

AP Exam Registration

University High School, 2021-22

AP exams are \$96 each. Students who qualify for a fee waiver will not be charged anything for AP exams. AP exams will take place in May 2022 ([full exam schedule can be found here](#)) but you must order your exams by November 1st. Follow all instructions **exactly** as indicated in the steps below. Failure to follow all steps & deadlines may result in a test not being ordered.

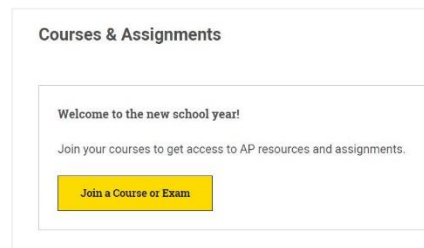
IMPORTANT NOTES – PLEASE READ!!!

- If you sign up for an AP foreign language exam and have a 2nd exam on that same day, your 2nd exam will be moved to late testing. Foreign language exams are lengthy and we can't guarantee you'll be able to take both on that day due to timing.
- Exams you register for in your MyAP Classroom portal must match the AP exams you select on the Agreement to Pay form
- Students must BOTH register in their MyAP Classroom portal AND complete the Agreement to Pay form by Nov 1st
- AP exams cancelled after November 1st will be charged a \$40 cancellation fee
- AP exams ordered that go unused (student does not show up to test) will be charged a \$40 unused fee
- All exam payments are due no later than March 15th
- All payments for AP exams are tax credit and therefore NONREFUNDABLE.

1 Join the MyAP Classroom for each AP course you are enrolled in **ASAP** using “Join Codes”

Log onto: <https://apstudents.collegeboard.org/>

Click on the “Join a Course or Exam” → Enter class Join Code provided by your teacher → Confirm that the class for the code you've entered is correct (check teacher & period!) → Complete all personal info. You will only have to do this for the first class you join (School Zip Code = 85711 & Student ID = your matric #)



9th grade students (and new students who have never taken AP classes) will first need to [create a College Board account here](#) if they don't have one.

2 Register for these AP exam(s) in your MyAP Classroom portal by **November 1st**

Log into MyAP Classroom at: <https://apstudents.collegeboard.org/>. Click the yellow “Register for Exam” button of the course for each AP exam you want to take.

3 Complete the Agreement to Pay form for the AP exam(s) you registered for by **November 1st**

[Click here to complete the Agreement to Pay form](#). By completing this form you're agreeing to pay for the selected AP exams. Exam fees will be posted to your finance account within a few weeks (no later than Dec 16th) and it is your **responsibility to pay by March 15th**.

To pay your fees:

- Log into: <https://az-tucson.intouchrecepting.com/> (follow directions on webpage to sign in)
**If you have trouble logging in, please contact our finance office at (520) 232-5613*
- Click on student's name -> Click on “Pay Fines/Fees”
- Checkmark the box under “Pay” for each AP exam fee
- Click on the blue “Pay selected Fines/Fees” -> Click on “Checkout...” and follow direction to provide payment

If you qualify for a FEE WAIVER, you will be prompted in the Agreement to Pay form to complete additional steps. By completing these steps you can assume your fee is waived and that your balance is \$0 (we will only contact you if there is a problem with your fee waiver).

Frequently Asked Questions (FAQs) – AP Registration

University High School, 2021-22

- ⇒ **How do I pay for AP exams?** After you complete the steps listed above, your student finance account will be charged with your AP exam fees (please allow a few weeks for these to be posted). All fees will be posted no later than December 16th. You can then log into your student finance account at <https://az-tucson.intouchrecepting.com/> and pay your fees.
- ⇒ **When are AP exam payments due?** All AP exam payments must be paid no later than March 15th
- ⇒ **Are there fee waivers for AP exams?** Yes, there are need based fee waivers. The online fee waiver form is found in the Agreement to Pay form for those that qualify. Students who qualify for a fee waiver will not need to pay anything for AP exams.
- ⇒ **I filled out a fee waiver but haven't heard anything back, what now?** There is no action needed. If you do not hear from us you can assume your fee has been waived and you have a \$0 balance for AP exams – you DO NOT need to pay anything.
- ⇒ **I'm not sure of the names of my (my students) exams, how do I find which classes I should register for on the Agreement to Pay form?** The name of your AP courses can be found in your MyAP Classroom account at <https://apstudents.collegeboard.org/>. Please be sure that the classes selected on the Agreement to Pay form match the names of the classes in your MyAP Classroom.
- ⇒ **Will my exam(s) still be ordered if only one of the steps above (MyAP registration & Agreement to Pay form) are completed?** No, you must complete BOTH and the exams selected on your MyAP registration must match the Agreement to Pay form.
- ⇒ **I haven't "Joined" the MyAP classroom for my AP course, is that okay?** We will not be able to order you an exam if you do not join your MyAP classroom. Additionally, MyAP classroom has lots of valuable resources to help you in AP course & on exams.
- ⇒ **Can I get a refund for an AP payment if I decide I don't want to take an AP exam?** No. All AP payments (deposits & balances) are tax credit and therefore NONREFUNDABLE as they are eligible tax credit donations – no exceptions!
- ⇒ **Can I cancel an exam that I've already ordered?** Yes, you have until March 1st to cancel any AP exams that you've ordered by filling out this [cancellation form](#). All exams cancelled after November 1st will still be charged a \$40 cancellation fee.
- ⇒ **Are AP Payments tax credit donations?** Yes. The receipts provided by the finance office have the AZ Tax Credit Statute printed on the front and will serve as the documentation needed to submit to your tax professional.
- ⇒ **Can family members and/or friends donate their tax credit to help pay for my AP exams?** Yes, they can, however, please have them pay by following the instructions to log into your personal finance account and paying the fees listed under Pay Fines/Fees. If they donate into the general AP testing fund online it may not be associated with your account. If you have questions about this, contact the UHS finance office (520) 232-5613.
- ⇒ **How do I know if I've paid for an exam (deposit and/or balance)?** You can check your AP payment history by logging into <https://az-tucson.intouchrecepting.com/> and click on Purchase History. Please DO NOT email the AP Coordinator about your payment balances.
- ⇒ **I can't log in to my online student finance account at <https://az-tucson.intouchrecepting.com/>, who do I contact?** If you need help logging into your online finance account, please contact the UHS Finance Office at (520) 232-5613.
- ⇒ **I'm having trouble logging into my MyAP Classroom College Board account, who do I contact?** Unfortunately, if you can't log into your College Board account, UHS is unable to assist. You will need to contact the College Board directly at (866) 315-6068. It is advised to call first thing in the morning as they are on EST and often have long wait times or are closed after school.
- ⇒ **Can I register to take an exam for a course I am not enrolled in?** Yes, please email Ms. Palos for information on how to do this.
- ⇒ **Where do AP exams take place?** We will update you with exam location closer to testing dates.

QUESTIONS?

If you don't see the answer to your question, email our AP coordinator Megan Palos at megan.palos@tusd1.org (please allow 2-3 business days to receive a response about AP exams).