

Manteca High School

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AP Parents and Students:

Congratulations! Your student is taking at least one Advanced Placement (AP) class this school year. AP classes are rigorous classes that could earn them college credit or class advancement if they score well on the AP exam. The AP score policy varies from college campuses [AP Credit Policy Search – AP Students – College Board](#). Students are encouraged to review the My AP website [My AP Login – College Board](#) that shares information about the AP Courses and Exams, calculator policies, and what to expect on test day. Prior to the test day, CollegeBoard will send messages to students so they may access the AP Exam Terms and Conditions online; on exam day, students will acknowledge in writing that they have read and agree to follow all test security and administration policies and procedures.

The AP exam registration process has two steps, and both can be completed in one sitting when the student and parent/guardian do this together. **Both steps need to be completed when ordering an AP exam.**

Required Steps:

Step 1: To register to take an AP exam visit www.TotalRegistration.net/AP/051900. Students will need to indicate the AP courses that are being taken this year and the exams to be taken. After completing this registration, a join code(s) for the AP class(es) and directions to complete the second required step will be given. Exam fees will be **paid online**. It is important to have a **debit card or credit card available before beginning registration**.

Step 2: Students will use the join code(s) provided at the completion of step one or from their teacher(s) to enroll into the student's AP course(es) and exams in the College Board's system. Students will go to myap.collegeboard.org to join their AP course.

This year, AP exams cost **\$100.00 per exam**. Students requiring financial assistance should contact Janeen George jgeorge@musd.net in the counseling office to learn how to potentially qualify for a fee reduction or scholarship.

Here are the important dates for ordering AP exams:

- **September 16, 2024, at 8:00 AM** - Registration begins at www.TotalRegistration.net/AP/051900
- **November 8, 2024, at 11:59 PM** - Registrations and payments after this date will incur a **\$40 late fee** per exam by CollegeBoard for classes that started **before** November 16th (**Term 1 classes**).
- **November 8, 2024, at 11:59 PM** - Last day to cancel exam with **full refund** for **Term 1 classes**.
- **February 26, 2025, at 11:59 PM – AP Exam Registration Ends**
- **March 3, 2025** - Last day to cancel exam with **full refund** for **Term 2 classes**.
- **March 3, 2025** - Registrations that have not been paid for **will be cancelled and exams will not be ordered**.
- **March 7, 2025, at 11:59 PM** - Last day to cancel an exam and received partial refund minus \$40 cancellation fee.

Please contact Janeen George, jgeorge@musd.net, if you have any questions.

Sincerely,

Janeen George

Janeen M. George, M.A.

MHS Counselor/ AP Coordinator

