do not require learning outcomes or guidelines to be filled in. Click Next.**

**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](#)*

**Step 9: At the top of the screen, you will see "Show/Hide Course or Program Information." You can click this to review the attached course and open the syllabus and other attached documents.**

ADV ENGLISH COMP

**Course Identification**

**Institution:** UNIVERSITY OF CINCINNATI-MAIN CAMPUS  
**Course or Program Title:** ADV ENGLISH COMP  
**Course or Program Offered at Campuses:** UNIVERSITY OF CINCINNATI-MAIN CAMPUS  
**Adult/Secondary (for Grade Year):**

**File Attachments**

Doc Name	Doc Description
ENG25004_syllabus.pdf	Working Syllabus
ENG11011_syllabus.pdf	Working Syllabus
HONR10197_syllabus.pdf	Working Syllabus

Course in matches

**Step 10: Using the information from the course information, describe how this course is meeting the learning outcomes/guidelines. Every outcome/guideline with an asterisk next to it is required and must be filled out. Click Next.**

Id	Learning Outcome Description	
1	The historical and cultural context which produces American literature	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.  The course introduces major social and historic influences on U.S. literature from pre-colonial times to about 1865. Representative literary works of poetry, nonfiction prose, short stories, drama, and novels provide broad coverage of American literature in the early period.

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

1772 characters left

**Step 11: If this course has a repetition requirement, check the Course Repetition Requirement. Click Next.**

**Submit Match Information**

**Additional Requirements**

Select any additional requirements to add to the Match.

Course Repetition Requirement

**Step 12: Review the match information. Scroll to the bottom of the screen. If corrections are needed, click Previous. Save as a Draft will allow you to come back to this later. If the submission is correct, click "Finalize Match" to send it to your institutional coordinator.**

Institutional Coordinator:

characters left