

# Registering for AP Exams at FCHS 2024

*Si necesita ayuda en español, por favor contactar a Blanca Mael (970-889-3790)*

## *A Step-by-Step Guide*

### **1. Have you registered with Total Registration? Move to the appropriate instructions below based on that answer.**

I **have** registered with **Total Registration** in the past (*I've taken an AP exam previously.*)

- Go here. (<https://user.totalregistration.net/student/login.php>)
- Go through all the steps.
- As part of the steps, you will get a class code for each exam to register with the College Board.
  - Write down the code(s).

I **have not** registered with **Total Registration** in the past. (*I've never taken an AP exam.*)

- Go here. (<https://user.totalregistration.net/ap/060590>)
- Go through all the steps.
- As part of the steps, you will get a class code for each exam to register with the College Board.
  - Write down the code(s).

### **2. Have you registered with the College Board?**

**Everyone** must register with the **College Board**

- Go here. (<https://myap.collegeboard.org/login>)
  - If you have registered here before, put in your username and password.
  - If you have not registered here before, at the bottom, click "Sign Up."
- Go through the steps and enter the class code(s) that you wrote down from Total Registration.

### **3. Paying for the Exams**

If you **qualify for Free and/or Reduced Lunch**

- As part of the registration process in the Total Registration system, you will have indicated this already. When you did that, the process was automatically started with the AP Coordinator and the Bookkeeper here at FCHS. If your F/R status is approved (your parents and/or guardians filled in all of the correct forms when you got your F/R status) you will get an email saying that you are paid in full.

- If there was an error with your F/R paperwork you will get an email that stipulates the next steps that you must take. Please do these.

- Note: if you do not register with both Total Registration and College Board by the dates below, you will be **responsible for the late fee**, even though you qualify for F/R Lunch. You will also be **responsible for cancellation fees**. Pay this to the Bookkeeper.

**If You do not qualify for F/R Lunch**

- Go to the Bookkeeper by the front office and pay for your exam, according to the fee structure below after you have gone through both of the registration steps above (Total Registration AND College Board).

You must pay in person with the bookkeeper, Liz Delap ([edelap@psdschools.org](mailto:edelap@psdschools.org)). Check, cash, or credit card are accepted. Make checks payable to Fort Collins High School.

**Fall Semester AP Course**

9/11/23 – 11/9/23

1/22/24 – 3/6/24

**Spring Semester AP Course**

1/22/24 – 3/6/24

**Cost per Exam Dates**

\$98.00

\$98.00 + \$40.00 late fee

\$98.00

\*\*\*\*EXAMS CANNOT BE ORDERED AFTER 3/6/24