

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

AP Exam Payment and Registration:

1. Students confirm AP Exam course registration through their College Board Account (MyAP) 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, September 11 at 12:01 A.M.

Payment **CLOSED** – Wednesday, November 1st 5:00 P.M.

Late Exam Registration – Nov. 2nd 12:01 AM – Nov. 3rd 11:59 AM

\$10.00 per exam late fee applied at 5:01 P.M. November 1st

AP Exam cost and refund information:

Regular Exam- \$102.00 per exam

Free/Reduced lunch students- TBD

Late Exam: \$112.00 per exam

Full refunds will be given for exams canceled prior to November 1st 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 & FALL 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 www.TotalRegistration.net/AP/441689
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.cfsd.net .
4. When selecting exams, please only select AP exams for FALL SEMESTER or YEARLONG courses at this time.
5. 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****

AP Exam FAQ

1. Do I register now for a semester course I am taking in the spring?

- a. **NO!** You will be able to join your second semester class when we return in January. You do not need to join now even if you can see your second semester course. Semester courses are always subject to change before we come back from break.
- b. You will also be able to log back into Total Registration in the spring to make payments for SPRING semester courses ONLY.

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 September 11th, 2023 and November 1st, 2023.

3. What is the last day to pay without a penalty for Fall semester and Yearlong courses?

- a. November 1st is the last day to pay without penalty.
- b. November 2nd – November 3rd students will incur a \$10 per exam fee which would make the cost of each exam \$112.00. This late fee begins Thursday, Nov. 2nd.

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

- a. Yes. We do not have details yet, but you can see a counselor to inquire.

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.