ARCADIA HIGH SCHOOL
AP EXAM REGISTRATION INFORMATION
2023-2024

STEP 1

➢ Pay via the school bookstore **OR** log into Touchbase using your student account--https://az-scottsdale.intouchreceipting.com/signin .

➢ AP exams are priced at $100 per exam until **November 10th, 2023.** Any exams ordered after November 10, 2023, will incur a late fee of **$40 per exam ($140 per late exam). The final deadline to make any adjustments to your AP exam order is Friday, March 1, 2024 (NO EXCEPTIONS).** AP US Government is a second semester course, students enrolled in this course have until March 1, 2023, to pay the $100 exam fee.

➢ Regardless of CollegeBoard's policies, SUSD does not offer refunds for AP exams.

➢ Financial aid is available for students who qualify for the Free or Reduced Lunch Program**. If you qualify but have not completed the Free or Reduced Lunch forms, please do so immediately, so that your approval is on file prior to ordering. Forms are available through Arcadia's website.** Please notify Dr. Johnson, sarajohnson@susd.org, ASAP if you qualify or if you need financial assistance.

STEP 2

➢ Enroll in your AP class in CollegeBoard using the "join code" specific to your section. Your AP Teacher will have your join code. You will automatically be entered as a "yes" in the system (this means you plan to take the exam in May). If you don't want to take a test then don't pay for it and no test will be ordered.

➢ If you are enrolled in an E-learning AP course, please contact Dr. Johnson, sarajohnson@susd.org, to receive your join code.

➢ Enrollment needs to be completed by **November 10th, 2023** on the CollegeBoard website.

*Please note: Any student who has not done both steps above (paying through Touchbase or the bookstore and enrolling through CollegeBoard) by March 1, 2024 will not be able to sit for an AP exam in May!!!)