



2022-2023 AP Exam Registration Info

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 2023. If you have colleges in mind, check with their admissions office to learn about their AP exam credit policies.

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 on their own, not in class.

College Board Registration Instructions: apcentral.collegeboard.org/pdf/joining-your-ap-class-section-students.pdf

Total registration Website: www.totalregistration.net/ap/054181

On our [AP website](#), you will find the link to Total Registration, the Fee Reduction Eligibility Form, the Late Testing Order Form and the Late Arrival/Early Release Request Form. This is a deadline driven process. Answer sheets will be pre-filled through College Board with the information you provide and confirm. Please make sure your information is accurate in College Board and Total Registration.

Key Dates:

September 6 – November 4	Students register through College Board in class
September 6 – November 4	AP Exam Registration Opens (via Total Registration)
October 24	Final day to submit Fee Reduction Eligibility Form and Late Testing Order Form
November 4	Payment Window Closes - \$105/per exam*
November 4	Last Day to Request a Refund
November 5 – March 3	Late Registration (\$40 additional fee per exam)
November 5 – March 3	Canceled Exam (\$40 fee)(partial refund of \$65)
May 1 – May 5	1 st Week of AP Examinations
May 8 – May 12	2 nd Week of AP Examinations
May 15 – May 19	3 rd Week of AP Examinations
TBD	Alternate/Late AP Examinations (approval required)

*All exams not paid in full by November 4th will be canceled and students will need to re-register.

Feel free to stop by the Guidance Office if you have any questions.

Sincerely,
Raylen Andersen
AP Coordinator
949-234-5900 or raandersen@capousd.org

Joining Your AP Class Section

Period	AP Class	Teacher	Join Code
0			
1			
2			
3			
4			
5			
6			

Use a phone, tablet, or computer to join your AP® courses online, so you can get feedback on your progress and register for AP Exams.

1. SIGN IN

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

2. JOIN A COURSE

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.

3. SUBMIT YOUR JOIN CODE

Enter the join code your teacher gave you and click **Submit**.

4. VERIFY COURSE INFORMATION

Make sure the information that comes up is for the course you're taking. If it is, click **Yes**.

5. FILL OUT REGISTRATION INFORMATION

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.

6. CONGRATULATIONS!

You're enrolled in your AP course.

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 don't already have an account, please sign up at collegeboard.org/register. Your parents shouldn't 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/NMSQT, SAT, or College Board Opportunity Scholarships, you're all set. You'll just need your username and password to sign in.

IF YOU HAVE TROUBLE SIGNING IN TO YOUR ACCOUNT

- If you can't remember your username or password, follow the "Forgot username or password?" links at myap.collegeboard.org to reset them.
- If a family member set up your account, ask them for the login information. You may want them to sit with you while you sign in.
- If you can't remember the answers to your security questions, see if a family member has them.

If you followed all the steps to get your username or password and still can't access your account, you'll be able to create an AP 2022-23 interim account.