

Frequently Asked Questions (FAQ)

1. How can students sign up for AP?

Directions for Registering:

1. Access the Registration Site between February 4 and March 6, 2019 at www.TotalRegistration.net/AP/210176
2. Enter Student Email, First Name and Last Name
3. **Students must answer ALL questions in order** to complete the exam registration.
4. Students applying for Fee Waivers or Financial Aid will have to complete the required forms and questions. Students will receive an email confirmation if approved and the total cost to be paid to complete AP exam registration online.
5. Once registration is complete—a confirmation page will appear and indicate successful registration
6. Payments may be submitted online via a credit or debit card. If you are paying by check—You must print your “Payment Stub PDF” and mail it to Total Registration along with the payment. All payments should be made payable to Total Registration LLC. You should include your reference number in the memo of the check. **Payments must be paid in full by MARCH 9, 2019.**
7. Students Must return the following **HARD COPY FORMS to the bin in the FRONT OFFICE** (Forms may be Located online on [their AP Schoology Class Pages](#), Pikesville High School Website, Total Registration and in the Front Office)
 - **Compliance Form & Early/Late Dismissal Form (MANDATORY)**
 - College Board Accommodations (If Applicable)
 - AP Fee Waiver Application (If Applicable)

2. How do I pay for my exams?

Pikesville High School will not accept or collect any payments for AP exams. All payments will be collected by Total Registration. Families may choose to pay online with a credit or debit card or may choose to mail a check or cashier’s check to Total Registration LLC. **Registrations that are not paid by 11:59 p.m. Saturday March 9, 2019 will be cancelled, and exams will not be ordered.**

3. Are there any discounts or incentives this year?

Pikesville is excited to offer a discount for taking multiple AP Exams. See the chart below for a break down (The information below is based on regular AP exams at the \$94.00 base rate)

Exam	Discount	Student will Pay
1 st Exam	\$0.00	\$94.00
2 nd Exam	\$5.00	\$89.00
3 rd Exam	\$10.00	\$84.00
4 th -8 th Exams	\$15.00	\$79.00

4. What if I have FARMS?

Students must return the parent permission form to School Counseling that allows BCPS to verify FARMS status. You should then select FARMS online during registration. You will be placed in a queue as your status is approved. You will receive an email if you owe a balance and to notify you of approval. Students should also complete the AP Fee Waiver Application

5. What about Financial Aid?

Students applying for financial aid need to indicate and respond to the questions on Total Registration. Students will also need to complete and return the Fee Waiver Application to the front Office for review.

6. What about my College Board Accommodations?

Deadline for applying for Accommodations is February 22, 2019. Students must return the College Board Accommodations Form with their SSD# to the front office.

7. Where are exams being held?

Exams will be held in the school building. Specific locations will be provided to students in April.

8. What if we decide we don't want to take an exam after we have already registered?

You can cancel an exam for a full refund prior to March 6, 2019. You may receive a partial refund until April 19th, but will lose the \$15.00 College Board restocking fee for each exam.

9. Are pre-administration sessions mandatory?

This year there will be no pre-administration sessions.

10. What happens if I miss the deadline?

There will be **no registrations accepted after March 6 at 11:59 p.m.** Because a 3rd party is handling registration there can be **NO EXCEPTIONS** to the deadline. All registrations that are not paid in full by March 9th, 2019 will be cancelled and the exams will not be registered.

11. Can I get hard copy forms?

Hard copy forms will be available in the front office.

Digital copies will be available on your AP Course Schoology pages, Pikesville High's website, and Total Registration.

12. Where do I submit my forms?

Forms will be submitted in the front office to the AP EXAMS Bin. Only the Compliance and Early/Late dismissal forms are mandatory. Fee Waiver and College Board is only submitted if applicable.