

EO 665 To-Do List – By Quarter of Enrollment

If you have just been admitted to Cal Poly Pomona

- You must take the ELM or EPT by the beginning of May in the year you wish to begin studies.
- Send all test scores (SAT, ACT, AP, ELM, EPT, EAP) to Admissions. Cal Poly Pomona must receive all test scores before the first day of your first quarter.

If this is your first quarter at Cal Poly Pomona

- You must register for the required preparatory classes before the end of late registration.
- You cannot drop preparatory classes unless you are withdrawing from all of your classes for that quarter. This must be done by the end of finals week for the quarter.

If this is your second quarter at Cal Poly Pomona

- You are expected to register for preparatory classes each quarter until all required work is completed. You must add before the end of late registration.
- You cannot drop preparatory classes unless you are withdrawing from all of your classes for that quarter. This must be done by the end of finals week for the quarter.

If this is your third quarter at Cal Poly Pomona

- You are expected to register for preparatory classes each quarter until all required work is completed. You must add before the end of late registration.
- You cannot drop preparatory classes unless you are withdrawing from all of your classes for that quarter. This must be done by the end of finals week for the quarter.
- If you anticipate that you are not going to complete your preparatory classes by the end of the fourth quarter, you may request additional time by submitting a [Request for Extension](#). This form should be submitted by the first day of the eighth week.

If this is your fourth quarter at Cal Poly Pomona

- You are expected to register for preparatory classes each quarter until all required work is completed. You must add before the end of late registration.
- You cannot drop preparatory classes unless you are withdrawing from all of your classes for that quarter. This must be done by the end of finals week for that quarter.
- If you anticipate that you are not going to complete your preparatory classes by the end of **this** quarter, you must request additional time by submitting a [Request for Extension](#). This form **must** be submitted by the first day of the eighth week. Your registration for the next quarter will be cancelled if you do not complete the EO 665 requirements and are not awarded additional time.

If this is your fifth quarter at Cal Poly Pomona

- If you have not completed the EO 665 requirements, your classes have been cancelled, and you have been put on administrative leave of absence.
- If you have completed the EO 665 requirements, you are encouraged to complete all of your general education math and English requirements as soon as possible.