

## **AP EXAM REGISTRATION INSTRUCTIONS (PARKWAY CENTRAL HIGH SCHOOL)**

AP exams are administered each May at Parkway Central. Students enrolled in AP courses can register for the AP exam for that course. Most US colleges award college credit/advanced placement (testing out of a college level course) for qualifying AP scores (3, 4 or 5). See more here: [AP Credit Policy](#)



Registration for AP Exams takes place during the fall of each school year. The deadline for students to register for AP Exams is **November 1, 2025**.

Each AP exam is \$100, per College Board. The fee will be added to Infinite Campus after November 1st.

For detailed information about registering for an AP exam and payment, please see below.

### **REGISTRATION PROCESS**

#### **STEP 1 - "Join" the AP Classroom for your AP course**

→ Create a College Board account OR sign in to your existing account at

<http://myap.collegeboard.org>.

**NOTE: If you have an account, DO NOT create a new one.** If you cannot remember your username/password, the fastest way to resolve this is to call College Board: 888-225-5427 for assistance.

- **Enter the JOIN CODE given by your AP teacher (exam decision will be "Undecided")**
- **Select YES or NO for "Register for Exam"**
- **You are registered!**

#### **STEP 2 - PAY FOR AP EXAM(s) Online through Infinite Campus Parent Portal**

AP Exam Fees will be added to the Parent Portal of Infinite Campus after the registration deadline (November 1st, 2025) **Each AP Exam is \$100.**

#### **PAYMENT DIRECTIONS:**

- ★ Have your PARENT or GUARDIAN log into their Infinite Campus account.
- ★ Click on "More" on the left hand side → Click on "Online Payments."
- ★ Select student name → Select AP EXAMS to pay for your exams.

#### **PLEASE NOTE:**

- ★ If you cancel an AP EXAM AFTER THE NOVEMBER 1 DEADLINE, THERE IS A \$40 CANCELLATION FEE (per College Board), A partial refund will be issued.
- ★ Late registration is possible, but exams ordered after November 1st incur a \$40 late registration fee, making the total for each late order AP exam \$140. [AP Exam Fees and Policies](#)

- ★ If your AP class doesn't start until 2nd semester (AP Microeconomics/AP Comparative Government) you will be able to sign up and pay for your exam in February/early March.
- ★ **If you are taking a virtual AP class, please reach out to Ms. Greenwood for the Join Code!**

Please consider all deadlines and fees as you make exam decisions.

If your family has financial barriers/extenuating circumstances, please contact Ms. Greenwood, PCH's AP Coordinator, in Counseling ([pgreenwood@parkwayschools.net](mailto:pgreenwood@parkwayschools.net)).