

BSHS 2012 AP Exam Registration

For the 2011-12 AP Exams, **students at Bryan Station High School will need to register and make payment online.** This registration will only take a few minutes and can be completed from any computer with internet access.

Online Exam registration will begin on Thursday, February 23, 2012 at 12:00 AM and end on Tuesday, March 20, 2012 at 11:59 PM. In order to register, students should click on the link provided on the school website or visit www.TotalRegistration.net/AP/181417. We strongly recommend that parents and students both be present while registering and making payment to ensure that the correct exams are ordered and payment information is accurate and completed in a timely manner. A quick overview is noted.

Overview of Registration Process Steps:

1. Go to link: www.TotalRegistration.net/AP/181417 (case sensitive)
2. If you have registered for an AP exam in the past, please use the same email address.
3. Complete all sections and questions on the registration form.
4. Carefully check exams and teachers for which you have registered. The exam schedule is on the back of this letter.
5. Make payment online with Total Registration (unless you qualify for a federal waiver).
6. Print registration and payment confirmation page for your records. Registration is complete when you are able to print a confirmation page.

The 2012 AP Exam fee is \$91.00 per exam. The \$91.00 per exam fee does include a processing fee obtained by Total Registration. There are multiple payment options available via Total Registration. **All payments will be made directly to Total Registration – no payment will be made to BSHS or collected at BSHS.** A \$10.00 late fee per registration will be charged for students registering after March 20th. Exams ordered after April 13th will also incur a \$50.00 College Board late fee per exam. Exams may be cancelled in the counseling office through March 27th and a full refund will be given, minus a \$25.00 cancellation fee per cancelled exam.

- **Students that qualify for free and reduced lunch (under the Federal School Lunch Act) for the 2011-2012 school year are eligible to receive fee waivers for their AP exams. Students that meet the criteria will still need to register online. Once they have registered and requested federal assistance, the AP coordinator will verify that the student does indeed qualify for the reduction and registration can be completed. A copy of the registration confirmation should be kept for your records.**

All exams will be administered at Bryan Station High School with the exception of AP Music Theory. The AP Music Theory exam requires tech support from IAKSS and will be administered at Northeast Christian Church in Hamburg. Transportation to and from the test site will be the student's responsibility.

Here are the important dates and information for the registration process:

- ❖ **Registration website:** www.TotalRegistration.net/AP/181417 (case sensitive) link is provided on the BSHS main website.
- ❖ **Feb. 23, 2012 at 12:00 AM** - Registration Begins!
- ❖ **March 20, 2012 at 11:59 PM** - Registration Ends!
- ❖ **March 21, 2012 at 12:00 AM** - Registrations after this date will incur a \$10 late fee per registration. There is a separate web link in order to register late. You will have to see Mrs. Lawrence in counseling in order to obtain that information. Any registration made after April 13th will incur a \$50 College Board late fee per exam in addition to the \$10 late fee.
- ❖ **May 1, 2012** – Pre-Administration Session held in main library. Seniors: 1st block, Juniors: 2nd block, Sophomores and Freshman: 4th block. Students will be dismissed to attend the session per an announcement. During the pre-administration sessions students will be receive specific test day instructions and a copy of the Bulletin for AP Students and Parents at the pre-administration session. Please read this bulletin for test dates, rules, and procedures.

Please contact Mrs. Dana Lawrence, dana.lawrence@fayette.kyschools.us, if you have questions or difficulty with the registration process.