

AP EXAM REGISTRATION PROCESS

Students registering for 2023 AP Exams will need to follow several steps in order to successfully complete their registration process. The cost per exam is **\$97.00**. 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 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.

- a. Please see your teacher for this JOIN CODE. This code will allow you to access online materials provided by College Board called **MY AP CLASSROOM** and mark your INITIAL intent to take an AP EXAM.
- b. To access AP CLASSROOM materials
 - i. 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.
 - ii. 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.**
 - iii. **Please contact College Board directly if you have any issues.**
- c. 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 College Board. Students **MUST** register with Total Registration in order to complete their exam registration and payment. ALL PAYMENTS will be made to Total Registration. **NO PAYMENTS** will be collected at North Allegheny.

- d. Log into : www.TotalRegistration.net/AP/393745
- e. The registration process is very easy and should only take a few minutes.
 - i. Please pay special attention to course information, teacher names and periods, payment deadlines, and penalties related to ordering timelines.
- f. 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.

IMPORTANT DATES AND REFUND INFORMATION

- Register for your AP Exams using Total Registration by Nov 10th to avoid late fees associated with College Board ordering timelines.
- **Early Bird Registration:**
 - October 10th – November 10th by 3pm.
 - *PAYMENTS NOT PAID IN FULL* BY Nov 10th will not be ordered and will face late registration penalties listed below.

*****Registration site will close November 10th at 3 pm for Early Bird order review and Processing *****

- **Late Registration:**
 - November 16th - March 10th 3pm, FINAL ORDER NO EXCEPTIONS
 - Late Registration Fee: \$50.00 PER EXAM (College Board fee+ NA Processing fee)
- Last day to receive a full refund for a cancelled exam is Nov 10th.
- Any exam cancelled after Nov 10th for any reason will be refunded **\$47.00**
 - \$97.00 Exam Fee
 - \$40.00 College Board cancellation / unused exam fee
 - \$10.00 NA Processing Fee and order adjustment
 - = \$47.00 Refund per exam