

2023-2024 Non-Attender AP Registration Process

1. Email the AP Coordinator at the school you wish to test at to obtain approval. Only students who live within the CUSD boundaries are able to test at our school sites. mjvonurff@capousd.org
2. Once approved, the AP Coordinator will give you a College Board Join Code for **each** exam that is being taken.
3. Students must then login to their College Board account (or create one) and “join” each class with the specific code(s) given by the AP Coordinator.
<https://myap.collegeboard.org/login>
4. The next step is exam payment. This is done through Total Registration. Once complete, you will be placed on a waitlist pending the Coordinators approval. Once approved, you may log back in and proceed with payment.
<https://user.totalregistration.net/AP/052814>
5. **Students must complete BOTH steps of the process to be completely registered! Registration is not complete until College Board and Total Registration have been finished.**

Important dates for the registration process

- **Tue, Sept 5, 2023** - Registration payment begins via Total Registration
- **Fri, Nov 3, 2023** – Standard fee registration closes, last day to request a full refund.
- **Sat, Nov 4, 2023** at 12:01 AM - Registrations and payments on and after this date will incur a \$40 late fee per exam.
- **Tue, Mar 5, 2024** at 11:59 PM – Late registration closes. NO orders may be placed after this date. No Partial refunds given after this date.

Important Exam Day Reminders

- Please visit our website for the most current, up to date testing information, policies, exam locations and updates. With you being a visitor to our school for testing, you may not be included in mass communications. So please be checking our website or reach out with questions! <https://sctritions.capousd.org/Guidance/AP-Exams/index.html>
- Cell phones are NOT permitted anywhere in the testing room! Leave it at home or in the car!
Students must bring a form of ID.