

General Directions for the Two-Step Process

STEP 1: Access **My AP Classroom** at <https://myap.collegeboard.org/login>.

- Students should log in to the My AP platform if they already have an account or create one if this is their first time registering for an AP Course, SAT, or PSAT exam.
- Using the **unique join code** provided by the instructor for the specific course and section, students can register for their exams and gain access to AP course materials.
- Join codes given by teachers are tailored to each course, teacher, and class period.
- Students can also locate their join codes on the **Total Registration Home Page** under **Account Functions**, by selecting **Student Account History** (you may find the codes after completing STEP 2 below)
- Students **MUST** indicate in each AP course on the College Board website if they will take the exam in May.
- By default, each account is set to **"Undecided,"** so students must choose either **"yes"** or **"no"** regarding their intention to take the AP exam before the October 22nd deadline.

Students must remember to keep track of their College Board account login details as AAI does not have access to student accounts.

STEP 2 Total Registration (TR): <http://www.totalregistration.net/AP/110088>

The College Board platform focuses on gathering exam order details from students and does not handle payments. Parents/guardians should work with their child to set up a Total Registration account, choose the AP Exams scheduled for May, and have finalize the exam payments.

- **Students should use the same account and login credentials they used last year**
 - Existing TR account holders can find the **"Do you have an existing Total Registration account?" Login Here"** link at the bottom of the page.
 - New students should create a TR account, which will be used in subsequent years.
 - **[How To Register for Payment Using Total Registration](#)**
 - Ensure that your student's personal information and email match the details in your My AP College Board account, not a parent's email.
 - See How to
- Once inside the TR system, students can proceed to select the exams they wish to take in the current academic year.
- If you are taking an **online AP course** look for the **"Independent Study"** (this is the Exam Only section) under teacher.

Exams are only ordered for students who complete ALL registration steps in My AP, Total Registration, and pay all exam fees by the deadline.

- *Orders after October 22, 2024 @ 6PM, will have a \$40/exam late fee.*
- *Cancellations after November 15, 2024 @ 6PM, incur a \$40/exam fee.*
- *\$25 Admin fees are non-refundable.*

Online Students will need to USE 2 Join Codes

1. The first join code will come from the online teacher for FVA or GAVS to access resources.
 - **THIS DOES NOT ORDER YOUR AP EXAM!**
2. You will need a second **"Exam Only"** join code to register for the Alliance AP Exams for your online course.
 - Register in Total Registration
 - If you are taking an online AP course look for the **"Independent Study"** under teacher
 - You will then find the second join code in Total Registration on the **Home page** under
 - **Account Functions --> Student Account History** after you register in Total Reg.

Detailed Instructions for AP Exam Registration for Online Courses

Key Dates

Registration Opens: Tuesday, September 3, 2024

Deadline: October 22, 2024, at 6:00 PM

Late Registration: October 23, 2024 to March 1, 2025 (Late fee: \$40/exam)

- Exams ordered after **October 22, 2024 @ 6:00 PM**, will incur a **\$40/exam late fee** from the College Board.
 - Late registration is between October 23, 2024 to March 1st 2025.
 - No exams will be ordered/ cancelled after March 1, 2025
 - Exam Cancellation
 - Must request cancellation through **Total Registration**
 - Full refund of exam fees if before November 15th, 2024 @ 6:00 PM
 - After November 15th, 2024 **\$40/exam cancellation fee**
 - **\$25 Administrative fee is non-refundable**

Cost for taking AP exams:

- For 2025 Testing, the College Board charges **\$99.00 for each exam**.
- \$147 for AP Seminar and AP Research
- In addition, students will pay a one-time administrative fee each year to offset the cost of testing materials, substitutes, etc. All high schools in Forsyth County charge a **one-time fee of \$25.00 each year** regardless of how many exams a student takes.

The cost/ for exams will be as follows:

- 1 exam = \$124.00 (includes the exam fee of \$99. 00 plus a one-time administrative fee of \$25.00)
- 2 exams = \$223.00
- 3 exams = \$322.00
- 4 exams = \$421.00
- 5 exams = \$520.00

AP Coordinator: Mrs. Schuyler kschuyler@forsyth.k12.ga.us

Total Registration Coordinator: Mrs. Jager mbjager@forsyth.k12.ga.us

Frequently Asked Questions

Is there a late registration period and how much is the late fee?

