

September 15, 2020

Attention all AP and DLI Students and Parents:

ALL students will need to decide if they will be taking the AP exams and order their exams by **November 2, 2020**. Students taking AP Comparative Government or Macroeconomics in the 2nd semester will have until March 1, 2020 to register for those particular exams. Any student wishing to register for an AP exam beyond these dates needs to talk with Mr. Handley in the Student Center.

The cost of the AP exam is \$99 per exam. Please be aware College Board will assess a \$40 per exam late fee for any exam registration made after November 13, 2019, with the exception of the 2nd semester AP Comparative Government and Macroeconomics exams. This is the reason for setting the deadline for orders on November 2nd.

ALL students will need to go to myap.collegeboard.org and login into their existing College Board account, or create a new College Board account, for students new to AP, to start the registration process. Your student's AP/DLI teacher will give them a unique course "join" code for each AP/DLI class in which they are enrolled. Upon "joining" their courses your student will fill out the AP exam registration. **By default, all students who "Join" an AP course are automatically marked as planning to take the exam. Any student not wishing to take the AP exam must contact Mr. Handley in the Student Center by the November 1st deadline.** Instructions for setting up the College Board account and joining AP classes have been included.

If you are taking an AP class from a teacher outside of CCHS you will "join" two courses on College Board. One will be with the teacher of the class and the other will be called Exam Only. See Mr. Handley with questions.

Due to email compatibility issues between CSD and College Board, do not use your CSD email for your College Board account. You may not be able to receive email communication from College Board. If you have already created the account with your CSD email you can go through the account settings and change it to a personal email.

In addition to registering for exams through the College Board account, students will also need to sign up to pay for their exam(s) through Total Registration. You will need to go to www.TotalRegistration.net/AP/450073 to pay for exams by the November 2nd deadline.

Any student wishing to take an AP exam must have "joined" the class through their College Board account and paid for the exam through Total Registration otherwise an exam will not be ordered.

If your student qualifies for Free & Reduced Lunch or is currently on a Fee Waiver, please check the appropriate box during the on-line registration process on Total Registration. Pending verification, the registration process can then be completed.

Please carefully verify that all the information entered during the registration process is accurate to ensure that we are able to order the correct exam(s) for your student.

If you have any questions, please feel free to contact us in the Student Center at 801-826-6420.