

2019-2020 AP EXAM INFORMATION & INSTRUCTIONS

GENERAL INFORMATION

- **Register & Pay for exam:** September 23, 2019 12:01 AM – November 1, 2019 11:59 PM
- **Exam Fees (per exam):**
 - \$98 for on time registration (*September 23, 2019- November 1, 2019*)
 - \$27 for free/reduced lunch students. Students must be approved for the subsidy through total registration. Log back into the Total Registration site 2-3 days after requesting a subsidy to pay and complete your payment for your AP exam(s).
 - **Payments made between November 2, 2019 12:01AM - November 8, 2019 11:59 PM will incur a \$10 per exam fee.**
- **Refund Policy:**
 - Full refund if exam is cancelled by November 1, 2019
 - Partial refund if exam is cancelled by November 8, 2019
 - \$40 per exam cancellation fee.

TWO STEPS: Students MUST request access to materials through My AP. 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, students will automatically default to a "YES" that they ARE taking the exam. If the YES remains, you will be ordered an exam and will be charged the \$98 per exam fee.
 - If you are not planning to take the AP Exam please let your AP teacher know at this time.

STEP 2: PAY FOR YOUR EXAM

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. When selecting exams, please only select AP exams you intend to take for the 2019-2020 school year.
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, you can click the "Make a Payment" link. Once you click the link, follow the prompts to post your payment.