

Utica CSD 2023-2024 AP® Exam Registration

Join your 2023-2024 MyAP Classroom:

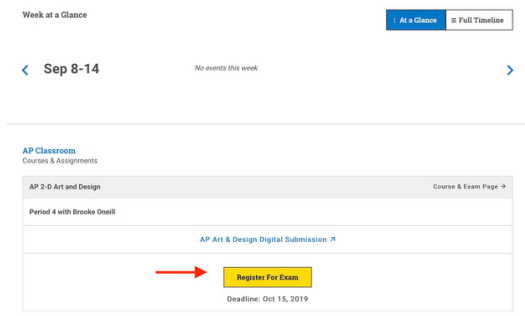
- All students will be able to join an AP® Classroom on the College Board MyAP at <http://myap.collegeboard.org> where they will be able to access College Board provided course resources and materials as well as an individualized performance dashboard.
- Teachers will be able to use the resources in the MyAP AP® Classroom for assignments, classroom activities, test and quizzes and more.
- Students will log into the MyAP site at <http://myap.collegeboard.org> with their College Board profiles and **JOIN the AP® Class with a Join Code** (access code) that will be distributed by teachers by September 22, 2023. (Simply click on "Join Exam/Class" and enter the code.)

How to register for 2023-2024 AP® Exams:

AP Exam Fees for 2023-2024 is \$102 per exam (\$150 per AP Capstone exam)

To register for the optional AP® Exams, the additional steps need to be completed:

- **STEP 1: Activate Exam on MyAP** - Students who have joined the AP Classroom on MyAP and choose to take the optional exam, **must also activate the exam by clicking on the yellow "Register for Exam" button** in the class dashboard.
 - **Deadline to activate your exam is September 22, 2023**



- **STEP 2: Submit Exam Deposit** - AP Exams are \$102 each (\$150 for AP Capstone Exams). Students who have an active exam on the MyAP System as of September 22 will receive on or around October 1 an invoice for a \$40 non-refundable deposit to be submitted to complete the exam order. Submit payment online or via mailing in a check or money order.
 - **Deposit must be submitted by October 31, 2023 to order an exam for May 2024.**
 - **BOTH the exam deposit payment AND exam activation steps MUST be completed by October 31, 2023 to have an active exam order.**
 - LATE registration will open on November 16 with a penalty fee. NO payments or orders will be accepted or processed between November 1 and November 15, 2023.
- **STEP 3: Submit Balance Due** - Students who successfully completed step 1 and 2 above by will receive a custom digital invoice for the balance of fees due. The invoice will be emailed in January. **Deadline to submit the balance of fees due is February 16, 2024**
- Visit <http://aptsusa.com/utica> for more information

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Frequently Asked Questions:

What if I can't log into my College Board account?

- Don't create a new one! Each student should have only ONE College Board account which houses AP, PSAT and SAT scores and information. For log in help visit:
- <https://pages.collegeboard.org/account-help> or <https://myap.collegeboard.org>

What if I qualify for a fee reduction?

- All students regardless of status submit a \$40 deposit by October 31. Students who have successfully been approved for Free-Reduced Lunch status AND who sit for the exam in May will be eligible for a partial refund of \$35 per the MA State subsidies established for 2023-2024.

How do I submit the fees?

- **Exams are \$102 each (\$150 per AP Capstone Exam).** You will receive a custom invoice for a \$40 per exam deposit based on the exams you activated on MyAP. Payment can be submitted by clicking the Pay Now button in the top left of the invoice OR by mailing in a check or money order. (Instructions on the invoice.) A second invoice will be issued in January for the balance due. A 3.1% credit card processing fee is charged for debit/credit card payments.

I want to add an exam that is NOT on my invoice. What do I do?

- Email info@aptsusa.com to request an updated invoice.
- You will need to confirm that you have also joined the College Board MyAP dashboard with the appropriate Join Code for your exam. Penalty fees apply for registering an exam as of November 16, 2023. FINAL Day to add an exam or make payments is February 16, 2024.

I want to cancel an exam that is on my invoice?

- Email info@aptsusa.com to request that exam be removed
- If you have already paid a deposit or fees for that exam, the refund amount will be adjusted based on the policy posted on <http://aptsusa.com/utica>

2023-2024 Important Deadlines:

Exam Activation Deadline

September 22, 2023

Exam Deposit Payment Due

October 31, 2023

Balance of Fees Due

February 16, 2024

FINAL Day for AP Registration (Final Payments or to add an order): Feb 16, 2024

For more information and details as well as assistance and support visit

<http://aptsusa.com/utica>

