



## Student Records and Registration

With receipt of your deposit, we will send you a registration packet in mid-June. This will provide you all the materials necessary to register for your Fall 2009 classes.

## English & Mathematics Courses

All new Cal Maritime freshmen are scheduled to take English Composition and College Algebra/Trigonometry or Calculus during their first year, assuming they have met proficiency requirements.

If you have not met proficiency requirements for college-level English and math, you are strongly encouraged to take the appropriate courses during the summer at a community college. This requirement is based on your results from the Entry Level Mathematics (ELM) examination and the English Placement Test (EPT), which are discussed later in this section. The ELM and EPT are used strictly for placement and have no bearing on admission decisions.

Below is a list of forms and information that pertain to determining your English and Mathematics readiness. If you meet the requirements for exemption from placement testing please return the forms along with appropriate documentation for us to review. If you do not meet the exemption requirements, you will need to review the ELM/EPT registration packet included with your new student guide that will tell you how to register for the ELM/EPT at the campus closest to you.

- **College-Level English and Math Proficiency Information**
- **ELM Exemption Form**
- **EPT Exemption Form**
- **ELM/EPT Registration Packet - This form should be returned to the campus at which you are registering to take the test.**

These forms can be returned to:

**Cal Maritime Office of Admission, 200 Maritime Academy Drive, Vallejo, CA 94590**

Any questions with regards to the ELM and EPT can be directed to the Office of Admission at (707)654-1330.



## COLLEGE-LEVEL ENGLISH AND MATH PROFICIENCY

**Executive Order (EO) 665** is a policy passed by the California State University (CSU) Board of Trustees dealing with students who are not prepared to take college level math and writing courses when they are admitted to one of the 23 campuses of the CSU. This policy has been in effect at all campuses since 1998. Under EO 665, all students who enter a CSU campus as first time freshmen or lower division transfers are required to take the Entry Level Math (ELM) and the English Placement Test (EPT) unless they are exempt from it. These tests, if required, must be taken and the results must be forwarded to the campus, before a student can register for English and/or Math classes. While each campus in the CSU has its own programs, all must adhere to the regulations of EO 665.

The ELM and EPT is a one-time assessment that helps CSU determine what math and English courses a student should take upon enrollment. **Unless a student meets one of the exemptions listed below, the student is encouraged to take the ELM and EPT exams as early in the year as possible.** In cases where students do not meet the minimum score, they are encouraged to complete the appropriate coursework during the summer prior to enrollment at Cal Maritime.

**The minimum score needed on the ELM to be considered ready for college-level math is 50.**

**The minimum score needed on the EPT to be considered ready for college-level English is 151.**

### **ELM Exemptions**

- a score of 550 or above on the mathematics portion of the College Board SAT Reasoning Test
- a score of 550 or above on a College Board SAT Subject Test in Mathematics (level 1 or level 2)
- a score of 23 or above on the ACT Mathematics Test taken October 1989 or later
- a score of 3 or above on the College Board Advanced Placement Calculus AB or Calculus BC exam
- a score of 3 or above on the College Board Advanced Placement Statistics exam
- completion and transfer to CSU of a college course that satisfies the CSU General Education requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better
- placement in the "Ready for CSU College-level mathematics courses" category on the Early Assessment Program (EAP) Mathematics taken in conjunction with the 11th grade California Standards Test in Summative High School Mathematics or Algebra II
- placement in the "Ready for CSU College-level mathematics courses - Conditional" category on the Early Assessment Program (EAP) Mathematics taken in conjunction with the 11th grade California Standards Test in Summative High School Mathematics or Algebra II, PLUS successful completion of a CSU-approved math or math-related course or activity taken before you enroll at a CSU campus

### **EPT Exemptions**

- a score of 550 or above on the verbal section of the College Board SAT I Reasoning Test taken between April 1995 and January 2005
- a score of 550 or above on the critical reading section of the College Board SAT Reasoning Test taken March 2005 or later
- a score of 680 or above on the College Board SAT II: Writing Test taken between May 1998 and January 2005
- a score of 24 or above on the enhanced ACT English Test taken October 1989 or later
- a score of 3 or above on the College Board Advanced Placement Language and Composition exam or the Literature and Composition exam
- completion and transfer to CSU of a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better
- placement in the "Ready for CSU College-level English courses" category on the Early Assessment Program (EAP) English taken in conjunction with the 11th grade California Standards Test in English Language Arts



## EPT Exemption Form

1) I believe I have satisfied the EPT requirement in one of the following ways and I am attaching a copy of the test score report and/or transcript as verification of my exemption:

- |   | SCORE | TEST DATE |
|---|-------|-----------|
| • 151 or above on EPT   | _____ | _____     |
| • 3 or above on AP Composition Exam   | _____ | _____     |
| • 550 or above on verbal section of SAT I Reasoning Test taken between April 1995 and January 2005  | _____ | _____     |
| • 550 or above on critical reading section of SAT Reasoning Test taken March 2005 or later  | _____ | _____     |
| • 680 or above on SAT II Subject Writing Test taken between May 1998 and January 2005   | _____ | _____     |
| • 24 or above on ACT English Test taken October 1989 or later   | _____ | _____     |
| • Early Assessment of Readiness for College Program (EAP) – check appropriate box:<br><input type="checkbox"/> Exempt – must include copy of EAP Student Report |       |           |
| • College English Composition course completed with grade C or higher.  |       |           |

Course: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of College: \_\_\_\_\_

2) Please provide the following information and your signature:

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Major

\_\_\_\_\_  
Date

\_\_\_\_\_  
9-digit Cal Maritime Empl ID Number

3) Mail or Fax this form to:

**Admission Office, Cal Maritime, 200 Maritime Academy Drive, Vallejo, CA 94590**  
**Fax: (707) 654-1336**  
**Office: (707) 654-1330**

4) If exemption is approved, the Student Records Office will lift the EPT hold.



## ELM Exemption Form

- 1) I believe I have satisfied the ELM requirement in one of the following ways and I am attaching a copy of the test score report and/or transcript as verification of my exemption:

- |  | SCORE | TEST DATE |
|--|-------|-----------|
| • 50 or above on ELM exam  | _____ | _____     |
| • 3 or above on AP Calculus or Statistics Exam   | _____ | _____     |
| • 550 or above on Math SAT Reasoning/Subject Test  | _____ | _____     |
| • 23 or above on Math ACT Test (taken October 1989 or later)   | _____ | _____     |
| • Early Assessment of Readiness for College Program (EAP) – check appropriate box: <ul style="list-style-type: none"><li><input type="checkbox"/> Exempt – must include copy of EAP Student Report</li><li><input type="checkbox"/> Conditionally exempt – must include copy of EAP Student Report AND copy of high school transcript showing successful completion of approved senior year experience</li></ul> |       |           |
| • College math course completed with grade C or higher (must be above the level of Intermediate Algebra).  |       |           |

Course: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of College: \_\_\_\_\_

- 2) Please provide the following information and your signature:

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Major

\_\_\_\_\_  
Date

\_\_\_\_\_  
9-digit Cal Maritime Empl ID Number

- 3) Mail or Fax this form to:

**Admission Office, Cal Maritime, 200 Maritime Academy Drive, Vallejo, CA 94590**  
**Fax: (707) 654-1336**  
**Office: (707) 654-1330**

- 4) If exemption is approved, the Student Records Office will lift the ELM hold.