

Registration and Payment for 2022 AP Exams

Deadline

October 31st, 2021*

CollegeBoard

AP®



STEP 1

1. CREATE A COLLEGE BOARD ACCOUNT OR LOG IN TO AN EXISTING ONE

Sign in to www.myap.collegeboard.org using your College Board student account login. This is the same login you use to access your AP Scores, PSAT scores, or register for the SAT. If you don't have a student account, click the sign-up link.

2. JOIN YOUR AP CLASS(ES)

- Click the Join a Course or Exam button. Before you do this, make sure you have the **join code** from your teacher. You'll need it to join a class section.
- Enter the join code your teacher gave you and click Submit
- Make sure the information that comes up is for the course you're taking. If it is, click Yes.
- The first time you enroll in an AP course in My AP, you'll need to fill out some registration information. It's important to provide accurate information. You only have to do this once.

3. ORDER YOUR AP EXAM(S)

The system defaults to **YES** to order you an exam as the expectation is that all AP students will take the exam. If you have a reason not to, please speak with your AP teacher and then email Ms. Swihart, kasey.swihart@gilbertschools.net



BOTH steps must be completed to register for an AP exam. Failure to complete both steps could result in an exam not being ordered for you. Please follow directions carefully.



STEP 2

1. LOG IN OR CREATE A TOTAL REGISTRATION ACCOUNT

You will have an account if you have registered for a past AP or PSAT test.

www.TotalRegistration.net/AP/030140

2. COMPLETE THE NECESSARY INFORMATION IN TOTAL REGISTRATION

- Enter all required information, or recheck that information is accurate if you already have an account.
- Select the exams you will be taking.

3. MAKE YOUR PAYMENT

- Pay **\$105** per test with a credit or debit card. If you are paying with a tax credit, please select the Pay by Mail/Later option and call the bookstore.
- If you are a student that receives **free or reduced lunch**, you are eligible for a fee reduction on your exam. This requires the AP Coordinator approval, so please do not wait until the last day to register, as the coordinator needs at least 24 hours to check your status.

4. ACKNOWLEDGE REFUND POLICY

- Full refunds are granted up until October 31st, 2021
- Partial refund less a \$40 cancellation fee per exam are granted up until November 14th, 2021
- No refunds will be issued after February 25, 2022

*Any registrations after this date will incur a \$40 late fee per exam as mandated by College Board up until the final deadline of February 25, 2022. This does not include AP Microeconomics exams. Students may register and pay for those second semester without late fee up until February 25, 2022.

Contact: AP Coordinator, Kasey Swihart, kasey.swihart@gilbertschools.net