

2022-2023 Non-Attender AP Registration Process

1. Email the AP Coordinator at the school you wish to test at to obtain approval. Only students who live within the CUSD boundaries are able to test at our school sites.
phrobinson@capousd.org
2. Once approved, the AP Coordinator will give you a College Board Join Code for **each** exam that is being taken.
3. Students must then login to their College Board account (or create one) and “join” each class with the specific code(s) given by the AP Coordinator.
<https://myap.collegeboard.org/login>
4. The next step is exam payment. This is done through Total Registration. Once complete, you will be placed on a waitlist pending the Coordinators approval. Once approved, you may log back in and proceed with payment.
<https://user.totalregistration.net/AP/052814>
5. **Students must complete BOTH steps of the process to be completely registered! Registration is not complete until College Board and Total Registration have been finished.**

Important dates for the registration process

- ☐ Nov 4, 2022 – Standard fee registration closes, last day to request a refund.
- ☐ Nov 5, 2022 at 12:01 AM - Registrations and payments on and after this date will incur a \$40 late fee per exam.
- ☐ Mar 3, 2023 at 11:59 PM – ALL Registration Ends. Late registration closes. NO orders will be placed after this date.

Important Exam Day Reminders

- ☐ Please visit our website for the most current, up to date testing information, policies, exam locations and updates. Currently, College Board plans to administer exams in person but of course, this may change. With you being a visitor to our school for testing, you may not be included in mass communications. So please be checking our website or reach out with questions! <https://scritons.capousd.org/Guidance/AP-Exams/index.html>
- ☐ Cell phones are NOT permitted anywhere in the testing room! Leave it at home or in the car! **Students must bring a form of ID.**