

**2023-2024 AP Exam**  
**Spring Semester Courses & Late Registration**

**GENERAL INFORMATION**

- Students **MUST** complete **2 STEPS**, if they intend to take an AP exam
  - REGISTER in AP Classroom using JOIN CODE from AP Teacher (**Please use a personal email when registering, NOT stu.cfid.net**)
  - PAY in Total Registration (TR): Mon., Jan. 22, 2024 – Wed., Feb 21, 2024 @ 11:59 pm
- **Exam Fees (per exam):**
  - \$102 per exam
  - **Free/Reduced Lunch Program Fee is \$25**; To qualify for this fee, student must have free/reduced lunch for the 23-24 school year. To apply, go to [www.schoolcafe.com](http://www.schoolcafe.com)
  - **Late Registrations:** Thurs, Feb 22nd @12:01am – Fri, Feb 23rd @ 11:59am; students who miss on time registration window for SPRING SEMESTER COURSES can register and pay for exam(s) but will be charged \$10 late fee per exam
  - College Board charges a \$40 late fee for YEARLONG exams ordered at this time
- **Spring Refund Policy**
  - Full refund for AP courses that **BEGIN** in the spring semester if the exam is cancelled **ON or BEFORE February 20, 2024 by noon**
  - No refunds for fall semester or yearlong courses at this point even if you dropped the course
  - \$40 No Show/Cancellation Fee per College Board

**2-Step Registration & Payment Process**

**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. For each course, students will automatically default to a “YES” that they ARE 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 exam(s) in Total Registration**

1. Go to [www.TotalRegistration.net/AP/440281](http://www.TotalRegistration.net/AP/440281)
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, email [Courtne.Grigsby@cfisd.net](mailto:Courtne.Grigsby@cfisd.net) or [Katherine.Abbott@cfisd.net](mailto:Katherine.Abbott@cfisd.net) \*\***

# AP EXAM FAQ

## 1. How can I order an AP exam for a class I am not currently sitting in and don't plan to take during the school year?

- Students MUST come into the counseling office to register and pay for an exam they wish to take but are not currently taking the course. You are considered an Independent Study and will be given a unique join code for registration. **Come to office 4318 or 3219.**
- This MUST be done no later than Wed., February 21<sup>st</sup>, 2024.

## 2. What is the last day to pay without penalty for SPRING semester courses?

- Feb. 21<sup>st</sup> is the last day to pay without penalty
- Feb. 22<sup>nd</sup> – Feb. 23<sup>rd</sup> students will incur a \$10 late fee per Spring semester exam which would make the cost of each exam \$112.00.

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

- Yes, but it is only available for students who have been approved for Free/Reduced lunch.

## 4. What do I do if I do NOT want to take the AP Exam?

- 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.

## 5. How can I ensure I receive a reduced price on my AP exam(s)?

- Apply for free/reduced lunch at [www.schoolcafe.com](http://www.schoolcafe.com)
- If approved, you will qualify for a reduced cost.
- Apply **NOW** because approval takes a few days. Once approved in School Cafe, log back into Total Registration and indicate on your account that you have Free/Reduced Lunch. An email from TR will automatically be generated and sent to AP Testing Coordinators who will then approve you for the reduced price. Once approved in TR, you will be notified and can go back into TR to pay.

*For questions email [Courtnie.Grigsby@cfisd.net](mailto:Courtnie.Grigsby@cfisd.net) or [Katherine.Abbott@cfisd.net](mailto:Katherine.Abbott@cfisd.net)*