

**Attention: AP test takers for 2019-2020 school year.**

New CollegeBoard Policy- AP exam registration is occurring in the fall rather than the spring.

**Registration Window: October 15, 2019 – November 10, 2019**

**Late Registration Window with additional fees: November 16, 2019 – March 1, 2020**

- All late registrations will be charged an additional \$40.00/exam. Any cancelled exams after the registration deadline will have \$40.00/exam deducted from registration fees.

**How to register to take an AP Exam. Both steps are required.**

### **Step 1: Total Registration**

Go to Total Registration(TR), [www.TotalRegistration.net/AP/394955](http://www.TotalRegistration.net/AP/394955) to pay for your exams. Exam fee is \$94.00 plus the vendor fee to manage payments (\$4.00/exam and \$2.00/student). Select the exams you would like to take and submit payment no later than November 10, 2019.

Join Code Management – Join Codes are included next to your exam selection. TR will provide each student all their customized join codes at the end of the TR registration process along with directions and a link guiding the student to enroll in the CollegeBoard's system. Students receive join codes on their screen, via email and can log back into TR and view their join codes at any time.

Total Registration will not issue any refunds after November 10, 2019. However, UHS will continue to provide partial refunds for any cancelled exams. A cancellation request on TR's website and a cancellation form from the Counseling Center is required to process refunds. Please note, if you cancel after the registration deadline, you will receive a partial refund minus the \$44.00/exam/vendor fee and \$2.00/student fee. Refunds are distributed in mid-June after AP exams have been completed.

### **Step 2: CollegeBoard**

- Login in to your CollegeBoard account. If you currently do not have an account with CollegeBoard you will need to create one. Do not create a second account if you can't remember your password, instead use the "forgot password" link.
- Go to <https://myap.collegeboard.org/login> and select the Join a Course or Exam button. Use the join code provided to you from Total Registration (AP Teachers have these as well), and enter the code(s). Every AP class period section has a specific join code. If you are taking three AP exams, you will have three different join codes. Verify the course information is correct.
- The student exam decision indicator will default to "undecided."
  - You must change the decision indicator to "yes" to officially register for the AP exam. Only "yes" responses will have an exam ordered for them. Any student with the decision indicator as "yes" on their CollegeBoard AP account is expected to pay the exam fee through Total Registration.

- If you are not planning on taking an AP exam, change your decision indicator to “no” or you will be charged for the exam.
- The Registration Information section only needs to be completed once regardless of the number of AP exams you are registering to take.
- Students are permitted to use the join code to access AP classroom materials and still indicate “no” if they choose not to take an exam.