

Registering for AP Exams at FCHS

A Step-by-Step Guide

1. Have you registered with Total Registration in the past? 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/). <https://user.totalregistration.net/>
- Go through all of the steps.
- As part of the steps, you will get a class code to register with the college board.
 - Write this down.

I **have not** registered with **Total Registration** in the past.

- Go [here](https://user.totalregistration.net/AP/60590). <https://user.totalregistration.net/AP/60590>
- Go through all of the steps.
- As part of the steps, you will get a class code to register with the college board.
 - Write this down.

2. Have you registered with the College Board?

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

- Go [here](https://myap.collegeboard.org/login). <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** that you wrote down from Total Registration.

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. 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.

Cost per Exam

Dates	Fall Semester AP Course Exam	Spring Semester AP Course Exam
9/11/23 - 11/9/23 by 3:30 PM	\$98.00 \$146 for AP Seminar	No registration until 1/22/24
1/22/24 - 3/6/24 by 3:30 PM	\$98.00 + \$40.00 \$146 + \$40.00 for AP Seminar (Deadline to register without late fees was November 9, 2023)	\$98.00 \$146 for AP Seminar & Research
NO EXAMS WILL BE ORDERED AFTER the due date in March		

Technical Information about paying for and canceling an exam after payment

- **Fall semester AP Exams canceled after November 9 will incur a \$40.00 cancellation fee.**
- You must pay in person with the bookkeeper, Liz Delap (edelap@psdschools.org). Check, cash, or credit card (with a small processing fee) are accepted. Make checks payable to Fort Collins High School.
- If you have questions about registration or cancellation, please contact Ms. Liz Hale at elizabethh@psdschools.org or (970) 488-8002.