**WLC AP Testing & Registration Information 2019-2020**

- **AP EXAM REGISTRATION CHANGES** College Board has changed their exam registration window. Students used to register in late winter for their May AP Exams; however, now, College Board is requiring students to register THIS FALL for their May AP Exams.

- **JOIN CODES** Regardless of your plan to take the AP Exam, ALL students must use the JOIN code specific to your AP Class/Hour to JOIN your AP class(es) on College Board (www.collegeboard.org). The College Board system will fault to ‘YES’ for all students taking AP exam(s); however, Mrs. Caverly/Mr. Johnson will update the College Board system to accurately reflect those taking/not taking exam(s) once exam registration ends. **To actually register and pay for your exam, you will use Total Registration (see directions in box below).**

- **WHAT SCORES ARE NEEDED FOR COLLEGE CREDIT?** Find specific universities that offer college credit and/or course placement based on AP Scores via AP Credit Policy Search:
  - [https://apstudent.collegeboard.org/creditandplacement/search-credit-policies](https://apstudent.collegeboard.org/creditandplacement/search-credit-policies)

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**How to Register for AP exams:**

- **October 4, 2019 – November 4, 2019:** In order to provide easier access, payment options, and precise records of ongoing AP Exam enrollment, registration this year will **only be completed online through Total Registration (this is the same website as last year).**

- You can pay via credit/debit card or check using Total Registration.

  **$95 per exam**  
  **Registration Window:**  
  **October 4, 2019 through November 4, 2019**

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**STEPS to sign up and pay online for AP exams on TOTAL REGISTRATION:**

1. Go to [www.TotalRegistration.net/AP/233690](http://www.TotalRegistration.net/AP/233690)
2. Select “Create An Account” or **Login** if you took an AP Exam last year.
3. Complete all steps **completely and accurately**. (Make sure to enter your FULL name and address).
4. Follow the payment steps and pay online by credit/debit card or check. **Each exam will cost $95.**

Please make every effort to register for AP Exams as soon as possible **prior to** November 4, 2019. Exams ordered per this registration must be correctly identified and registration must be completed by the November 4, 2019 deadline in order for an exam to be ordered. Therefore, **failure to order the correct exam or failure to register by November 4th, may result in a student not being able to take the desired exam.**

**There are no “Spare Exams”** as our school is billed for every exam we order.

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**REFUNDS**

- **FULL REFUND** given if cancel exam registration **PRIOR TO NOVEMBER 4, 2019.**

- **PARTIAL REFUNDS** given if cancel exam registration **prior to February 28, 2020.**  
  ($40 will be kept for each exam cancelled between 11/5/19-2/28/20 to cover College Board’s AP Exam cancellation fee).

- **NO REFUNDS WILL BE GIVEN AFTER FEBRUARY 28, 2020.**
Students who may qualify for reduced exams fees (due to eligibility for the Free and Reduced Lunch Program) need to indicate this in Total Registration when asked. Mrs. Caverly/Mr. Johnson will be notified of your request to receive reduced AP exam fees and will confirm your eligibility. Once you have been approved for a fee reduction, you will need to submit payment online via Total Registration.

Verification of eligibility for financial assistance takes a few days, so if you believe you qualify for reduced exam fees, please register for your AP Exam(s) through Total Registration by October 31, 2019. It is your responsibility to submit payment by November 4th, 2019. Failure to do so may result in the cancellation of your registration.

Important Dates and additional information:

**Where do students test?** Most exams are conducted offsite, with a large portion of the testing being done at the ESC (Educational Service Center). Some exams may be given at WLC. The specific test site, start time, and map will be provided in each AP class in APRIL.

**Transportation:** You are responsible for your transportation to and from the exam site.

**Questions:** Contact Mrs. Caverly in counseling... (248) 956-4821 or jennifercaverly@wlcsd.org or Contact Mr. Johnson in counseling (248) 956-4829 or TerrenceJohnson@wlcsd.org.

May 4-15, 2020: Students will take their exams at the specifically scheduled date and time. These times are set nationally and must be strictly followed. Please note any testing conflicts (AP exams or school competitions) by February 28th and contact Mrs. Caverly or Mr. Johnson.

Specific start times/exam location for each exam will be given to students in April.

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**Recap of AP Exam Registration Process**

1) **ALL STUDENTS IN AP CLASSES** must JOIN their AP class(es) on College Board ASAP regardless of their plan to take the AP exam. ([www.collegeboard.org](http://www.collegeboard.org))

2) If you are planning to take AP Exams, you must follow the steps to register and pay for the exam(s) through Total Registration by Nov 4, 2019 ([www.TotalRegistration.net/AP/233690](http://www.TotalRegistration.net/AP/233690)).