

**2023-2024**  
**AT-A-GLANCE**  
**AP EXAM INFORMATION**  
**FOR YEARLONG & SPRING SEMESTER COURSES**

**AP Exam Payment and Registration:**

1. Students confirm AP Exam course registration through their College Board Account (MyAP) [www.collegeboard.org](http://www.collegeboard.org)
2. Teachers will give JOIN Codes to join the AP course.
3. Students pay for their AP exam using Total Registration.

<http://www.totalregistration.net/AP/443424>

**AP Exam payment timeline for yearlong and fall semester courses:**

Payment **OPEN** – Monday, January 22nd at 12:01 A.M.

Payment **CLOSED** – Wednesday, February 21st 11:59 P.M.

**Late Exam** Registration – February 22nd at 12:01 AM – February 23 at 12:01AM

**\$10.00 late fee applied to Spring Semester Only courses at 12:01 A.M. February 22nd.**

**\$40 late fee applied to all year long courses**

**AP Exam cost and refund information:**

Regular Exam- \$102.00 per exam

Free/Reduced lunch students- \$25

Second Semester Courses Late Exam fee: \$112.00 per exam

Full refunds will be given for Spring Semester only exams canceled prior to February 21st at 11:59pm.

**Refund Policy**

***NO REFUNDS for Fall Semester or yearlong courses after November 1, 2023 at 12:01 AM even if course is dropped.***

***Please contact Mrs. Gonzalez or Ms. Reeder in the Counseling Office for questions.***

# 2023-2024 STEP-BY-STEP AP EXAM INFORMATION FOR YEARLONG & SPRING SEMESTER COURSES

**TWO STEPS:** 1. Students **MUST** request access to course materials through My AP on College Board website.

2. Once that is complete, students must **PAY** for exams through **TOTAL REGISTRATION**.

## STEP 1: REGISTER in AP Classroom using JOIN CODE from AP Teacher

1. Go to <https://myap.collegeboard.org/>

- 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 and do NOT need to create a new account—just log in. 😊
- If you cannot login, please use the forgot username/password links to reset your account. If you still have trouble logging in, please call College Board at 888-225-5427 or 212-632-1780.

2. If you have NOT previously created a College Board Account, click “Create Account” to begin.

**DO NOT USE NICKNAMES WHEN ENTERING YOUR NAME AT ANY TIME.**

3. Click the “JOIN A COURSE” link.

4. 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 or your scores may be delayed.

7. You will need to select YES that you will be taking the exam.

***a. If you do not complete the next step in Total Registration your “YES” will be changed to “NO” and you will NOT be ordered an exam.***

## **STEP 2: PAY FOR YOUR EXAM—Your exam will not be ordered without PAYING through TR.**

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

1. Go to <http://www.totalregistration.net/AP/443424>
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. DO NOT USE NICKNAMES Or the stu.cfid.net .
4. Once you finish creating your account, you can click the “Make a Payment” link. Once you click the link, follow the prompts to post your payment.

**\*\*Students not in an AP class but wish to take an AP exam, please email [julie.gonzalez@cfisd.net](mailto:julie.gonzalez@cfisd.net)\*\***

## AP Exam FAQ

### 1. Can I register now for a full year course?

- a. YES- you may pay for an AP exam in a full year course if you did not do so in the fall. **There is a \$40 per exam late fee associated with this registration.**

### 2. How can I order an AP exam for a class I am not currently sitting in?

- a. Students MUST come into the counseling office in order to register and pay for an exam they wish to take but are not currently taking the course. You will need to see Mrs. Gonzalez in the counseling office in order to do this.
- b. This MUST be done between January 22nd and February 21st, 2024.

### 3. What is the last day to pay without a penalty.

- a. February 21, 2024 at 11:59 PM is the last day to pay without penalty for SPRING courses.
- b. February 22nd-23rd students will incur a \$10 per exam fee which would make the cost of each exam \$112.00 for Spring courses.

### 4. Will there be financial assistance from Cy-Hope?

- a. Yes. Please see your counselor.

### 5. What do I do if I do NOT want to take the AP exam?

- a. If you do not want to take the AP exam, then do not pay for the exam in Total Registration. If there is no payment for an exam, then your exam will NOT be ordered in the College Board system.