- Students registering for exams in courses that begin in August will be assessed a \$40/ exam late registration fee after October 22nd.
- The \$40/exam late fee is charged by the College Board and cannot be canceled by the school. The school does not charge additional fees for registering between October 22nd – February 28th.
 - If a student does not complete payment for all their exams by the October 22nd deadline, their exam status will be reset to “No.” To reinstate these exams, the student will be assessed the \$40/exam late fee for all exams and they must complete payment, including late fees, before their exams will be ordered.

Can I cancel my exam?

- Regular registration students can cancel exams until November 15, 2024 with no charge.
- If regular registration students cancel exams after November 15, 2024, you will not be refunded your entire payment. College Board will only refund \$57 per test after November 15, 2024.
- If you cancel after November 15th, you will receive a partial refund minus the \$40/exam cancellation fee. The \$25.00 administrative fee is non-refundable after November 15, 2024 for yearlong AP courses and after February 28, 2025 for Spring semester-only AP courses.

Does the State of Georgia pay for one STEM exam per student?

- Students enrolled in STEM classes will be allowed to take their first AP STEM exam at a reduced cost. STEM students will only pay the administration fee of \$25.00. Approval for any registration with a STEM exam will be required; therefore, STEM students cannot pay for exams at the time of registration.
- You must indicate at the time of test registration that you are taking a STEM exam to receive the \$99.00 credit.

How/when is the state STEM Waiver applied?

When STEM students register on Total Registration, they will be asked if they are taking at least one STEM exam. This is called a “special waiver.”

- Once a student has indicated s/he is taking a STEM exam, the registration is paused so that the school can verify this information.
- Once the fee waiver is verified, TR does NOT notify the student that they may now proceed with registration and make payment.
 - Students need to go back into their TR accounts within 24-48 hours of initial registration to check on the status of their registration and make payment.
 - Waivers are typically processed multiple times on school business days

Is there a reduced cost for students with financial difficulty?

- Students who have applied and met Federal Free/Reduced Lunch criteria will receive a maximum of two exams free of charge. They may receive additional exams at a reduced rate.
- When registering for exams, students are asked if they meet Free/Reduced Lunch criteria. If the student indicates that they do meet Free/Reduced Lunch criteria, the registration process is paused until confirmation of this information.

AP Exam Schedule 2025

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 5, 2025	Biology	European History
	Latin	Microeconomics
Tuesday, May 6, 2025	Chemistry	United States Government and Politics
	Human Geography	
Wednesday, May 7, 2025	English Literature and Composition	Comparative Government and Politics
		Computer Science A
Thursday, May 8, 2025	African American Studies	Japanese Language and Culture
	Statistics	World History: Modern
Friday, May 9, 2025	Italian Language and Culture	Chinese Language and Culture
	United States History	Macroeconomics
Art and Design: Friday, May 9, 2025 (8 p.m. ET), is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.		

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 12, 2025	Calculus AB Calculus BC	Music Theory Seminar
Tuesday, May 13, 2025	French Language and Culture Precalculus	Environmental Science Physics 2: Algebra-Based
Wednesday, May 14, 2025	English Language and Composition German Language and Culture	Physics C: Mechanics
Thursday, May 15, 2025	Art History Spanish Language and Culture	Computer Science Principles Physics C: Electricity and Magnetism
Friday, May 16, 2025	Physics 1: Algebra-Based Spanish Literature and Culture	Psychology

FOR ALL VIRTUAL STUDENTS: You must register through your base school. Should you return to your base school, you must use a transfer code for AP Classroom and AP testing purposes. Please contact your base school's AP coordinator.

- Alliance Academy for Innovation: [Kelli Schuyler](#)
- Denmark High School: [Teri Schneider](#)
- East Forsyth High School: [Kim Driesse](#)
- Forsyth Central High School: [Lisa Oswald](#)
- Lambert High School: [Jes O'Kelley](#)
- North Forsyth High School: [Angela Hurt](#)
- South Forsyth High School: [Nicole Espy](#)
- West Forsyth High School: [Rebecca Britten](#)