

# 2024-2025 AP Exam Registration

Advanced Placement Students and their Parent/Guardian,

For most students, taking an AP Exam serves as the natural culmination of their AP course experience. Advanced Placement courses prepare students for a comprehensive College Board exam given in May 2025. Students are required to register through College Board **and** Total Registration for all AP exams. Students will **register** for College Board in class with their AP teachers. Students will **pay** for their exams through Total Registration.

## AP Registration Process Breakdown

1. **STEP ONE:** Student **registers** through College Board by using the “join code” provided by their teacher. Most of this was done during class time. Registering through College Board simply populates students’ exam information into College Board and gives the student access to AP classroom resources. <https://myap.collegeboard.org/login>
2. **STEP TWO: (Opens September 3, 2024)** Complete registration by **paying** through Total Registration. Please login to Total Registration and continue the registration process. If you have used this site before, use your same email (Make sure to use an email address you have access to! Do not use your school email, this needs to be a personal email!) <https://user.totalregistration.net/AP/052814>

**College Board Account Tips** You need a College Board account to join your AP class section, receive AP assignments from your teacher, and register for AP Exams. If you do not already have an account, please sign up at [account.collegeboard.org](https://account.collegeboard.org). Make sure to use an email address you have access to! Do not use your school email, this needs to be a personal email! Your parents should not create an account for you. Keep your account information in a safe place only you can access.

**DO YOU ALREADY HAVE AN ACCOUNT?** All College Board programs are connected through one account, so if you created one for AP, PSAT, SAT, or College Board Opportunity Scholarships, you’re all set. You will just need your username and password to sign in. If you need to make adjustments to your email or password you can do so by logging into your account.

**NOT PLANNING ON TESTING?** If you are not planning on testing, you will still need to join on College Board as this gives you access to your teachers AP Classroom Resources. Please email Mrs. von Urff at [mjvonurff@capousd.org](mailto:mjvonurff@capousd.org) if you are not planning on testing and she will adjust.

## **Important dates for the registration process**

- **Tues, Sept 3, 2024 - Registration payment begins via Total Registration**
- **Fri, Nov 1, 2024 – Standard fee registration closes, last day to request a full refund.**
- **Sat, Nov 2, 2024 at 12:01 AM - Registrations and payments on and after 11/2 12:01 am will incur a \$40 nonrefundable late fee per exam. Partial refunds only will be given.**
- **Tues, Mar 4, 2025 at 11:59 PM – Late registration closes. NO orders may be placed after this date. NO refunds after this date**

**Other Information:** On our AP website you will find the link to Total Registration, College Board, Testing Schedules, the Fee Reduction Eligibility Form and the Accommodations Request Form. <https://sctrions.capousd.org/Guidance/AP-Exams>

<p><b><u>Fee Reduction</u></b></p>	<ul style="list-style-type: none"> <li>• Students requesting fee reduction must provide their Free and Reduced Lunch letter or the first page of last year’s tax return.</li> <li>• If you need a copy of your lunch letter, please call the district at (949) 234-9503.</li> <li>• Please register first! We cannot approve you until you do. Please select the financial assistance option that applies to you during registration and the payment will be waived for the time being.</li> <li>• Once I receive your support documents, your request will be approved and you can log in and complete your registration.</li> <li>• Support documents can be emailed to <a href="mailto:mjvonurff@capousd.org">mjvonurff@capousd.org</a></li> </ul>
<p><b><u>Alternate Testing</u></b></p>	<ul style="list-style-type: none"> <li>• It is the student’s responsibility to identify if they have a scheduling conflict. <b>Please contact Mrs. Von Urff ASAP if you are seeking an alternative test date or have questions at <a href="mailto:mjvonurff@capousd.org">mjvonurff@capousd.org</a></b></li> </ul>
<p><b><u>SSD Accommodations</u></b></p>	<ul style="list-style-type: none"> <li>• If you currently receive testing accommodations or would like to request them for AP Testing, please complete a signed parent consent form (found on our website) and email to your school counselor.</li> <li>• These requests are submitted through College Board and take several weeks to process so please request early. <b>All requests MUST be submitted by January 9, 2025.</b></li> </ul>

Please visit our website for up to date information on AP Testing information, testing schedules, reminders and important dates <https://sctrions.capousd.org/Guidance/AP-Exams>

If you have any further questions or concerns, please contact me at [mjvonurff@capousd.org](mailto:mjvonurff@capousd.org).

Michelle von Urff

AP Testing Coordinator