



# Alta High School

## Counseling Center

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August 2025

Dear AP Students and Parents:

The time is coming to register and pay for your 2025 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, 2024 to avoid paying late fees**. Here is a schedule of Alta's registration timeline:

- Exams ordered after **October 31st** will incur a **\$10 late fee per exam**.
- Exams ordered after **November 7th** will incur a **\$20 late fee per exam**.
- Unpaid exams or payments made without College Board registrations will be cancelled on November 12th as this is the Fall ordering Deadline (College Board Implemented).
- College Board assesses a \$40 late fee.
- College Board assesses a \$40 cancellation fee.

It is important to understand that registering and paying for AP exams is a **TWO STEP** process. Dr. Jodene Jensen, Alta's AP Coordinator, visits all of Alta's AP classes yearly to walk AP students through the steps below. If your student is present for the presentation, the only remaining step is for you to log into the Total Registration site with your student to submit your payment.

- **Step 1:** Beginning in September, students must first log into a third-party site, [www.TotalRegistration.net/AP/450402](http://www.TotalRegistration.net/AP/450402), to pay for their AP exam(s). Total Registration also provides the opportunity to indicate if you qualify for Free/Reduced lunch and therefore qualify for a fee reduction. Also, please mark the box indicating if your student has an accommodation plan in place.
  - 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. They may also get this join code from their AP teacher.
- **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](http://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 2025 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.

Sincerely,

Jodene Jensen, PhD.

Testing Coordinator

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