

Course Equivalency Management System

How to Create a TAG 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 System

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 TAG match type. Click Next.

Submit Match Information

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 (faculty panel) and OAN.

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 er for this match.

OSS011 - AMERICAN POLITICS/GOVERNMENT
OAH020 - APPLIED MUSIC
OSS003 - ARCHEOLOGY / WORLD PRE-HISTORY
OAH053 - American Literature I
OAH054 - American Literature II
OAH012 - BALLET
OAH001 - BASIC DRAWING

Step 7: Highlight the course or courses from your inventory that will fulfill the learning outcomes. 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. The system will check the attached courses to ensure that they are eligible. Expedited submissions do not require learning outcomes 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. At least 70% of all learning outcomes must be met, including the required learning outcomes (notated with an asterisk). 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.

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