



September 2019

Beginning this year, the College Board is changing its AP exam registration timeline. **The new College Board policy requires all students enrolled in first-semester AP courses to register for the AP exam prior to November.** In the past, AP exam registration occurred in March, regardless of whether students were taking an AP course in the first or second semester. Students enrolled in second-semester AP courses will continue to register for those AP exams during the 2nd semester. In summary, students must register for AP exams during the semester they are taking the course. All AP exams will still be administered in May.

The new AP exam registration process will include two steps for each student. First, students will digitally activate themselves in their AP course with the assistance of their AP teacher, and second, they will then make payment for the exam in the [MyPaymentsPlus](#) system.

It is important to note, that students who do not register for an AP exam, can still access the resources available to them in the AP system.

September AP Course Exam Registration Information:

1. AP teachers will provide students with join codes to join the AP class section. When students join the AP sections, they will be able to access resources to help them with the course and exam.
2. Then students can register for the AP exam in the CollegeBoard AP class section. AP exam registration will need to be completed by **October 31**. This deadline is only for students who were in an AP class that began in September. AP teachers will assist students with this task.
3. Finally, AP exam payments must be made between **September 16 through October 31 by 11:59 pm** in www.MyPaymentsPlus.com for the exam to be ordered.

Marking Period 2 and Spring AP Course Exam Registration Information:

1. Once the course begins, AP teachers will provide students with join codes to join the AP class section. When students join the AP sections, they will be able to access resources to help them with the course and exam.
2. Students then can register for the AP exam in the CollegeBoard AP class section. AP exam registration will need to be completed by **February 28**. This deadline is only for students who are in an AP class that began during marking period two or at the start of the spring semester. AP teachers will assist students with this task.
3. Finally, AP exam payments then must be made between **February 3 and February 28 at 11: 59 pm** in www.MyPaymentsPlus.com for the exam to be ordered.

Pricing:

- AP exams will remain \$99 (**due at the time of registration in www.MyPaymentsPlus.com**) however, the CollegeBoard adds a \$40 late fee.
- Additionally, the College Board is instituting a \$40 fee for any tests that are cancelled **after** the registration deadline. Refunds on cancelled tests will now be \$54.00 (this includes a \$5 processing fee). **To receive a \$54.00 refund, you must withdraw forty-eight (48) hours prior to the date of the examination. A parent email to Mr. Moustakas at (gmoustak@cbsd.org) or a letter of withdraw signed by a parent can be brought into House Office C105, 48 hours prior the examination.**
- Payment for late registrations will be \$139.

*If you already have MyPaymentsPlus account, be sure to “add” each student who be taking an AP exam. After you pay for the exam, you can request a receipt and/or check under “Payment History” in MyPaymentsPlus. If you do not request a receipt at that time, you may also check your credit card statement to make sure you are, in fact, registered. Also, when you complete registration, you will receive a confirmation number. **If you do not receive a confirmation number, you have not registered.** If there are technical issues please contact MyPaymentsPlus Monday through Friday, 7:30 AM – 5:30 PM at (877) 237-0946.*