

Hello Parent(s) and Guardians of RHHS AP Students,

The following letter details steps for students who wish to take any AP exams this year in May. Only students currently enrolled in AP classes (please note this does **NOT** include Honors courses) and those who might wish to take/retake an AP exam outside of their regular course schedule should complete registration.

**Registration Process:**

For the 2022 AP exams, students in Prosper ISD will be registering and paying online. This registration will take a few minutes and can be completed from any computer with internet access. **Registration and payment is a two-step process.** This change is necessary due to steps imposed by the College Board, the company that administers the AP and SAT programs. The process is:

Step 1: Students must first register for their test with the College Board.

Step 2: Students will pay for their exams online through **Total Registration**, a third-party provider, contracted by PISD (as they have done in the past).

Students must complete **BOTH** steps in order to have an exam ordered for them. We will be helping to register students during each of their AP classes during the next few weeks. By registering, students are committing to taking the AP exam in May.

**Fees:**

Course	Fee
AP Research & AP Seminar	\$146.00*
All other AP courses	\$98.00*

\*includes processing fee for Total Registration

The College Board has increased exam fees by \$1.00 for this year. Rock Hill High School desires that every student be able to take their AP exams. Students qualifying for the Free or Reduced Lunch Program, and those requiring financial assistance should contact Sharon Kelley, Testing Administrator at Rock Hill High School to learn more about payment options.

Online AP Exam registration and payment will open on **September 9th, 2021 at 8:00 AM and close on November 1st, 2021 at 7:00 PM**. In order to register, students should perform the following steps:

1. Open "MyAP" account (where your teachers gave you access codes, use your existing College Board account) and click [HERE](#) to follow the steps.
2. Please take a moment to ensure the student's email address used for the "MyAP" account is a **personal address**, not a school email. This account will follow the student, regardless of what school they are enrolled in, and will be used to access score reports for colleges later.
3. Visit [Rock Hill High School's Advanced Placement Exam Registration](#) complete registration and make payment. To complete registration, students must answer all of the required questions. Registration is not complete until students have printed or saved the PDF of the confirmation page that is provided at

the end of step 2 in Total Registration. While we will be providing supervised registration opportunities in classes to help ensure students sign up correctly, avoiding mistakes their peers in prior years have encountered, we know that parents may desire to register their students for exams themselves. If you choose to sign up on your own, we strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered, and correct sections are selected.

Please be sure to have a credit card or debit card available before beginning registration (pay by mail info is below). Students registering during sessions at school can pay at that time if you provide them with your personal payment information (card number, expiration date, card security code). Students can register in class with their teachers, but choose to pay later during this process. Students can also pay by mail. Instructions and required documentation will be provided during sign up in the Total Registration software.

**Here are the important dates for the registration process:**

- **September 9th at 8:00 AM - Registration Opens**
- **November 1st at 7:00 PM - Registration Closes**
- **November 5th at 7:00 PM - Registrations that have not been paid for will be cancelled and exams will not be ordered.**

Exams ordered and not taken or canceled after the deadline are subject to fees from the College Board.

Students who would like to register for an exam for a course not currently taught at RHHS, who need to miss a scheduled exam date, or have any questions about this process should contact Sharon Kelley, [sskelley@prosper-isd.net](mailto:sskelley@prosper-isd.net), testing administrator at Rock Hill High School.