**IMPORTANT AP EXAM DATES**

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|  | Registration Window #1 | Registration Window #2 | Waitlist Registration |
| Registration Dates: | Jan. 9th – March 7th | March 8th – March 28th | March 29th – April 13th |
| Exam Fee\*: | $103 per exam\* | $103 per exam\* | $103 per exam\* |
| Late Fee: | N/A | $20 per registration | $20 per registration |
| Additional Fees: | N/A | N/A | College Board Issued Late Fee: $55 per exam |
| Exam Cancellation: | Full Refund of $103 | Partial Refund of $78 | No Refunds |
| Pre-ID Session: | Required | Required | Required |

\* AP Exams for AP Courses offered at Mount Si High School will be $103. AP Exam for courses not offered will be charged $113 per exam.

**PRE-IDENTIFICATION SESSIONS:**

ALL student MUST attend 1 of the following sessions.

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| **Morning sessions: 6:45 – 7:30** | **Afternoon sessions: 2:30 – 3:15** |
| Tuesday, April 25th – Main Campus Library | Wednesday, April 26th – Freshman Campus Library |
| Wednesday, April 26th – Main Campus Library | Thursday, April 27th – Main Campus Library |
| Thursday, April 27th – Freshman Campus Library | Thursday, April 27th – Freshman Campus Library |
| Friday, April 28th – Main Campus Library |  |

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| **May 17thth – May 19th** | **Late Testing Dates** ([Late Testing Policy](https://apstudent.collegeboard.org/takingtheexam/exam-policies/late-testing)) | |
|  | **No Additional Fee Incurred** | **Additional Fee Incurred: $45 per exam** |
|  | Conflict with IB Exam or with State Mandated tests | Academic context/event |
|  | Disabilities accommodations issues | Athletic context/event |
|  | Emergency: Bomb Scare or Fire alarm | Conflict with non-AP & non-IB exam |
|  | Emergency: Serious injury, illness, or family tragedy | Family/personal commitment |
|  | Language Lab scheduling conflict | Ordering error |
|  | Religious holiday/observance | Other school events |
|  | School closing: Election, national holiday or natural disaster | School closing (local decision, non-emergency |
|  | Strike/labor conflict |  |
|  | 3 or more AP exams on the same date |  |
|  | Two AP exams on same date and time |  |

**AP EXAM REGISTRATION DIRECTIONS**

1. Access the AP Exam Registration host site called [TOTAL REGISTRATION](https://user.totalregistration.net/AP/480797) through [Mount Si High School Webpage](http://www.svsd410.org/Domain/17):

* If you took an AP exam last year, you should already have a Total Registration account. Access your account [here](https://user.totalregistration.net/student/login.php?ceeb=480797). If you do not remember the email address you used to login, please use the recovery link. [Student Email Reminder](https://user.totalregistration.net/student/emailReminder.php?type=AP)
* If this is your first time registering for an AP exam, please type in an email address, first name and last name to begin. This will take you to the Create a Login Account page.

1. Login and get to the Welcome (Student Name) Page
2. Answer the question “Are you a student enrolled at Mount Si High School?”

* Answer YES, even if you took the course as an online course through Mount Si High School Online Program (Advanced Academics or FuelEd)

1. Student Information Page – please revise/update as necessary.

* Are you qualified for the Federal Free or Reduced Lunch Program? - Your answer to this question may qualify you for reduced exam fees. You must currently be enrolled in this program. If you are unsure, please check with the Finance office.
* Are you eligible for testing accommodations? - This is a completely separate process that must go through the College Board. If you have an IEP or 504, you are not automatically qualified for accommodations. Please contact your counselor if you have questions regarding qualifying for accommodations.

1. Parent/Guardian Info Page – please revise/update as necessary.
2. AP Exam Information page - Select the AP exam(s) you want to take and the teacher and period for the course.
3. Payment Page

* Option #1 – Pay online now with credit card or debit card
* Option #2 – Pay by mail or Pay online later (payment must be received and processed by Total Registration by Thursday, April 13, 2017))

1. Preview Page – Review all information and make sure it is accurate. Edit as needed.
2. Confirm Page – Print and Save your confirmation page.