



School District of South Orange and Maplewood  
***Columbia High School***  
17 Parker Avenue, Maplewood, New Jersey 07040

***CEEB: 310750***

September 2021

Dear Student and Parent/Guardian:

We are pleased to inform you that Columbia High School students **currently enrolled** in AP Courses (or World History Honors) for the 2021/2022 school year will be registering **online** for the 2022 AP EXAMS. Please note that AP exams are only offered to CHS students **currently enrolled** in the particular AP course. Registration is a **TWO STEP** process and can be completed from any computer with internet access.

**STEP 1: Enroll in the class with your Join Code**

Students must enroll using a **JOIN CODE** on <http://myap.collegeboard.org> by **Friday, October 15, 2021**. If the student does not have a College Board account, they must create one first using their own name (***not parent/guardian's name***). Join codes are specific to your AP course, teacher, and period. Your AP teacher will be distributing your join code to you. You must enroll using the join code through your College Board account before you can register and pay for your AP exams.

**STEP 2: Register & Pay**

To register and pay for AP exams, students must visit: [www.TotalRegistration.net/AP/310750](http://www.TotalRegistration.net/AP/310750). To complete registration, students must answer all of the required questions. We strongly recommend that parents/guardians and students are both present while registering to ensure that the correct exams are ordered. When registering *please use an email address that you check regularly and an accurate phone number*. **Online Exam registration will begin on Monday, October 18, 2021 and continue through Friday, October 22, 2021**

Please be sure to have a **credit card or debit card available before beginning registration**. The cost per exam for the 2021/2022 school year is \$107.00. If paying by check, students must print their registration form and mail their payment to Total Registration per the directions on the registration screen. **Students may qualify for a fee waiver if receiving free/reduced lunch**. Please indicate that you are eligible when asked during the registration process and we will waive your fee after verifying your status.

## **AP Exam Late Registration Fees**

- Exams ordered after October 22, 2021 but before November 10, 2021 will incur a \$20.00 per exam late fee.
- Exams ordered on or after November 10, 2021 but before February 18, 2022 will incur a \$40.00 per exam late fee.

## **AP Exam Refund Policy**

- Exams cancelled after November 15, 2021 but before March 15, 2022 will be refunded the cost of the exam minus a \$40.00 per exam cancellation fee.
- Exams cancelled after March 15, 2022 will not be refunded

**Students with an IEP or 504 must request accommodations by contacting Mr. Matthew Endlich at [mendlich@somsd.k12.nj.us](mailto:mendlich@somsd.k12.nj.us) by December 8, 2021.** Students who have been approved for special accommodations with an eligibility letter from *Services for Students with Disabilities* and who already possess an SSD number should provide the number on the registration website, but should still contact Mr. Endlich detailing your request specifically for the AP exams. You must also complete the College Board consent form available on the registration website.

**Schedule conflicts sometimes occur.** Any student who is scheduled to take two exams at one time should notify Ms. Stephanie Renelle ([srenelle@somsd.k12.nj.us](mailto:srenelle@somsd.k12.nj.us)) or Mr. Adrian Williams ([awilliam@somsd.k12.nj.us](mailto:awilliam@somsd.k12.nj.us)) after registering. College Board is adamant about the reasons (other than two exams at the same time) for which a student may take a late exam. Often there is an **added fee** of \$45 per exam.

**Please read the Bulletin for AP Students and Parents** for complete information about AP Exams. The Bulletin can be found on the AP website: <http://www.collegeboard.com/student/testing/ap/about.html>. For further questions, please contact Ms. Stephanie Renelle ([srenelle@somsd.k12.nj.us](mailto:srenelle@somsd.k12.nj.us)) or Mr. Adrian Williams ([awilliam@somsd.k12.nj.us](mailto:awilliam@somsd.k12.nj.us)), AP Testing Coordinators for Columbia High School.

Keep up the good work in your AP classes, and be sure to meet the registration deadline of **October 22, 2021!**

Best Regards,

Stephanie Renelle, AP Coordinator

Adrian Williams, AP Coordinator