



NORTH ALLEGHENY SENIOR HIGH SCHOOL

AP EXAM REGISTRATION PROCESS

Students registering for 2024 AP Exams will need to follow two steps to successfully complete their registration process. The cost per exam is **\$98.00**. The combined registration process should only take 15 minutes and should be completed by the student with parent/guardian support. It is imperative that students review test dates set by the College Board to avoid any conflicts with personal schedules. Doing so should allow students to avoid any penalties related to delay in scores or related fees. <https://apstudents.collegeboard.org/exam-calendar>

**** North Allegheny will only offer AP Exams for courses offered in our current Program of Studies.**

STEP # 1: JOINING YOUR AP CLASSROOM AND CREATING YOUR "MY AP CLASSROOM"

Students should have received from their current AP Teacher a unique JOIN CODE for each AP Course they are taking that is directly related to the teacher, period, and section of that course. You should JOIN the class regardless if you are taking an AP exam.

- Please see your teacher for this JOIN CODE. This code will allow you to access online materials provided by the College Board called **MY AP CLASSROOM** and mark your INITIAL intent to take an AP EXAM.
 - To access AP CLASSROOM materials
 - Go to myap.collegeboard.org and sign in using your College Board student account. This is the same login as you may have used to access previous AP, SAT, or PSAT registrations.
 - Please be sure you don't already have an account either created by your parents/guardians or in previous registration of SAT or PSAT. Please be sure to follow all prompts should you have forgotten a password or username. It is important to not have multiple accounts.
 - **Please contact the College Board directly if you have any issues.**
- After signing into My AP Homepage, please enter the JOIN CODE provided by each teacher for each AP course.

STEP # 2: CREATING A TOTAL REGISTRATION ACCOUNT AND PAYING FOR YOUR AP EXAMS

North Allegheny will be using **Total Registration** to help align registration materials with ordering guidelines set by the College Board. Students **MUST** register with Total Registration to complete exam registration and make payment. ALL PAYMENTS will be made to Total Registration. **NO PAYMENTS** will be collected at North Allegheny.

- Log into: www.TotalRegistration.net/AP/393745
 - The registration process is very easy and should only take a few minutes. Please pay special attention to course information, teacher names and periods, payment deadlines, and penalties related to ordering timelines.
 - Students, please use an email and cell phone number that you monitor daily as communication regarding testing will be sent to your listed email and phone number.

REGISTRATION DATES/ FEES / REFUND INFORMATION

- **Registration** opens Monday, October 9th at 7:00am
 - Registration ends on Friday, November 10th at 11:59pm.
 - **PAYMENTS NOT PAID IN FULL** BY Nov 10th will not be ordered and will face late registration penalties listed below.
- **Late Registration** opens Thursday, Nov 16th at 7:00am
 - Late registration ends on March 8th at 11:59pm, FINAL ORDER NO EXCEPTIONS
 - \$50.00 late fee will be added per exam during late registration.
 - **LATE PAYMENTS NOT PAID IN FULL** BY March 8th will not be ordered.
- **Refund Policy:** We understand that on rare occasions students must cancel an exam. Here is our refund policy:
 - Students who cancel an exam by Tue - Nov 14, 2023, are entitled to a full refund of the exam fee.
 - Students who cancel an exam by Thu - Mar 14, 2024, are entitled to a refund of the exam fee minus a cancellation fee of \$50.00 (per exam cancelled).
 - For cancellations after Thu - Mar 14, 2024, there are NO refunds. **No exceptions.**
 - **Late fees are nonrefundable.**