



AP Fall 2024 Classes

Registration Information For Teachers, Students, and Parents

Dear AP teachers, students and parents,

The College Board requires students to register for May, 2025 exams this fall. We appreciate you taking the time to carefully read through the information regarding AP Exams provided below in preparation for the upcoming exam registration process.

General information

- AP Exams will be held May 5-9 and May 12-16, 2025. These national test dates are established by the College Board and cannot be changed. You can find information regarding the exam schedule for your specific AP course at Collegeboard.org.
- At this time, we plan to administer all exams at Naperville Central.

Important Dates/Deadlines

- Semester 1 and year-long AP Classes (start date for the course = August 15, 2024)
Registration Open: **August 15th 2024 at 6:00 a.m.**
Deadline for Registration: **November 7th, 2024 at 6:00 a.m.**
Late Registration with \$40 late fee: **November 7th 2024 - March 7th, 2025**
- Semester 2 classes (start date for the course = January 7th, 2025)
Registration Open: **January 7th, 2025 at 6:00 a.m.**
Deadline for Registration: **March 7th, 2024 at 6:00 a.m.**

*We cannot accept additional registrations after March 7th due to the ordering process. All payments due by the registration deadline. Exams ordered and not paid for by this date will be canceled.

Alternate Test Dates

If a student would like to register for two AP exams that are being offered at the same time, the system will accept the registration, however, one of the exams will become an “alternate exam.” The Testing Coordinator will determine which exam is to be the “alternate” and will inform the student of the time/date of the alternate exam. Alternate exam dates are May 19-23, 2025.

Attendance on AP Exam Days

Students will be excused periods 1-5 for a morning exam and periods 4-8 for an afternoon exam.

Parents do not need to call the attendance office. Students are expected to attend school in the morning if they have an afternoon exam, or they are expected to attend school in the afternoon if they have a morning exam.

Please note: NCHS will not accept payment for AP exams. All payments must be made to Total Registration. Please plan accordingly

Registration Process

- ___1. Join your class in myap.CollegeBoard.org. Join codes are provided by your AP Teacher.
- ___2. If you will be taking the AP Test
- ___A Total Registration - <https://totalregistration.net/ap/143105>. Provide all registration information and indicate which exams you plan to take,
- ___B Payment
- Online Credit Card
 - Credit cards are accepted online.
 - Print a copy of the confirmation page for your records.
 - Check or Money order mailed to Total Registration.
 - If you opt to mail your payment you will need to follow the directions on the “**Payment Stub**” that you printed at the time of registration. If you did not print a payment stub, you can log into www.totalregistration.net and click **Make Payment** to either pay online or generate a new payment stub. Students will mail their payments (payable to Total Registration, LLC) with their Payment Stub to:

Total Registration, LLC
PO Box 398
Eldorado Springs, CO 80025
 - It is important that all checks include the Reference Number in the memo of the check. If you are not able to print a Payment Stub please enclose a copy of your confirmation.
- ___C Confirm your name on the AP Roster with your AP Teacher.

Cancellation Policy

A \$44 cancellation fee for all tests canceled after the registration deadline is assessed by The College Board. There are no refunds for unused tests.

Students need to request to cancel their exam through Total Registration, or put the cancellation request in writing, and submit that request to Mrs. Ericson, Testing Coordinator. A refund will then be processed.

We encourage students NOT to cancel AP Exams because we believe the experience of taking the exam is a valuable culmination to the AP experience.

We are very proud to have so many students participating in the AP curriculum at NCHS and appreciate your cooperation with the exam registration process. We will do our best to ensure a positive exam experience for our students! Please contact one of us if you have questions.

Steven Jeretina, Assistant Principal – sjeretina@naperville203.org
Debra Ericson, Testing Coordinator - dericson@naperville203.org

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