



Alta High School

Counseling Center

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September 8, 2021

Dear AP Students and Parents:

It is already time to register and pay for your 2022 AP exams! As you may recall, College Board, the company over Advanced Placement (AP), is now instituting a FALL exam registration deadline. **ALL** AP students will need to decide whether or not to take and order their exams by **November 1, 2021 to avoid paying late fees**. Here is a schedule of Alta's registration timeline:

- Registration DEADLINE (to avoid late fees): **Monday, November 1st by 10:00 pm.**
- Exams ordered after **November 1st** will incur a ***\$10 late fee per exam.***
- Exams ordered after **November 8th** will incur a ***\$20 late fee per exam.***
- Exams ordered between **after November 15th** will incur a ***\$40 late fee per exam.***
- Absolutely **NO** changes can be made to our exam order after **March 15, 2022.**

It is important to understand that registering and paying for AP exams is a **TWO STEP** process. Shannon Kershaw, Alta's AP Coordinator, has visited all of Alta's AP classes and has walked our AP students through the steps below. At this point, if your student was present for the presentation, the only remaining step is for you to log into the Total Registration site with your child to submit your payment. If your child missed the presentation, the steps are below and Ms. Kershaw's presentation is available on Alta's Counseling website as well as each AP teacher's Canvas page.

- **Step 1:** Students must first log into a third-party site, www.TotalRegistration.net/AP/450402, to pay for their AP exam(s). If your student took AP exams last year, they will already have an existing account. You will need to pay for your exam(s) by **November 1, 2021 to avoid late fees.** Alta's AP exam fee for the 2021-2022 school year is **\$100/exam.** Total Registration also provides the opportunity to indicate if you are in the Free/Reduced lunch program and therefore qualify for a fee reduction of \$55 per exam OR if you are requesting financial assistance through Alta, in which case, you must contact Shannon Kershaw to discuss.
 - At the conclusion of the Total Registration process, students will receive a unique JOIN CODE per AP course/exam for which they register. They will need this information for Step 2.
- **Step 2:** All students must then go online to College Board and either create a new or log into an existing account at www.collegeboard.org. They will then enter in the unique JOIN CODE received through Total Registration to gain access to College Board's online resources for that AP subject area. They must also then select the option to "Register for the Exam". This is the only way College Board knows to send Alta an exam for the student to take in May.

Again, please remember that the **ONLY WAY** to guarantee your child will have an AP exam to take in May of 2022 is to complete **BOTH** the Total Registration (payment step) and College Board (exam ordering step) by **November 1st** to avoid late fees.

If you have any questions, please feel free to contact me. I look forward to supporting Alta's AP Program throughout the school year!

Sincerely,

Shannon Kershaw, M. Ed.

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