

2019-2020 AP EXAM INFORMATION & INSTRUCTIONS

AP COLLEGEBOARD GENERAL INFORMATION

- **On Time Registration:** September 23, 2019 12:01 AM – November 1, 2019 11:59 AM
- **Late Registration:** November 2-8, 2019 12:01am (\$10 late fee per exam)
 - *If ordering an exam after November 15th, you must have approval by Brandi Blomquist, Cypress Ridge AP Coordinator, there is a College Board Late Exam Registration Fee: \$40 per exam*
- **Exam Fees:**
 - \$70 Total cost Regular Registration (\$98 - \$28 CHRS Scholarship) **May apply for Cy Hope Scholarship, must have critical need. Awards of \$20 per exam, up to 3, if approved.*
 - \$25 Total cost F/R Lunch Students (\$57- \$32 State subsidies and CRHS scholarship) **May apply for Cy Hope Scholarship, must have critical need. Awards of \$20 per exam, up to 3, if approved.*
- **Refund Policy:** Students who cancel an exam by Fri - Nov 1, 2019 are entitled to a full refund of the exam fee. Students who cancel an exam by Fri - Nov 8, 2019 are entitled to a refund of the exam fee minus a cancellation fee of \$40.00 (per exam cancelled). After Fri - Nov 8, 2019 there are no refunds. Late fees are nonrefundable.

TWO STEPS: Students MUST request access to course materials through myap.collegeboard.org. Once that is complete, students must PAY for exams through TOTAL REGISTRATION.

STEP 1: REQUEST ACCESS TO COURSE MATERIALS

To request to JOIN an AP course through My AP, please follow these instructions:

1. If you have not created a College Board account, you will first need to do so by going to myap.collegeboard.org. Click "Create Account" to begin.
 - All college board programs are connected through one account, so if you created one for AP, PSAT, SAT or College Board Scholarships you're all set.
2. If you have previously created a College Board account, you can login into myap.collegeboard.org using your College Board login information.
 - If you cannot login to My AP, please use the forgot username/password links to reset your account. If you have trouble logging in to My AP, please call College Board at 1-844-314-3632.
3. Click the **JOIN A COURSE OR EXAM** link.
4. Please enter the correct **JOIN CODE** for your AP class section and click Submit. (*Your teacher will have your join code.*)
5. Verify course information. Make sure you have joined the correct course and section. If correct, click, Yes.
6. Fill out the registration information. The first time you enroll in an AP course in My AP, you will have to fill out some registration information. It is important to provide accurate information. You only have to do this once. This information will be linked with your AP exam. You may have trouble viewing your results if you enter information incorrectly.
7. For each course, click **REGISTER & VIEW DETAILS**, then click **REGISTER FOR EXAM** on the next screen.
8. From the pop-up window, select either CONFIRM REGISTRATION (if you are taking the exam), or NO, I WISH TO REMOVE MYSELF FROM TAKING THE EXAM. The deadline for indicating your exam decisions is **seven days from the time you join the course**. This automatically defaults to a YES, that you ARE taking the exam. If the YES remains, you will be ordered an exam and will be charged the \$70 per exam fee.

STEP 2: PAY FOR YOUR EXAM - Total Registration

To pay for an exam through Total Registration, please follow these instructions:

1. Go to www.TotalRegistration.net/AP/443535
2. Log in to Total Registration. If you have never used TR before, you will need to create an account.
3. Enter all required information. When selecting exams, please only select AP exams you intend to take for the 2019-2020 school year. Have your credit card ready.
4. Once you finish registration, you will receive a confirmation page stating that registration is complete. You can make online payments through this system for exams. When you login to TR, click the "Make a Payment" link. Once you click the link, follow the prompts to post your payment.