



AP EXAM REGISTRATION: March 1-16

Registration will be done online at <https://user.totalregistration.net/AP/421183>. You must register for all of your AP Exams on this website between March 1 and 16. Simply follow the instructions given on the site. Be sure to print a confirmation sheet when you finish and enclose it in your payment envelope. Return envelopes to any of your AP teachers during class or to Mrs. Benz, RHS AP Program Director, in A156 before or after school.

PAYMENT OPTIONS

Payment options have changed this year! You may pay by check, cash, money order, or credit card. No longer must you write multiple checks. Instead, make one payment for all of the exams.

- Credit card payments must be made through the student store. When you use credit card, submit your receipt of payment (or a copy of your receipt) in the payment envelope the AP program provided you. A convenience fee of \$2 per test is charged in order to cover surcharges.
- Check payments should also go in the payment envelope and be made out to RHS.

A few extra payment envelopes will be in the AP Program Director's office, A156, for those who misplace theirs.

REFUNDS

All payments are 100% refundable up to April 1.

After April 1, \$76 of each test fee is still refundable until testing begins. For check payments: Once a check is provided with the new amount owed, the old check will be returned to you. For credit card payments: Refunds for credit card payments can only be made with the AP Program Director's verbal or written approval to the student store. The refunded money will be in the form of a credit to the credit card.

INABILITY TO PAY

If you are qualified for free/reduced lunches for the 2014-15 school year, do not include any payment and be sure you have noted your free/reduced lunch status when registering online.

If you need financial assistance for the exams and are not in the free/reduced lunch program, please see Mrs. Benz in A156 or email her at Gina.Benz@k12.sd.us.

ALTERNATE TEST DAYS

If you cannot take your exam on its scheduled day and need to use the alternate testing day, which would fall on May 20, 21, or 22, please see Mrs. Benz. You may need to supply a \$45 late exam fee.

BULLETIN FOR AP STUDENTS AND PARENTS

Please read through this guide to the AP program and its exams and save it so that you can refer to it again. Especially take a look at what you can and cannot bring into the exam room and the exam schedule.

OTHER REMINDERS AND ADVICE

- Be more than familiar with the format and timing of your exam. Take practice exams. Purchase a review book.
- Exams will be held at Memorial Lutheran (5000 S. Western Ave.), which is about 2 blocks south of the 57th Street and Western Avenue intersection.
- Arrive at least 15 minutes before your test is scheduled to begin!

Thank you!
Mrs. Benz

*Please do not include this informational sheet in your payment envelope.
Only include the registration confirmation sheet and payment.*

	8 a.m. Test	12 noon Test
May 4	Chemistry & Environmental Science	Psychology
May 5	Calculus	
May 6	English Literature	Physics 1
May 7	Computer Science & Spanish Language and Culture	*Studio Art Portfolios Due @ 4 (no test)
May 8	United States History	
May 11	Biology & Music Theory	
May 12	US Government	
May 13	English Language	Statistics
May 14	World History	Macroeconomics
May 15	Human Geography	

What to Bring	What NOT to Bring
Several sharpened #2 pencils with erasers	Cell phones. Leave them in your car!
Pens with black or dark blue ink	Food and drink
A simple watch	Clothing with subject-related material
Approved calculators for the biology, calculus, chemistry, physics, and statistics exams	Any electronic equipment (with the exception of approved calculators)
A ruler or straightedge for the physics exam	Reference guides