

# AP Registration Instructions and Deadlines

AP exam fees: \$98 or \$58 with a \*fee reduction  
Fee Reduction Paperwork is due October 16, 2019

## **This information is to help you register for your AP exam/s**

Students must go to 2 websites to register for AP exams:

- <https://myap.collegeboard.org> to indicate your intent to take the AP Exam and set up your College Board account.
  - You will need your Join Code for each AP class
- [www.totalregistration/ap/450450](http://www.totalregistration/ap/450450) to register and pay for AP Exams
  - Please fill out all of the information asked for on the registration website, choose the exam/s you wish to take and select your teacher/s.
  - Please be sure to have a credit card or debit card available before beginning registration. Check payment is also available.
    - Students making multiple payments will be charge a fee \$2.75 after the first payment.
  - Registration is not complete until you have printed the PDF receipt for your records.

## **Registration Deadlines:**

- Starting October 7, 2019 at 6:00 a.m.
- Ending October 28, 2019 at 11:59 p.m.

## **\$10 late fee added to exam fee**

- Starting October 29, 2019 at 12:01 a.m. (midnight)
- Ending November 6, 2019 at 11:59 p.m.

November 6, 2019 will end Fall registration.

Students wanting to register for AP exams after November 6, 2019 will need to contact Shelley Nudd in the CHHS Counseling Center and a **\$40 late fee per test** will be added to the exam.

**\*Fee Reductions:** If you are on free or reduced lunch or a school fee waiver you qualify for a fee reduction. Fee reduction exam fee is \$58. You must follow the steps below to verify your lunch status before October 16, 2019 to avoid a late fee.

- Bring or email your Free and Reduced lunch verification letter from Jordan District Nutrition Services to Shelley Nudd in the counseling center by Oct. 16, 2019.
- If you no longer have the Free and Reduced lunch verification letter you must contact Julie Dunn (801-567-8765) at the district to receive a copy of this letter. This letter **must** be to Shelley Nudd by Oct. 16, 2019.
- School fee waivers must be verified by Michelle in the main office, please see Michelle for this paperwork and return it to Shelley Nudd in the Counseling center by Oct. 16, 2019.
- When you register online you will need to check the box that says you are on free or reduced lunch or a school fee waiver. The registration site will send you an email allowing you to pay after you have completed the verification.
- Foreign Exchange students do not qualify for fee reductions.
- If you fail to take the exam you paid for or do not finish the exam you will **not** receive a full refund.

Please contact Shelley Nudd with any questions or concerns: 801-256-5383 or [shelley.nudd@jordandistrict.org](mailto:shelley.nudd@jordandistrict.org)