



NEWFIELD HIGH SCHOOL
145 MARSHALL DRIVE
SELDEN, NY 11784
(631) 285-8300

Scott Graviano, Principal
Matthew Artigas, Assistant Principal
Lori Mazza, Assistant Principal
Salvatore Merenda, Assistant Principal

September 2023

Dear Parents or Guardians:

For the 2024 AP exams, students at Newfield High School will be registering online. This registration will take a few minutes and can be completed from any computer with internet access. Please review the important information below:

AP Exam dates: Monday, May 6 through Friday, May 17 - Fee: \$98.00 per exam

***** AP Research & AP Seminar - Fee: \$146.00 per exam *****

~ Wednesday, September 6, 2023 at 8:00 AM - Registration Begins

~ Thursday, November 9, 2023 at 3:00 PM - Registration Ends

~ Thursday, November 9, 2023 at 3:00 PM - Registrations that have not been paid for will be cancelled and exams will not be ordered

~ Tuesday, November 14, 2023 - Last day to cancel an exam without a cancellation fee of \$40.00

***These timelines have been established to facilitate the proper ordering for exams with College Board.
Please pay careful attention to the deadlines as Walk-In's are not allowed***

Please read through the bulleted items below to assist you with registering:

- To begin registration please go to: www.TotalRegistration.net/AP/331283. This link will take you to Newfield's registration page for AP Exams
- Note: If you are a first time user, you will be prompted to create a log-in name and password for each student account. Please fill in the required fields as directed.
- Select the exam(s), then select from the teacher and the period that the student is enrolled.
- If you are registering for an AP Exam in which you are not enrolled in the corresponding course, please select "No Teacher" in the teacher dropdown for that exam.
- Newfield High School is excited to offer families the convenience of paying exam fees online at the time of registration. Please be sure to have a credit card or debit card available before beginning registration. Paying online is a great way to make sure that payment has been made while avoiding mailing payment.
- Registration is NOT complete until all required questions are answered and you have printed the pdf of your confirmation page that is provided at the end of your registration. An email confirmation will be sent if you have successfully registered for the AP Exams. The mission of MCCSD is to empower and inspire all students to apply the knowledge, skills, and attitudes necessary to be creative problem solvers, to achieve personal success, and to contribute responsibly in a diverse and dynamic world.
- If a student has a CONFLICT with multiple exams, a special procedure is in place regarding alternate testing dates. Students should complete the online registration process for all exams on their available dates and then report to Ms. Mazza's office where they will be notified of the alternate exam date.
- Please contact Ms. Mazza if you would like to register for an exam not listed or have any questions.

JOINING YOUR AP CLASS SECTION

- 1. Get your join code:**

Your AP teacher will give you a join code so you can join their class using your phone or chromebook. You will receive a unique code for each AP class you are taking to enter each separately.
- 2. Sign in to MY AP:**

Sign in to MY AP (<http://myap.collegeboard.org/login>) with your College Board login information. This is the same login you used to access your AP scores, PSAT.NMSQT scores or register for the SAT – or that you used to access My AP last year. If you have never had a College Board Account, you can create one via the Sign-Up link.
- 3. Chose to join a course:**

Click the Join a Course or Exam button
- 4. Enter your Join Code:**

Enter the join code your teacher gave you and **click Submit.**
- 5. Check the course Information:**

Make sure the information that comes up is for the course you are taking. If it is, **click YES.**
- 6. Fill out registration information:**

If this is your first time joining a class, you will need to provide some additional information. You only have to do this once.